

## Alignment Settings for Your Computerised Referrals:

- \*\* Go into Medical Director
- \*\* Select **TOOLS**, select **PRINT OPTIONS**, select **IMAGING**
- \*\* Select **NEW** on the right hand side of the box
- \*\* Add **THE RELEVANT CONTACT DETAILS WITH PRACTICE NAME, ADDRESS & CONTACT DETAILS**
- \*\* Select **ADD**
- \*\* Make sure that **THE CORRECT PRACTICE** is selected
- \*\* Select **USE AS DEFAULT**
- \*\* Remove the tick from **USE PLAIN PAPER**
- \*\* Fonts remain the same

<b>Layout</b>	<b>From Left</b>	<b>From Top</b>		<b>From Left</b>	<b>From Top</b>
Patients Name	70	40	Doctors Name	70	245
Patients Address	70	49	Doctors Address	70	250
Patients DOB	145	40	Doctors Prov No	70	258
Medicare No	70	63	Doctors Phone No	70	262
Chart No	0	0	Date Printed	145	277
Copy To	150	250			
Request	70	85	Width	120	Lines 5
Reason	70	160	Width	120	Lines 5