S\S
Sydney Imaging Specialists

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Completing the below set up will allow you to complete your imaging request form with details auto-populating from the patient's file.

1. Download the SIS RTF request template file, ensure best practice is open.
2. Click on the **"Word Processor"** (icon)
3. Click **"Import template"** into BP
4. Select the template that was downloaded from the SIS website
5. Save the template and name the template, e.g "**Sydney Imaging Specialists Referral RFT"**
6. Tick the box "**Available to all users**"
7. Click on **"Save"**

The Sydney Imaging Specialist form will now be in BP template for all clinicians to use.

SEND THE REFERRAL TEMPLATE ACROSS THE WAY IT WORKS FOR YOU

1. Select Sydney Imaging Specialists referral template, complete the form, save it and email it to us referral@sydneyimaging.com.au (email is in the form).
2. Select Sydney Imaging Specialists referral template and complete the form. Save it, then print and sign a copy for your patient or alternatively your admin team can fax/email the form to Sydney Imaging Specialists.
3. Once the referral template is completed, export the template to 'Fax' from the patient's file. It will then automatically go into the Practice reception's inbox system. The reception staff can then fax or email the referral form to SIS. (Note – this method requires extra software and may not be available with all systems).

Importing a document template into Best Practice (From the Best Practice Support page)

Where can I see the list of templates in Bp Premier? The Bp Premier templates are updated with every monthly Data Update. The best way to see the latest available templates is to view the list in the software. 1. From the main Bp Premier screen, click the 'page' icon or select Utilities > Word processor from the menu 2. Select Templates > Edit template. The Word Processor templates screen is displayed 3. Select the All option and tick Include all States to view all custom and system templates available for all Australian practices.