

# How to double check specification is correct for printing purposes.

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## Custom Patient Labels

Often client want to be able to print labels for patients for:-

- \* Attaching to documentation outside of CareRight
- \* For addressing correspondence (if using snail-mail and not using windowed envelopes)
- \* Wrist Bands

CareRight supports printing of labels in 2 basic categories:

- \* a sheet of labels (typically A4) with all labels on that sheet having the same content
- \* an individual label printed from a dedicated label printer

Although the first category is generally easier to create, it would be useful if we got clients to follow the same process for both categories. Client to supply the following:-

## Details of the label

- \*sheet size - eg A4 or 120mm \* 35mm
- \* individual label size - eg 90mm \* 35mm
- \* arrangement of labels on a sheet (if a sheet of labels) - eg 12 row of 3
- \* spacing between labels (if a sheet of labels) - eg no gap or 1mm spacing

## A picture of a label with the required information (handwritten if necessary)

- \* titles to appear next to the text - eg DOB or Allergies
- \* data to be printed - eg patient name or referral activated date
- \* style and font size to be used - eg 10 pt bold (may change for different sections, needs to specify which to apply to)
- \* distances from the edge of the label to the text (at least left & top but preferably all 4 sides)
- \* space to allow for each field or title

