**MEDICAL DIRECTOR**

**A4 Request Print Setting Instructions**

This Document enables the examination request and clinical details to be printed with correct alignment on a North Queensland X-Ray Services A4 Referral which you have either received or can request from us at admintsv@nqxray.com.au. Before commencing the print setting adjustment, please ensure North Queensland X-Ray Services is added to your address book as a radiology provider.

* Open Medical Director Program. From the “**Tools**” menu select “**Print Options”**
* Click on the **“Imaging”** Tab.
* If this is the **First Time** you have entered North Queensland X-Ray Services.
	+ Click **“New”** Box and the **Address book entry box** will appear
	+ In **company name** type **North Queensland X-Ray Services,** ensure category is set to RADIOLOGY and complete the details in the **Address Book Entry** window.
		- 1/333 Ross Rivar Road, AITKENVALE QLD 4814
		- Business- 1300 679 729
		- Fax- 07 47796351
	+ Click **Add** and this will take you back to Print Options
* Select “North Queensland X-Ray Services” from the “Provider Name” drop down list so you can then enter the print alignment parameters as shown

**Font- Arial Size-10**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | From Left | From Top |  | From Left | From Top |
| Patient’s Name | 40 | 50 | Doctors Name | 40 | 235 |
| Patient’s Address | 40 | 58 | Doctor’s Address | 19 | 255 |
| Patient’s D.O.B. | 120 | 68 | Doctor’s Provider No. | 120 | 235 |
| Medicare Number. | 40 | 67 | Doctor’s Phone | 120 | 245 |
| Chart Number | 170 | 40 | Date Printed | 40 | 43 |
| Phone Number | 120 | 57 | Copy To | 120 | 260 |
|  | From left | From Top | Width | Lines |
| Request | 25 | 85 | 100 | 5 |
| Reason | 25 | 150 | 75 | 10 |

* To use **North Queensland X-Ray Services** as your preferred imaging provider click on “use as default”.
* Click “**Save”** and then your Medical Director A4 Referral form is ready to use.

**Printing A Referral for a Patient**

* Open patient file and select North Queensland X-Ray Services from the list of providers
* Click on the **X-Ray icon (Image of a Chest)**
* Click on **request type (x-ray, CT, Nuclear Medicine etc)**
* Double click on **Region (eg. Chest, Abdomen)**
* Double click on **Clinical Details**