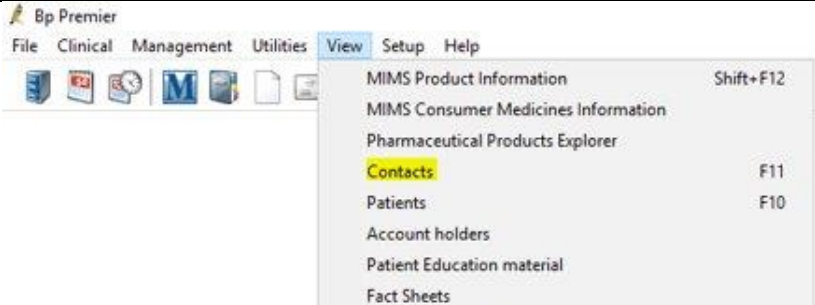
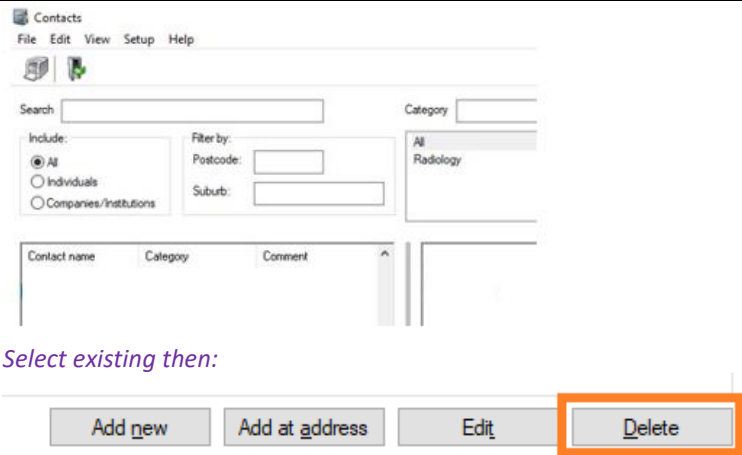
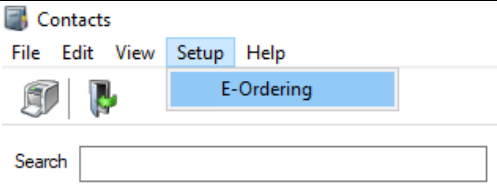
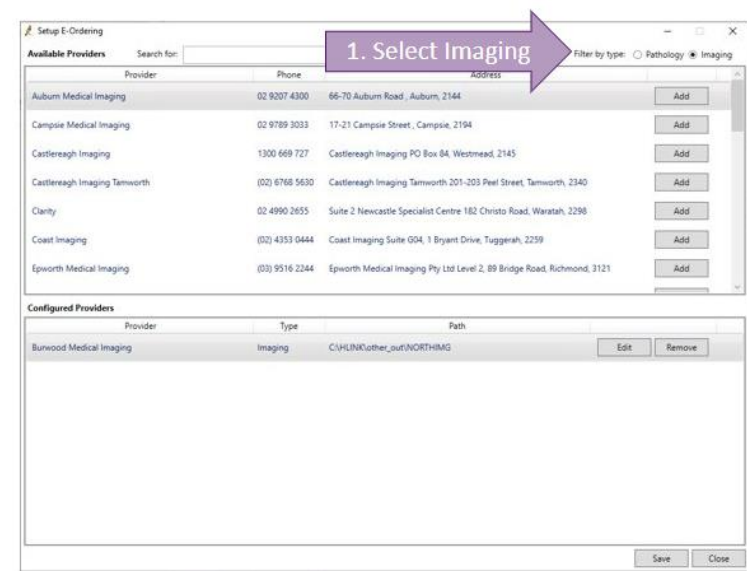
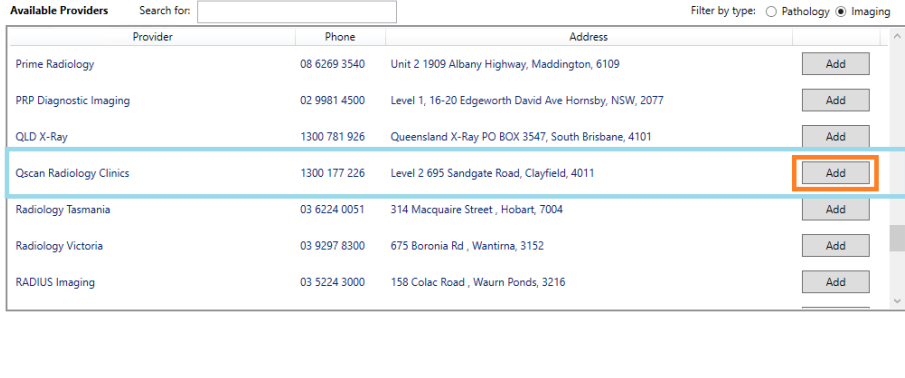
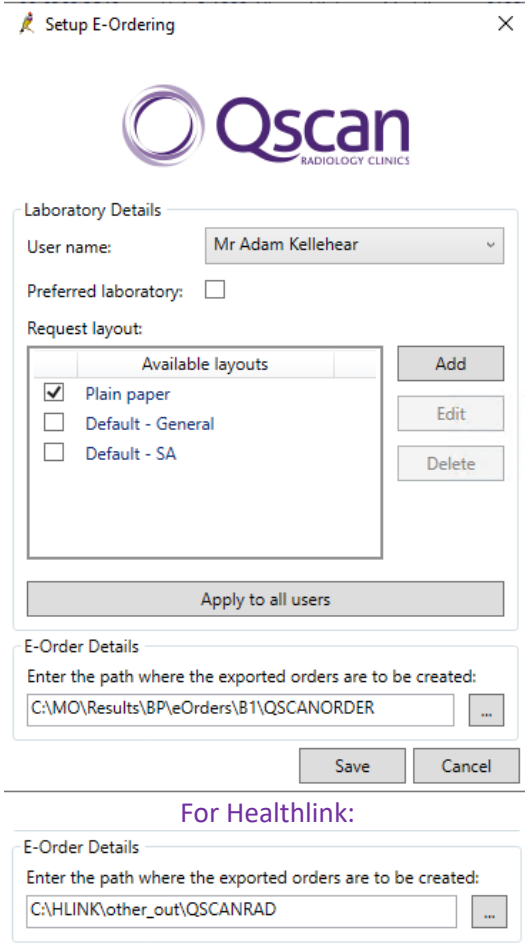
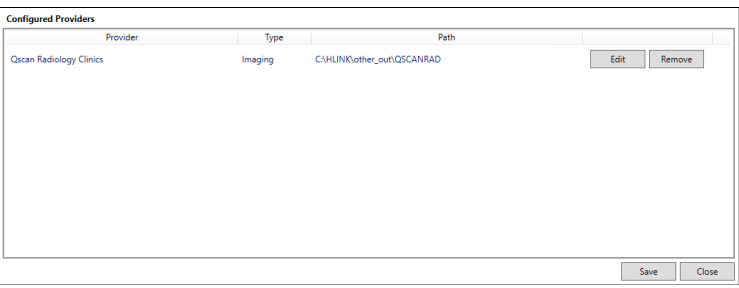


Add Qscan as a New Provider to Best Practice

This needs to be completed on the Best Practice Server. The clinic IT team should be able to direct you or assist.

<p>1. Have an administrative user login to the BP Server and navigate to the Home screen. Click on the View menu, and click on Contacts, or press the F11 key</p>	
<p>2. The existing Contacts screen should appear. If there's an existing Qscan option in this list – select it and click the Delete button (bottom right corner)</p>	 <p>Select existing then:</p>
<p>3. Click on the Setup menu, then E-Ordering If you don't see this option you aren't on an admin account, or aren't on the server.</p>	
<p>4. Click on the Imaging option button at the top</p>	
<p>5. Find Qscan Radiology Clinics from the list and click Add</p>	

6. Pick which GP/User we are adding for. If all, skip this step.	
7. Select "Preferred laboratory" if the clinic would like us as the default.	
8. Pick a print layout: WA = Plain Paper SA = Default – SA Others = Default - General	
9. Healthlink Only: Change the E-Order Details section <i>Follow the Healthlink setup guide FIRST</i>	
10. If you skipped Step 6, click on Apply to all users, then Yes, then OK.	
11. Click Save	
12. Qscan Radiology Clinics should now appear in the Configured Providers section. Click Save.	
13. This returns you to the Contacts screen. It doesn't auto-refresh, so don't be concerned you can't see your changes here. Close this Window to return to the Home screen, then close Best Practice. The GPs you applied your changes to should now be able to open Order Imaging, select Qscan Radiology Clinics (if not the default) and the Send & Print button should be available.	