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	Bp Premier File Clinical Manage	ement Utilities V	View Setup Help		
'Contacts'			MIMS Product Inform MIMS Consumer Med	dicines Information	Shift+F12
			Pharmaceutical Produ	ucts Explorer	
			Contacts		F11
			Patients		F10
			Account holders		
			Patient Education mat	terial	
• · · ·			Fact Sheets		
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.	Contacts File Edit View Setup H File Edit Vie	Filter by: Postcode: Suburb: oryC	omment	Category All Radiology Radiology	

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.

	Search for:			hiter by type:	CARLING AND A	
	🕴 🛃 Existing E-Order Contacts Detected			×		
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	North Coast Radiology	Radiology			-	
Clinipath Pathology	C Qscan	Radiology			Add	
SinPath Pathology					Add	
Dorevitch Pathology					Add	
	If you no longer use e-ordering for any of these or remove them from the list.	ontacts, select the contact ar	nd click Disable E-Ordering to	Disable E-Ordering		
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A 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. Check the boxes of the Contacts you would like to link.
 Find and select a matching provider from the Available Providers list.
 Click Merge Record(s) to merge. Existing E-Order Contacts: Contact name Category Path North Coast Radiology Radiology ✓ 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: O Pathology
 Imaging Phone Address Provider 1300 781 926 QLD X-Ray 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 , Waum 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-Merge Record(s) rdering provider. 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 Ra	diology Clinics.	
The existing contacts listed below will be merged with for this provider. Select a primary contact to retain the path.		
✓ Qscan		
the second se	ined, however addr	esses and
Only user preferences of the selected contact will be reta comments will be merged for all listed constants. If no primary contact is selected the user preferences and configured.		

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.

	Search for:			Filter by type: (*) P	athology () Imag
	🙏 Existing E-Order Contacts Detected			×	
Cyte Pathology	The contacts listed below currently have e-order contacts with an approved e-order provider.	ng configured. To continue u	sing e-ordering for these	providers, you will need to link the	Add
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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.

Available Providers Search for:			(2)	
		Fi	iter by type: 🛞 Pathology	🔿 Imagir
Provider	Phone	Address		
4Cyte Pathology	134298	Results Tel: 13 4298 , ,		bbs
Australian Clinical Labs	1300 134 111	Pathology Results Hotline , ,		Add
Barratt & Smith Pathology eOrder	1800 653 779	Suites 2 & 3 31 Lawson Street, Pennith, 2750		Add
Capital Pathology	0262859801	Equinox 4, Ground Floor 70 Kent Street, Deakin, 2600	100	Add
Cinipath Pathology	08 9371 4200	310 Selby Street North , Osborne Park, 6017		Add
ClinPath Pathology	08 8366 2059	21 James Congdon Drive , Mile End, 5031	. 14	Add
Dorevitch Pathology	(03) 9244 0444	18 Banksia Street , Heidelberg, 3084		Add
Configured Providers				
Provider	Туре	Path		
Qscan Radiology Clinics	Imaging	C1.ProgramData\Best Practice\Export\	Edit Re	move

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.

arch		1	c	Category	
nclude:) All) Individuals) Companies/Institutions	Filter by: Postcode: Suburb:			All Imaging provider Radiology	
Contact name Ca Jorth Coast Radiology Rad Secan Radiology Cinical Imag		Comment	~	Imaging provid Level 2 695 San Clayfield	dgate Road

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>