This Document enables the examination request and clinical details to be printed with correct alignment on a North Queensland X-Ray Services A4 Referral which you have either received or can request from us at admintsv@nqxray.com.au. Before commencing the print setting adjustment, please ensure North Queensland X-Ray Services is added to your address book as a radiology provider.

- Open Medical Director Program. From the "**Tools**" menu select "**Print Options**"
- Click on the **"Imaging"** Tab.
- If this is the **First Time** you have entered North Queensland X-Ray Services.
  - Click **"New"** Box and the **Address book entry box** will appear
  - In **company name** type **North Queensland X-Ray Services,** ensure category is set to RADIOLOGY and complete the details in the **Address Book Entry** window.
    - 1/333 Ross Rivar Road, AITKENVALE QLD 4814
    - Business- 1300 679 729
    - Fax- 07 47796351
  - Click **Add** and this will take you back to Print Options
- Select "North Queensland X-Ray Services" from the "Provider Name" drop down list so you can then enter the print alignment parameters as shown
  Font- Arial Size-10

	From Left	From Top		From Left	From Top
Patient's Name	40	50	Doctors Name	40	235
Patient's Address	40	58	Doctor's Address	19	255
Patient's D.O.B.	120	68	Doctor's Provider No.	120	235
Medicare Number.	40	67	Doctor's Phone	120	245
Chart Number	170	40	Date Printed	40	43
Phone Number	120	57	Copy To	120	260
	From left	From Top	Width	Lines	
Request	25	85	100	5	
Reason	25	150	75	10	

- To use **North Queensland X-Ray Services** as your preferred imaging provider click on "use as default".
- Click "**Save"** and then your Medical Director A4 Referral form is ready to use.

Printing A Referral for a Patient

- Open patient file and select North Queensland X-Ray Services from the list of providers
- Click on the **X-Ray icon (Image of a Chest)**
- Click on **request type (x-ray, CT, Nuclear Medicine etc)**
- Double click on **Region (eg. Chest, Abdomen)**
- Double click on **Clinical Details**