

# Scheduling and Referrals - Printing Labels



**Digital Health**  
CONNECTING BEST CARE

Digital Health  
Quick Reference Guide

This Quick Reference Guide will explain how to:

Print Patient Labels

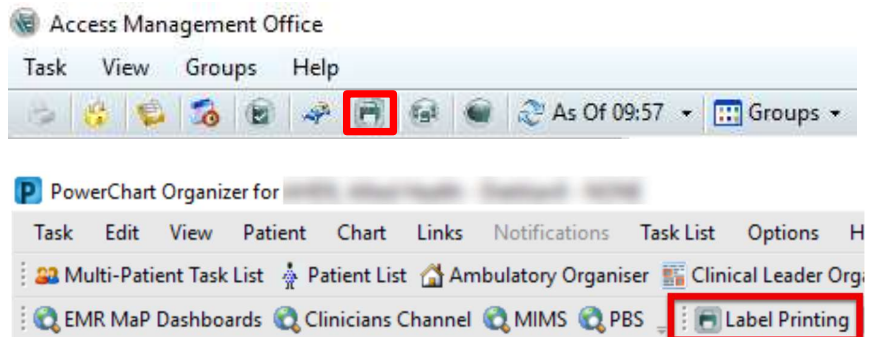
## Printing Labels

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



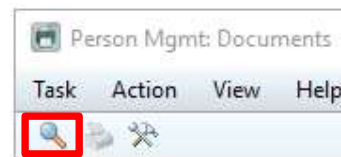
2. Click on **Documents**

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**

**Qualified documents:**

- Aus Model test label
- Frontsheet
- Label - Single
- Labels - Sheet**
- Wristband - Adult
- Wristband - Child
- Wristband - Neonatal

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

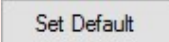
Printer: **jk1 wmmfd01-1** Number of copies: 1

Document name: Labels - Sheet

**OK** Cancel Set Default



### Handy Hint

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

8. Close window.