Printing
ID Wristband or Labels

Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Print Patient ID Wristband, or Labels in EMR

1. Before printing an ID Wristband ensure that the patient's Allergy status is current and recorded in the EMR.
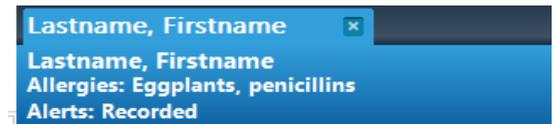
2. Click on in [Label Printing] the Navigation toolbar and a new log-in window will open.

3. The Person Mgmt: Documents window will open. Click on the **Magnifying Glass** icon and the **Person Search** Window will open.

4. Enter the Patient UR number and click the **Search** button. Ensure that the correct (current) encounter are found and highlighted. Click **OK.**
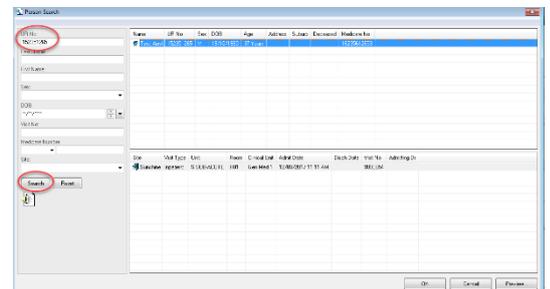
5. Choose the appropriate wristband or label sheet option in the right-hand column.
Click the **Printer** icon to open the Print window.
Check that the correct printer is listed in the Print window and click **OK** to print.
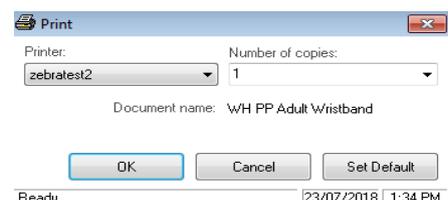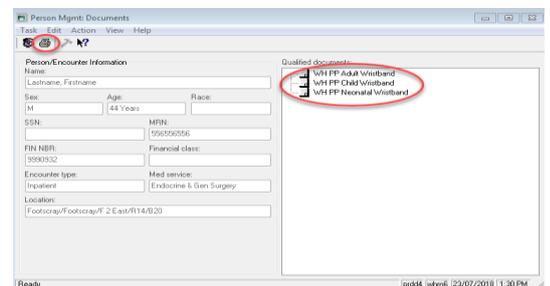
> **Handy Hint – Wristband Printer**
> - The wristband printer must be Manually Loaded with the correct cartridge (White or Red for Allergy Status and Adult/Child/Neonatal size) prior to printing

> **Important – ID wristband are care type specific and will need to be changed for the following scenarios:**
> - When a patient demographic or allergy status details are changed.
> - When an inpatient changes care type e.g. when a patient is statistically discharged from Acute to Subacute.
> - When a patient is transferred from one Western Health facility to another e.g. a transfer from Footscray to Sunshine.