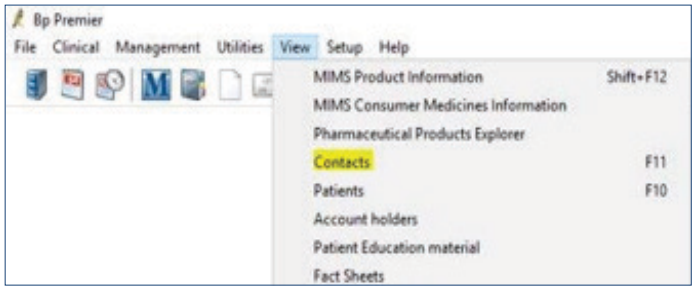
How to add North Coast Radiology as a new provider through the Online Address Book

Log in to the computer in your clinic that hosts the Best Practice server.

Home Screen

Select 'View' from the top menu, then select 'Contacts'

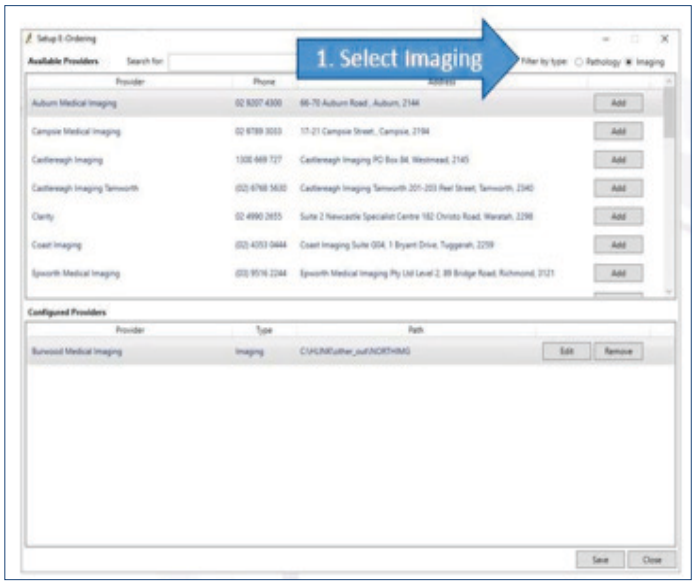


The 'Contacts' screen will open.



Select **'Setup'** from the top menu, then select **'E-Ordering'**. This will open the 'Setup E-Ordering' screen.

The available providers list defaults to 'Pathology', so **make sure you change this to 'Imaging'** before proceeding.



Search for 'North Coast Radiology', then click **'Add'**.

This window should pop up.

If you would like to make North Coast Radiology your default radiology provider, tick the '**Preferred Laboratory'** box.

Next, you will need to choose a paper layout.

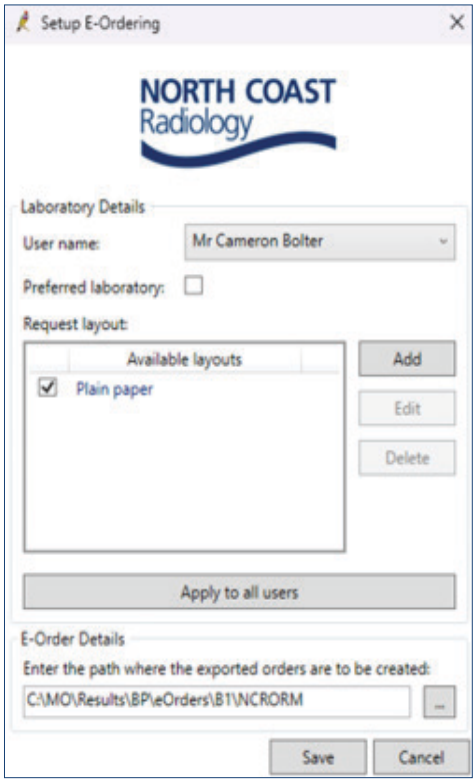
If you are in **WA**, select **'Plain paper'**.

If you are in **SA**, select **'Default – SA'**.

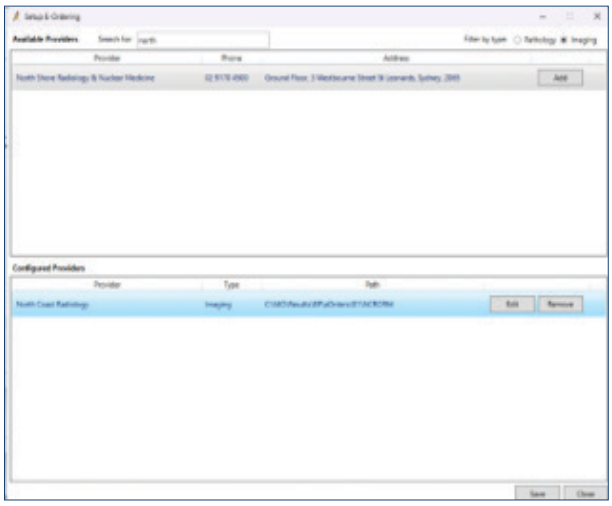
For all other states, select **'Default – General'**

If you would like these settings to be applied to all referring staff, click **'Apply to all users'**.

Click **'Save'**.

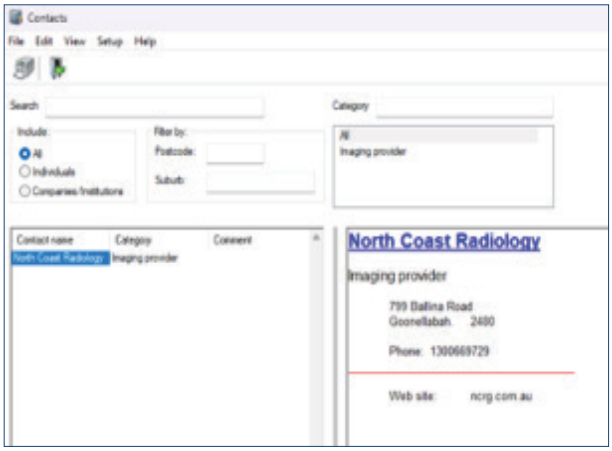


This will take you back to the E-Ordering screen.



Click **'Save'** to close the E-Ordering screen. This will return you to the Contacts screen.

Close and re-open the Contacts screen to check that your changes have been made correctly. There should be an entry called 'North Coast Radiology', as per the image (right).



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 **engage Medical Objects to install their Secure Messaging Client**