

Print Patient Labels

Last Modified on 05/04/2021 10:26 am ACST

Patient Labels can be printed. These are set up via System Administration and can be customised for your needs.

Default values include:

- Patient label sheet (12 - 24 labels)
- Single Patient Label

1. [Search](#) for a patient.
2. From the patient summary screen, click **Print Label**.
 - a. A drop down list of label types will display.
3. Select the label type you require.
 - a. A pop up screen generating the label will display.
4. Once it is complete, a print patient label screen will display. This will also show what the label will look like.
5. Select **Print** to print.

The screenshot shows the patient summary screen for Mrs Karen Ferguson. The header displays her name, MRN: 000258, CRN: 001070, and home address: flinders, 31, kent town. Below the header, there are buttons for Edit, Print Label, Print HC21, Print Sac Form, and Merge Patient. The Print Label button is selected, and a dropdown menu is open, showing three options: Custom Label 8 - MS Consulting, Default patient labels sheet template, and Address Label - Home (Dymo). A blue arrow points from the 'Default patient labels sheet template' option to a preview window. The preview window shows a green box with the text 'Finished' and 'PDF successfully generated', and a button to 'Generate a new PDF'. Below this, there is a preview of the patient label itself, which includes the following information:

Name	Mrs Karen Ferguson
MRN	000258
DOB	04/01/1961
Age	58 years
Gender	Female
Adm. Date	
Location	Not Admitted
Admt. Dr.	

v6.62 Feature: Printing Referrals

If enabled by the Administrator, users can include referral information on patient labels. The newest referrals for each provider and professional

contact combination are available for label printing, including future-activated referrals. Expired and disabled referrals are not available.

In instances when there is more than one referral, users will be presented with a list of referrals — he/she can then select which referral to include on the label by clicking the appropriate **Print** button for a referral entry.

To	From	Expires On	Activated On	
Dr Ratko p. NED	Dr Felicity Brown General Practitioner	04/06/2020	05/06/2019	Print
Dr Magus POLAN	Dr Vivian Mortier ENT Specialist	23/12/2019	24/09/2019	Print