

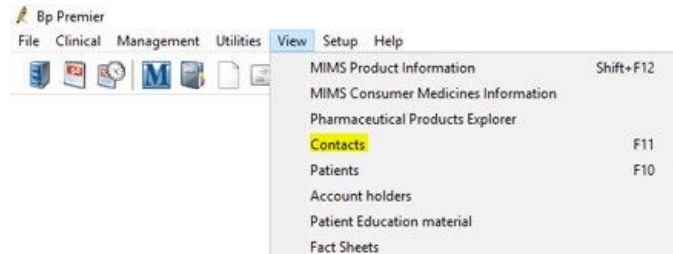
How to merge an existing Local Address Book entry with the new Online Address Book

If the clinic already has Qscan set up manually in their address book:

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

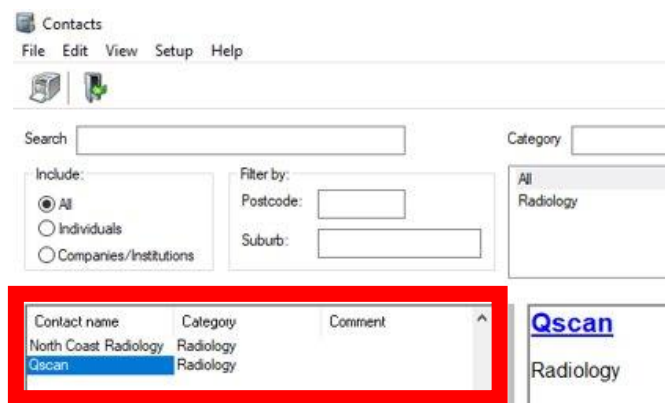
Home screen

Select 'View' from the top menu, then select 'Contacts'



Contacts screen

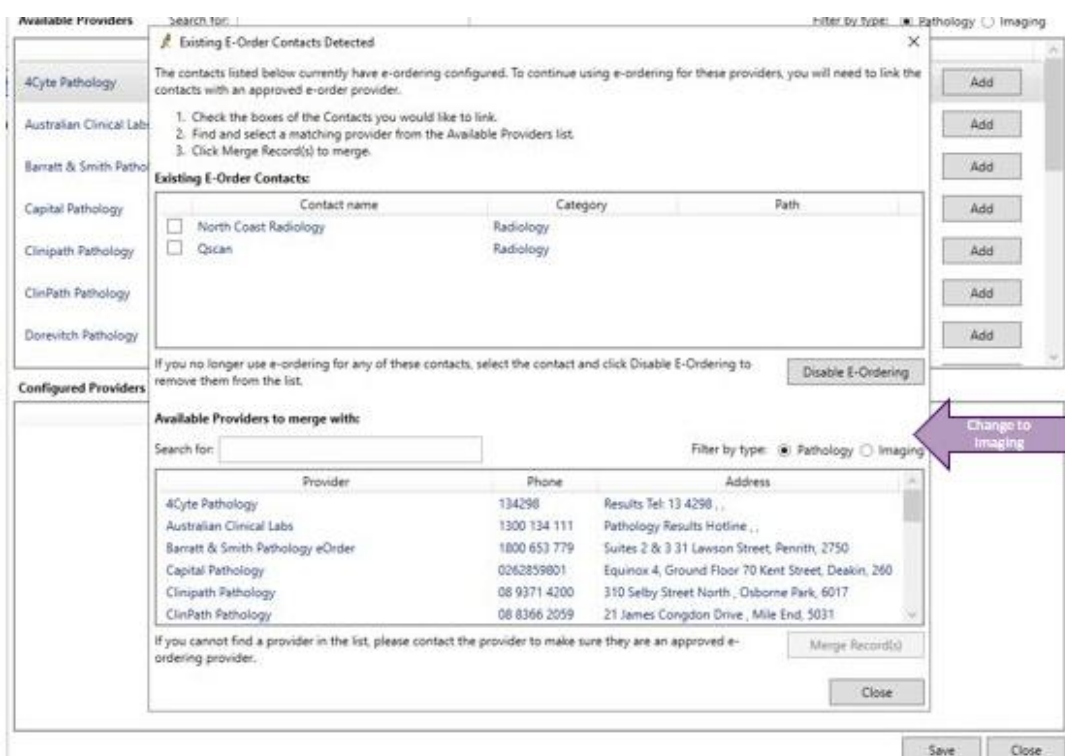
If Qscan has been already manually added to your address book, 'Qscan' will be an option in the area that is highlighted by the red rectangle.



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

As Qscan has been manually added to your local address book, Best Practice will ask you if you would like to merge the "Qscan" entry with a provider.

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



1. Select "Qscan" from the top (local address book)

2. Select the Online entry for Qscan Radiology Clinics

3. Hit Merge

Existing E-Order Contacts Detected

The contacts listed below currently have e-ordering configured. To continue using e-ordering for these providers, you will need to link the contacts with an approved e-order provider.

1. Check the boxes of the Contacts you would like to link.
2. Find and select a matching provider from the Available Providers list.
3. Click Merge Record(s) to merge.

Existing E-Order Contacts:

Contact name	Category	Path
<input type="checkbox"/> North Coast Radiology	Radiology	
<input checked="" type="checkbox"/> Qscan	Radiology	

If you no longer use e-ordering for any of these contacts, select the contact and click Disable E-Ordering to remove them from the list. Disable E-Ordering

Available Providers to merge with:

Search for: Filter by type: Pathology Imaging

Provider	Phone	Address
QLD X-Ray	1300 781 926	Queensland X-Ray PO BOX 3547, South Brisbane, 41
Qscan Radiology Clinics	1300 177 226	Level 2 695 Sandgate Road, Clayfield, 4011
Queensland Radiology Specialists	1300 201 888	4a 15 Dennis Road , Brisbane, 4127
RADIUS Imaging	03 5224 3000	158 Colac Road , Waurm Ponds, 3216
Rouse Hill Medical Imaging	02 8602 5400	1/40 Panmure Street , Rouse Hill, 2155
SKG Radiology	(08) 9320 1200	SKG Radiology PO Box 24, West Perth, 6872

If you cannot find a provider in the list, please contact the provider to make sure they are an approved e-ordering provider. Merge Record(s) Close

You will be prompted to check your work before merging.

If you think all your entries are correct, click 'Merge'.

Merge Records

You have chosen to configure e-ordering for Qscan Radiology Clinics.

The existing contacts listed below will be merged with the new contact record created for this provider. Select a primary contact to retain the user preferences and eOrder path.

Qscan

Only user preferences of the selected contact will be retained, however addresses and comments will be merged for all listed constants.

If no primary contact is selected the user preferences and eOrder path will need to be re-configured.

Merge Cancel

This will then return you to this screen.

As you can see, 'Qscan' is no longer showing in the top panel, and 'Qscan Radiology Clinics' isn't available in the lower panel either.

Setup E-Ordering

Available Providers

- 4Cyle Pathology
- Australian Clinical Lab
- Barratt & Smith Patho
- Capital Pathology
- Clinipath Pathology
- ClinPath Pathology
- Dorevitch Pathology

Existing E-Order Contacts Detected

The contacts listed below currently have e-ordering configured. To continue using e-ordering for these providers, you will need to link the contacts with an approved e-order provider.

1. Check the boxes of the Contacts you would like to link.
2. Find and select a matching provider from the Available Providers list.
3. Click Merge Record(s) to merge.

Existing E-Order Contacts:

Contact name	Category	Path
<input type="checkbox"/> North Coast Radiology	Radiology	

If you no longer use e-ordering for any of these contacts, select the contact and click Disable E-Ordering to remove them from the list. Disable E-Ordering

Configured Providers

Available Providers to merge with:

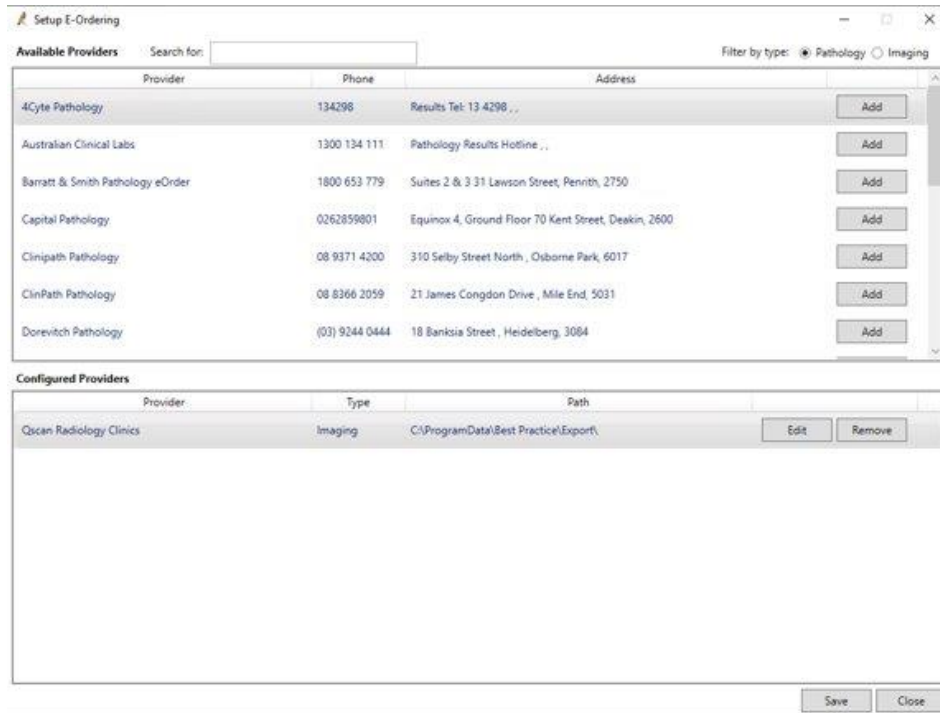
Search for: Filter by type: Pathology Imaging

Provider	Phone	Address
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Queensland Radiology Specialists	1300 201 888	4a 15 Dennis Road , Brisbane, 4127
RADIUS Imaging	03 5224 3000	158 Colac Road , Waurm Ponds, 3216
Rouse Hill Medical Imaging	02 8602 5400	1/40 Panmure Street , Rouse Hill, 2155
SKG Radiology	(08) 9320 1200	SKG Radiology PO Box 24, West Perth, 6872
South West Radiology	02 9600 7708	51 Goulburn Street , Liverpool, 2170

If you cannot find a provider in the list, please contact the provider to make sure they are an approved e-ordering provider. Merge Record(s) Close

Save Close

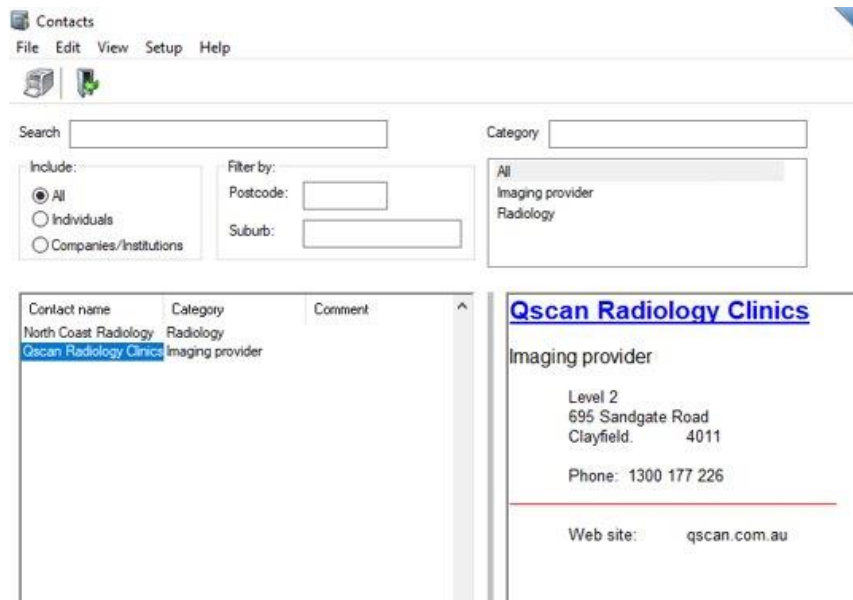
Once the 'Merge' screen is closed, you will be taken back to the E-Orders online address book. In the lower panel, Qscan Radiology Clinics has been added into the 'Configured Providers' section.



Just to check that everything has merged properly, close and re-open the 'Contacts' screen.

The 'Qscan' manual entry should no longer be present.

This entry should now be called 'Qscan Radiology Clinics', with the information as per the image below.



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 [engage Medical Objects to install their Secure Messaging Client](#)