



## 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	40	25	Doctor's Name	105	25
Patient's Address	50	25	Dr's address	110	25
Patient's DOB	35	170	Dr's Provider no.	125	25
Patient's Sex	40	115	Copy to	130	115
Medicare No.	55	170	Request Date	145	150
Patient's DVA	60	170	Request ID	0	0
Patient's Phone No.	40	170	Patient's Mobile No.	45	170
	From top	From left	Width	Height	
Requested Tests	75	20	80	25	
Clinical Notes	75	115	80	25	

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.