



How to set a default preference using Best Practice

Step 1: Open a patients file and click on the XRAY ICON.

Step 2: Select user set up.



Step 3: Double click the laboratory you want to create the default.

The 'Imaging request' window displays various fields for creating a request. The 'Preferred Imaging provider' section is highlighted, showing a list of laboratories with 'GIG Radiology' selected. The 'Request layout' section shows a list of providers and their default formats.

Laboratory	Preferred
Our Medical Home Radiol...	No
RIS Tameit	No
GIG Radiology	No
Wyndham Ultrasound	No

Provider	Format
Capital Radiology	Plain paper
CareWell Diagnostix	Plain paper
MIA Radiology	Plain paper
Our Medical Home Radiol...	Plain paper
RIS Tameit	Plain paper
Vision Radiology	Default (Supplied)

Step 4: Select Preferred laboratory, then save.

The 'Imaging request' window is shown with a 'Preferred Laboratory' dialog box open. The dialog box has a 'Preferred laboratory' checkbox checked and a 'Save' button highlighted. The background form shows the 'Preferred Imaging provider' section with 'GIG Radiology' selected.

Laboratory	Preferred
Our Medical Home Radiol...	No
RIS Tameit	No
Vision Radiology	No
Vision Xray Group	No
Wyndham Ultrasound	No