

## Setting up radiology forms

Unlike pathology forms, there is no standard radiology request form.

For each radiology provider used by your practice, you must:

1. Add the radiology provider as a contact
2. Create a radiology request layout for the provider.

You can set the default preferred radiology provider for a doctor. When a doctor creates a radiology request from the patient record, the provider and request layout will default to the **Preferred Imaging Provider** set in the provider's preferences.

### CREATE A RADIOLOGY PROVIDER CONTACT

1. Select **View > Contacts** from the main Bp Premier screen.
2. Click **Add new** and the **Contact details** screen will be displayed.

**Contact details**

Individual  Company/Institution

Title:  First name:

Name:

Greeting:

Category:

Addresses:

Address	Phone	Fax	
5 Image Street, Brisbane, 4000.	0740898354		<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Import"/>

Mobile phone:  Pager:  A/H phone:

Provider No.:  Health Identifier:

PKI key ID:   Skype:

E-mail:  Web site:

Messaging provider:  Account ID:

Comment:

Is an operating facility

3. Select **Company/Institution** at the top.
4. Select a **Category** of 'Imaging Provider'.
5. Complete the remaining details for the radiology provider. If the provider can accept referrals in the CDA format, tick **Accepts CDA referrals** when adding an address.
6. Click **Save**.

Name: Plenty Radiology  
Address: 259 Bell Street Preston 3072  
Phone : 03 9957 8898  
Email: [info@plentyradiology.com.au](mailto:info@plentyradiology.com.au)

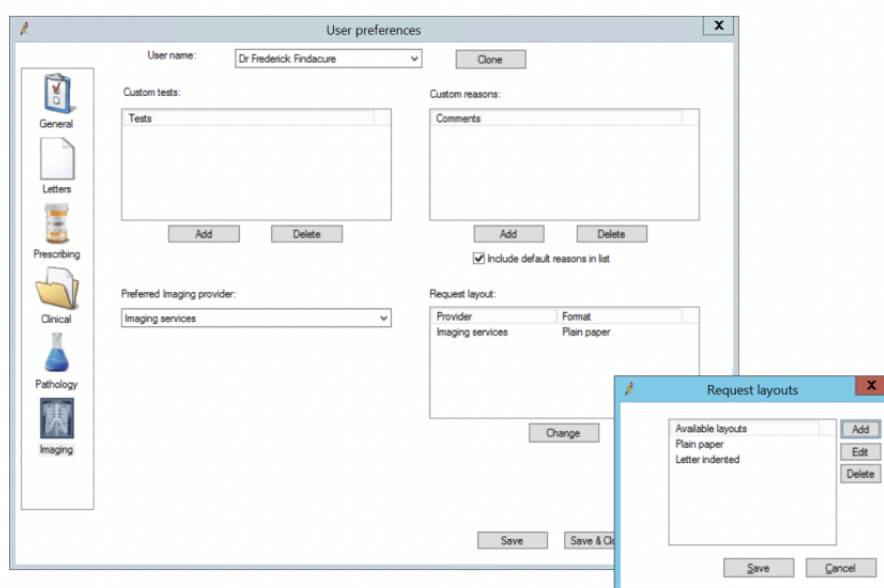
## Set up radiology forms

This article describes how to create a template to use for radiology requests.

Unlike pathology forms, there is no standard radiology request form. You can assign a single request layout to more than one imaging laboratory.

### Create a radiology request layout

1. Select **Setup > Preferences > Imaging** from the main Bp Premier screen.
2. Select the radiology provider that you wish to set up the layout for and click **Change** to display the **Request layouts** screen.



3. Any radiology layouts will appear as well as the default 'Plain paper' layout.
4. If the lab requires you to use preprinted stationery and it is not already listed, you will need to create a layout that suits their stationery. Click **Add**. The **Layout details** screen will appear.

**Layout details** X

Layout name:

	Top	Left		Top	Left
Patient name:	<input type="text" value="35"/>	<input type="text" value="65"/>	Doctor name:	<input type="text" value="250"/>	<input type="text" value="65"/>
Patient address:	<input type="text" value="50"/>	<input type="text" value="65"/>	Doctor address:	<input type="text" value="258"/>	<input type="text" value="65"/>
Patient D.O.B.:	<input type="text" value="40"/>	<input type="text" value="110"/>	Provider No.:	<input type="text" value="254"/>	<input type="text" value="65"/>
Patient sex:	<input type="text" value="0"/>	<input type="text" value="0"/>	Copies to:	<input type="text" value="0"/>	<input type="text" value="0"/>
Patient Medicare No.:	<input type="text" value="65"/>	<input type="text" value="65"/>	Request date:	<input type="text" value="277"/>	<input type="text" value="140"/>
Patient DVA No.:	<input type="text" value="0"/>	<input type="text" value="0"/>	Request ID:	<input type="text" value="0"/>	<input type="text" value="0"/>
Patient Phone No.:	<input type="text" value="0"/>	<input type="text" value="0"/>	Patient Mobile No.:	<input type="text" value="0"/>	<input type="text" value="0"/>

	Top	Left	Width	Height
Requested tests:	<input type="text" value="90"/>	<input type="text" value="65"/>	<input type="text" value="110"/>	<input type="text" value="40"/>
Clinical details:	<input type="text" value="160"/>	<input type="text" value="65"/>	<input type="text" value="110"/>	<input type="text" value="40"/>

All measurements are in mm from the top, left corner of the page.

5. Enter the measurements in mm from the top left corner of the page for each element. Click **Save**.
6. The new layout name will now appear in the **Request layouts** screen. Select the new layout name and press **Save** to update the radiology provider to use this layout.
7. Check that the **Radiology provider** now shows the new layout name under the **Format** column.
8. You can assign the new layout to any other radiology providers you create.
9. In the **Preferred Imaging Provider** drop-down list, select the default radiology provider for the logged-in user. The imaging provider selected here will be automatically selected when the user creates a radiology referral from the patient record.
10. Click **Save & Close** to close the **User preferences** screen.

	Top	left
Patient name	60	40
Patient address	75	40
Patient D.O.B	65	40
Patient Sex	60	145
Patient Medicare. DVA	80. 85.	145
Patient Phone	90	145
Doctor name	145	60
Doctor address.	150.	60
Provider No.	160.	60
Copies to	175.	145
Request date	175.	60
Request Id	150	145
Patient Mob	70	145

Requests test top 110. left 20 width 75 height 12

Clinical details top 110 left 120 width 75 height 12