

Default Printing Templates

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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

To expand on the idea of setting a default printing template or overriding a specific template, read on. There are four Levels of Printing Template:

- Global template - This template will be used for as the default one of the seven template types e.g. 1 page invoice form
- Provider based (optional) - This template will be used for a specific provider (Overrides global template)
- Location based (optional) - This template will be used for a specific location (Overrides provider/global template)
- Service location (optional) - This template will be used for a specific service location (Overrides any other template)

In practical terms, a provider may have different provider numbers at different service locations, so you may have:

- one customised "1 page invoice template" for - Overrides other templates - Service Location A
- one customised "1 page invoice template" for - Overrides other templates - Service Location B
- one customised "2 page invoice template" for - Overrides other templates - Service Location A
- one customised "2 page invoice template" for - Overrides other templates - Service Location B

These will override the global template. Any further invoice customisation can be done by a system administrator within your organisation.

PDF template overrides work...

- ...if a provider and service location are present
- ...if a provider and patient account type is present
- ...if a provider and location is present
- ...if a provider is present

- ...if a service location is present
- ...if a patient account type is present
- ... if a location is present
- ...if a service provider (pathology / radiology) is present

Templates can be built and modified by your system administrator using a Adobe Acrobat Pro (or a [similar product](#)) - the product must be able to create standard PDF forms.

Once modified the template can be uploaded and replace one of the default templates above, or override the default template for a location, service location or provider.
