

Scheduling and Referrals - Printing Labels



This Quick Reference Guide will explain how to:

Print Patient Labels

Printing Labels

1. Open **PMOffice (Access Management Office)** or **Powerchart**



2. Click on **Documents**



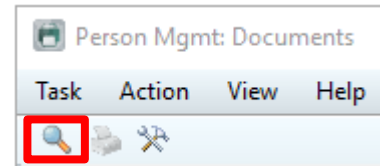
Or in Powerchart,

Label Printing Icon



3. **Person Mgmt: Documents** dialog box will pop up.

Select **magnifying glass** 



4. **Person Search** dialog box will pop up.

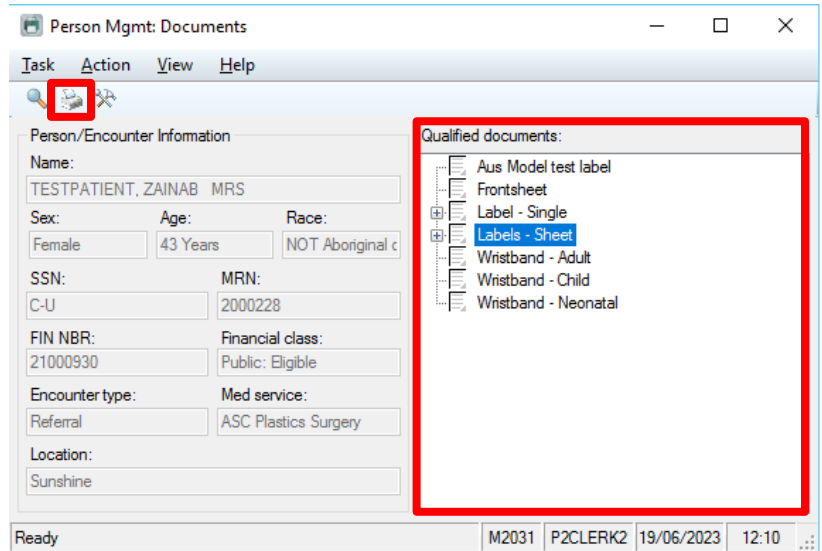
Enter **Person Identifier (URN, Medicare #)** > Click **Search** > Select relevant Encounter (Referral) in bottom screen > Click **OK**

Name	URN	Sex	DOB	Age	Address
TESTPATIENT, ZAINAB MRS	2000228	Female	24/01/1980	43 Years	10 Gal

FIN	Pt Type	Location/Ward	Room	Bed	Specialty
IPE75375223	Inpatient	S W 7 WOMEN'S	R10	B14	Obstetric
IPE75374601	Inpatient	S BIRTHING	R01	B01	Obstetric
21000930	Referral				ASC Plastics Surgery

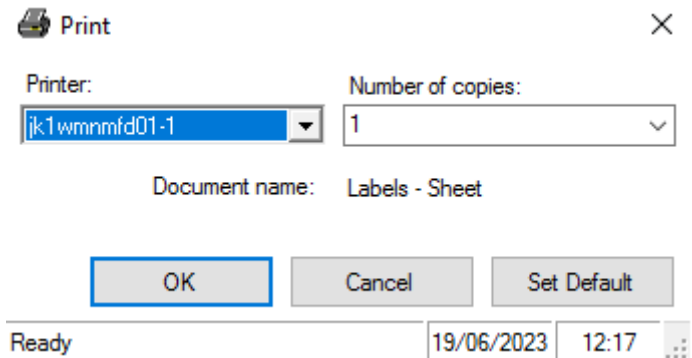


5. In **Person Mgmt: Documents** dialog box, select required **Qualified documents** on the right (e.g. Labels – sheet or Labels – Single)



6. Click on **Print Document**

7. In **Print** dialog box, select **printer** from drop down list
> Click **OK**



Handy Hint

You can set a default printer by clicking **Set Default** prior to clicking **OK** in Print dialog box

8. Close window.