

Dear Best Practice Users

Recently Territory X-Ray Services changed it's A4 Referrals to comply with Accreditation standards and include more information on the back regarding the services we provide.

We can provide you with the updated A4 referrals if you require them. Just forward an email to admin@territoryxray.com.au requesting A4 referrals and they will be dropped to the practice ASAP.

Below are the instructions on how to set up Best practice to print the information in the correct places on our referrals.

- Login as a user
- Go into a patients file
- Click on imaging request (Chest x-ray icon)
- Click on user setup on left of imaging request window (clip board with ticks)
- Select provider request layout, click on change button
- From available layouts select add
- Name Layout 'A4 Request'
- Input relevant parameters into fields

 Layout details ✕

Layout name:

	Top	Left		Top	Left
Patient name:	<input type="text" value="47"/>	<input type="text" value="40"/>	Doctor name:	<input type="text" value="235"/>	<input type="text" value="40"/>
Patient address:	<input type="text" value="55"/>	<input type="text" value="40"/>	Doctor address:	<input type="text" value="255"/>	<input type="text" value="19"/>
Patient D.O.B.:	<input type="text" value="67"/>	<input type="text" value="120"/>	Provider No.:	<input type="text" value="235"/>	<input type="text" value="120"/>
Patient sex:	<input type="text" value="47"/>	<input type="text" value="100"/>	Copies to:	<input type="text" value="260"/>	<input type="text" value="120"/>
Patient Medicare No.:	<input type="text" value="67"/>	<input type="text" value="40"/>	Request date:	<input type="text" value="40"/>	<input type="text" value="40"/>
Patient DVA No.:	<input type="text" value="67"/>	<input type="text" value="75"/>	Request ID:	<input type="text" value="20"/>	<input type="text" value="170"/>
Patient Phone No.:	<input type="text" value="60"/>	<input type="text" value="120"/>	Patient Mobile No.:	<input type="text" value="55"/>	<input type="text" value="120"/>

	Top	Left	Width	Height
Requested tests:	<input type="text" value="85"/>	<input type="text" value="25"/>	<input type="text" value="100"/>	<input type="text" value="40"/>
Clinical details:	<input type="text" value="150"/>	<input type="text" value="25"/>	<input type="text" value="75"/>	<input type="text" value="70"/>

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

- Click on Save