



## 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	37	30	Doctor's Name	105	30
Patient's Address	49	30	Dr's address	110	30
Patient's DOB	37	170	Dr's Provider no.	122	30
Patient's Sex	41	170	Copy to	120	145
Medicare No.	55	170	Request Date	27	60
Patient's DVA	0	0	Request ID	0	0
Patient's Phone No.	45	170	Patient's Mobile No.	50	170
	From top	From left	Width	Height	
Requested Tests	82	30	76	60	
Clinical Notes	82	115	75	60	

Reset defaults

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

Display default reason list?

Save Cancel

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.