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.

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	Bp Premier File Clinical Management Utilities View Setup Help Image: Setup Milling Setup Milling Product Information Shift+F12 MIMS Consumer Medicines Information Pharmaceutical Products Explorer Contacts F11 Patients F10 Account holders Patient Education material Fact Sheets F11
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)	Contacts File Edit View Setup Help Search Include: Include: Patcode: All Radology Contact name Categooy Contact name <
3.	Click on the Setup menu, then	Contacts
	E-Ordering If you don't see this option you aren't on an admin account, or	E-Ordering
	aren t on the server.	Search
4.	Click on the Imaging option button at the top	finde E-Chaining mailable Provider Particle Particle Particle Particle Particle Particle Particle Particle Particle Particle Particle Particle Particle Particle Particle Particle Particle Particle Add Add Partice Partice Partice
5.	Find Qscan Radiology Clinics	Available Providers Search for: Filter by type: Pathology () Imaging Provider Phone Address Imaging
	from the list and click Add	Prime Radiology 08 6269 3540 Unit 2 1909 Albany Highway, Maddington, 6109 Add
		PRP Diagnostic Imaging 02 9981 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 Oscan Radiology Clinics 1300 177 226 Level 2 695 Sandrate Road Claufield 4011 Add
		Radiology Tasmania 03 6224 0051 314 Macquaire Street, Hobart, 7004 Add
		Radiology Victoria 03 9297 8300 675 Boronia Rd , Wantima, 3152 Add
		RADIUS Imaging 03 5224 3000 158 Colac Road , Waum Ponds, 3216

6.	Pick which GP/User we are	
7.	Select "Preferred laboratory" if the clinic would like us as the default.	O OSCAN
8. 9.	Pick a print layout: WA = Plain Paper SA = Default – SA Others = Default - General Healthlink Only: Change the E-Order Details section Follow the Healthlink setup guide	Laboratory Details User name: Mr Adam Kellehear Preferred laboratory: Request layout: Available layouts Add Plain paper Default - General Default - SA Edit Delete
10.	FIRST If you skipped Step 6, click on Apply to all users, then Yes, then OK.	Apply to all users
11.	Click Save	E-Order Details Enter the path where the exported orders are to be created: C:\MO\Results\BP\eOrders\B1\QSCANORDER Save Cancel For Healthlink: E-Order Details Enter the path where the exported orders are to be created: C:\HLINK\other_out\QSCANRAD
12.	Qscan Radiology Clinics should now appear in the Configured Providers section. Click Save.	Configured Providers Type Path Gccan Radiology Clinics Imaging CMHUNROsther_out/QSCANRAD Edit Remove
13.	This returns you to the Contacts changes here. Close this Window The GPs you applied your chang Clinics (if not the default) and th	screen. It doesn't auto-refresh, so don't be concerned you can't see your w to return to the Home screen, then close Best Practice. es to should now be able to open Order Imaging, select Qscan Radiology me Send & Print button should be available.