



Best Practice printer setting instructions for I-MED Radiology

1. Select **Set Up > Preferences > Imaging** from the main BP Premier screen
2. Select the provider, I-MED Radiology, that you wish to set up the layout for and click **Change** to display the **Request layout** screen.
3. Click **Add** and the **Layout details** screen will appear.
4. Enter the following measurements and click **Save**.

	From top	From left		From top	From left
Patient's Name	45	70	Doctor's Name	235	80
Patient's Address	50	70	Dr's address	240	80
Patient's DOB	45	170	Dr's Provider no.	245	165
Patient's Sex	48	130	Copy to	248	150
Medicare No.	50	170	Request Date	265	170
Patient's DVA	167	170	Request ID	67	170
Patient's Phone No.	61	70	Patient's Mobile No.	68	70
	From top	From left	Width	Height	
Requested Tests	110	70	120	20	
Clinical Notes	140	60	140	100	

All measurements are in millimeters from the top left corner of the page

Display default reason list?

5. The new layout name will now appear in the **Request layouts** screen. Select the new layout name and press **Save**.
6. Check that the I-MED Radiology provider now shows the layout name under the **Format** column.
7. 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 request from the patient record.
8. Click **Save & Close** to close the **User preferences** screen.