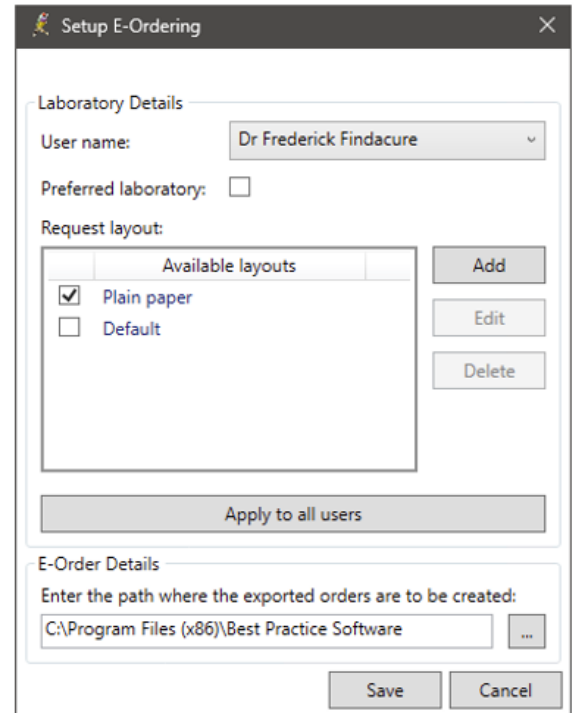## Configuring E-Orders to CitiScan Radiology

1. Access the eOrdering setup screen (Select View> Contacts > Set Up > e-Ordering) on your practice server.

2. Ensure **Imaging** is selected in the top right-hand corner. A list of imaging providers will be available.

3. Search for **CitiScan Radiology** and click **Add**. Configuration settings for **CitiScan Radiology** will appear.

If you have Add/Edit/Delete permissions set for **User preferences**, you can add default preferences for the whole practice by configuring imaging provider details and clicking **Apply to all users**. You can also add preferences for other users by selecting them from the **User name** menu.

Once the practice defaults are set, if you have Add/Edit/Delete permissions set for **Own preferences**, you can change your own settings as required.

1. From the **User name** menu, select your username.

2. Indicate whether **CitiScan Radiology** is a preferred provider by checking the tick box.

3. Select the layout as **Default**. The pre-printed stationary co-ordinate information will be pre-populated.

4. Click **Apply to all users** to apply the current imaging provider details to all users.

5. Select **Save**.

For more information, contact our Medical Liaison Officer, Iain on 0447 797 280 or mlo@citiscan.com.au.

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