## How to add Qscan as a new provider through the Online Address Book

Log in to the computer in your clinic that hosts the Best Practice server.

## Home screen

Select 'View' from the top menu, then select	A Bp Premier File Clinical Managen	nent Utilities V	/iew Setup Help		
'Contacts'	<b>J B M</b>		MIMS Product Informatio MIMS Consumer Medicin	on nes Information	Shift+F12
			Pharmaceutical Products	Explorer	
			Contacts		F11
			Patients		F10
			Account holders		
			Patient Education materi	al	
			Fact oneets		
The 'Contacts' screen will open.	Contacts File Edit View Setup (	Help		Category	
	Include:	Piter by		Al	
	Al Individuals Companies/Institutions	Suburb:		Hadiology	
	Contact name Calleg	joy	Comment ^		_

Select 'Setup' from the top menu, then select 'E-Ordering'. This will open the 'Setup E-Ordering' screen.

The available providers list defaults to 'Pathology', so make sure you change this to 'Imaging' before proceeding.

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Phone 02 9207 4300	Address	1.	
02 9207 4300			
	66-70 Aubum Koad , Aubum, 2144	[	Add
02 9789 3033	17-21 Campsie Street, Campsie, 2194	I	Add
1300 669 727	Castlereagh Imaging PO Box 84, Westmead, 2145	I	Add
(02) 6768 5630	Castlereagh Imaging Tamworth 201-203 Peel Street, Tamworth, 2340	[	Add
02 4990 2655	Suite 2 Newcastle Specialist Centre 182 Christo Road, Waratah, 2298	I	Add
(02) 4353 0444	Coast Imaging Suite 604, 1 Bryant Drive, Tuggerah, 2259	I	Add
(03) 9516 2244	Epworth Medical Imaging Pty Ltd Level 2, 89 Bridge Road, Richmond, 3121		Add
		,	
Type	Path		
Imaging	C\HUNK\other_out\NORTHIMG	Edit	Remove
	1300 669 727 (02) 6768 5630 02 4990 2655 (02) 4353 0444 (03) 9516 2244 Type Imaging	1300 669 727 Castereagh Imaging PO Box & Westmeek. 2145 (20) 6765 5500 Castereagh Imaging Tamworth 201-203 Peel Street, Tamworth, 2140 02 4990 2855 Suite 2. Newcastle Specialist Centre 182 Christo Road, Warstah, 2289 (20) 4333 0444 Casat Imaging Suite 004, 1 Bryant Dirve, Tuggereih, 2239 (20) 9516 2244 Epworth Medical Imaging Phy Ltd Level 2, 89 Bridge Road, Richmond, 3121 7 Jype Path	1300 669 727     Castlereagh Imaging PO Box 64, Westmend, 2145     [20] 6764 5503     Castlereagh Imaging Tamworth 201-203 Red Street, Tamworth, 2340     [20] 6764 5503     Castlereagh Imaging Tamworth 201-203 Red Street, Tamworth, 2340     [20] 6704 5503     [20] 6704 5503     Castlereagh Imaging Tamworth 201-203 Red Street, Tamworth, 2340     [20] 6703 5644     [20] 6704 5644     [20] 6704 5644     [20] 6704 5644     [20] 6704 5644     [20] 6704 5644     [20] 6704 5644     [20] 6704 5644     [20] 6704 5644     [20] 6704 5644     [20] 6704 5644     [20] 6704 5644     [20] 6704 5644     [20] 6704 5644     [20] 6704 5644     [20] 6704 5644     [20] 6704 5644     [20] 6704 5644     [20] 6704 5644     [20] 6704 5644

Search for 'Qscan Radiology Clinics', then click 'Add'.

This window should pop up.

If you would like to make Qscan your default radiology provider, tick the **'Preferred Laboratory'** box.

Next, you will need to choose a paper layout.

If you are in **WA**, select **'Plain paper'**. If you are in **SA**, select **'Default – SA'**. For all other states, select **'Default – General'** 

If you would like these settings to be applied to all referring staff, click **'Apply to all users'**.

Click 'Save'.

🤾 Setup E-Ordering	×
Laboratory Details	
User name: Mr Administra	tor Adam 👻
Preferred laboratory:	
Available layouts	Add
Plain paper Default - General	Edit
Default - SA	Delete
Apply to all use	rs
E-Order Details	
Enter the path where the exported orde	ers are to be created:
C:\MO\Results\BP\eOrders\B1\QSCAN	ORDER
	Save Cancel

This will take you back to the E-Ordering screen.

E Setup E-Ordering			
wailable Providers Search for			Filter by type: 🔿 Pathology 🛞 Imagin
Provider	Phone	Address	
Prime Radiology	08 6269 3540	Unit 2 1909 Albany Highway, Maddington, 6109	Add
PRP Diagnostic Imaging	02 9961 4500	Level 1, 16-20 Edgeworth David Ave Hornsby, NSW, 2077	Add
QLD X-Ray	1300 781 926	Queensland X-Ray PO BOX 3547, South Brisbane, 4101	Add
Queensland Radiology Specialists	1300 201 688	4a 15 Dennis Road , Brisbane, 4127	Add
RADIUS Imaging	03 5224 3000	158 Colac Road , Waum Ponds, 3216	Add
Rouse Hill Medical Imaging	02 8602 5400	1/40 Panmure Street , Rouse Hill, 2155	Add
SKS Radiology	(08) 9320 1200	SIIG Radiology PO Box 24, West Perth, 6872 Ad	
Configured Providers			
Provider	Type	Path	
			un 00000
			Save Clos

Click 'Save' to close the E-Ordering screen. This will return you to the Contacts screen.

Close and re-open the Contacts screen to check that your changes have been made correctly. There should be an entry called 'Qscan Radiology Clinics', as per the image (right).

sarch		Category
All Individuals Companies/Institutions	Postcode:	Radiology
Contact name Categ North Coast Radiology Radiol Secon Radiology Clinics Imagin	ogy Comment ogy g provider	Oscan Radiology Clinics Imaging provider Level 2 695 Sandgate Road Clayfield. 4011

## Next steps

- If your clinic already utilises Medical Objects, no further action is necessary
- If the clinic does not yet use Medical Objects, you will need to <u>engage Medical Objects to install their Secure</u> <u>Messaging Client</u>