

e-Referral Set up Guide for Best Practice e-Orders

Please note that all set up and configurations can only be performed on the practice server.

Add the I-MED Radiology contact to enable e-Ordering and merge contacts

On the Best Practice server computer:

- 1 Open **Best Practice** on the server
- 2 From the home screen Select **View > Contacts > Setup > E-Ordering**

****Ensure the provider type is set to Imaging (not Pathology).**

The screenshot shows the 'Setup E-Ordering' window. At the top, there is a search bar with 'I-Med' entered. To the right, the 'Filter by type' section has 'Imaging' selected with a radio button. Below this is a table of 'Available Providers' with columns for Provider, Phone, and Address. The first row is 'I-MED Radiology' with phone 'i-med.com.au' and address 'Please visit https://i-med.com.au/find-a-radiology-clinic , ,'. An 'Add' button is to the right of this row. Below the table, there are two numbered instructions: '3 Search for I-MED Radiology in the Available Providers list' with an arrow pointing to the search bar, and '4 Click Add and Save' with an arrow pointing to the Add button. At the bottom, there is a 'Configured Providers' section with columns for Provider, Type, and Path.

If Best Practice detects an existing I-MED Radiology contact, a prompt will appear asking if you would like to merge the contacts.

Select the **checkbox** next to I-MED Radiology, then click **Merge Records**, followed by **Save**.

Once complete:

- The manual entry disappears
- The official I-MED Radiology Online Address Book entry becomes active
- I-MED appears under Configured Providers

Confirm Setup

- 1 Close **E-Ordering**
- 2 Reopen View **Contacts**
- 3 Confirm the contact now appears as:
I-MED Radiology
Your e-Referral pathway is now active.

Complete I-MED contact and Add Referral template for e-Ordering

- 1 Locate **I-MED Radiology** in the Available Providers list

- 2 Click **Add**

This will open the Setup E-Ordering screen.

If you are in QLD and use our pre printed paper –
Select **I-MED QLD Pre-Printed**

If you are in VIC and use our pre printed paper –
Select **I-MED VIC Pre-Printed**

If you are in any other state, please choose the
Plain Paper layout

Important!

Clinics already using Medical Objects

No further action is required.

Clinics not yet using Medical Objects

Medical Objects secure messaging must be installed
to enable I-MED e-Referrals.

Please [complete this form](#) – the Medical Objects
team will arrange set up.

Setup E-Ordering

I-MED Radiology Network

Laboratory Details

User name: Dr Frederick Findacure

Preferred laboratory:

Request layout:

Available layouts		Add
<input checked="" type="checkbox"/>	Plain paper	Edit
<input type="checkbox"/>	I-MED QLD Pre-Printed	Delete
<input type="checkbox"/>	I-MED VIC Pre-Printed	
<input type="checkbox"/>	I-MED General - Plain Paper	

Apply to all users

E-Order Details

Enter the path where the exported orders are to be created:

C:\MO\Results\BP\Orders\B1\ImedORM

Save Cancel

Imaging request

Request date: 20/03/2026 Laboratory: I-MED Radiology

I-MED Radiology Network

Request

Copies

Previous requests

Previous results

User setup

Request type:

- Plain X-Ray
- Special X-Ray
- Ultrasound
- Duplex ultrasound
- CT
- MRI
- Mammography
- Bone densitometry
- Nuclear medicine
- User defined

Region: Left Right

Abdomen
Ankle
Cervical spine
Chest
Clavicle
Coccyx
Elbow
Eye
Facial Bones
Femur
Finger, 2nd
Finger, 3rd

Other region: Add

Clinical details:

? Avascular necrosis
? Bowel obstruction
? Bursitis
? Cholelithiasis

Requests to be printed on form:

Other test:

Details to be printed on form:

Print & Send Cancel

I-MED e-Referrals configured properly will appear
like the imaging request below.

Print & Send

Cancel

Support

✉ ereferral.request@i-med.com.au

Our team will assist with setup.

For Best Practice internal Knowledge Base
for general setup for practices:

[Set up Imaging eOrdering](#)