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	25	35	Doctor's Name	230	35
Patient's Address	35	35	Dr's address	240	35
Patient's DOB	30	35	Dr's Provider no.	230	85
Patient's Sex	25	85	Copy to	255	35
Medicare No.	25	105	Request Date	260	140
Patient's DVA	0	0	Request ID	0	0
Patient's Phone No.	60	35	Patient's Mobile No.	65	35

	From top	From left	Width	Height
Requested Tests	115	35	120	20
Clinical Notes	175	35	155	40

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 the close the **User preferences** screen.