


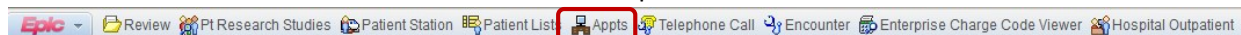
Printing Labels for a Subject With an Appointment

Date: 10/21/2016

Try It Out

1. Locate your patient in the Appointment Desk.

- a. Select  from the Epic header.



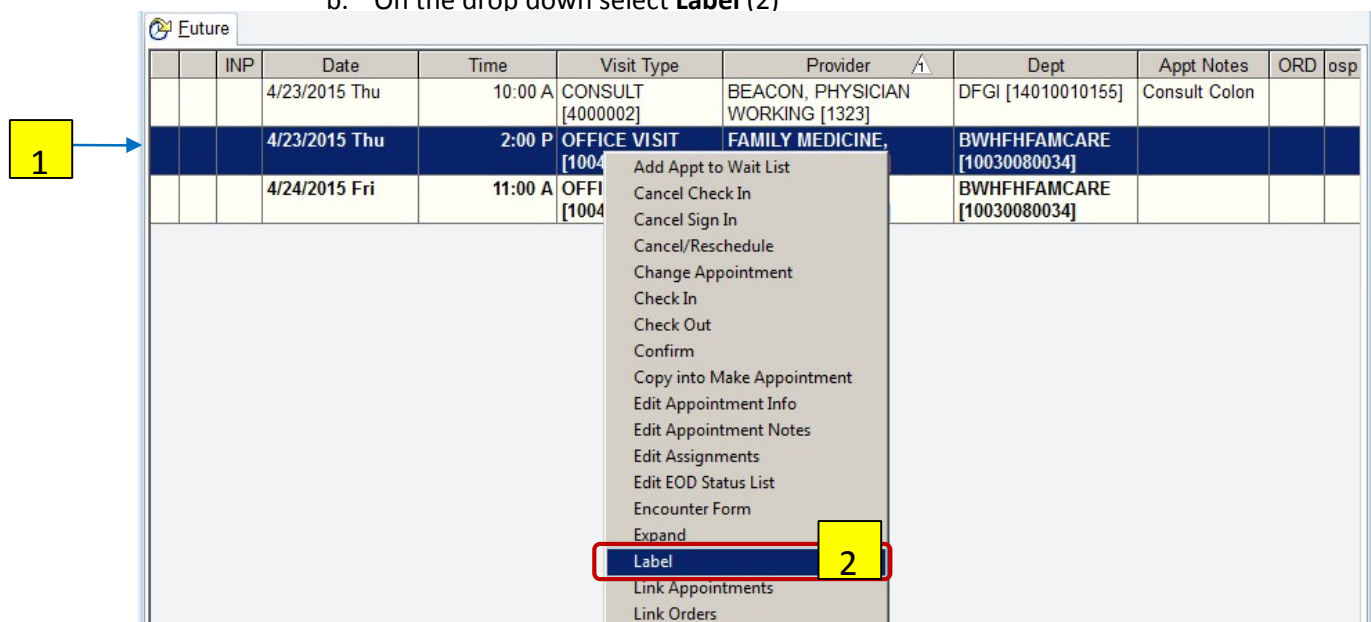
- b. Enter in patient identifiers (Name, DOB, SSN, Sex) and click **Find Patient**.

- c. Highlight the patient name and click **Accept**.

2. This will now open the Appointment Desk for that patient.

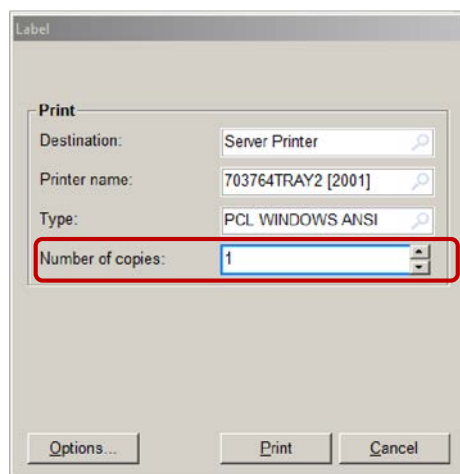
3. In the Future appointments box locate the appointment you would like to print labels for. a. Right click this appointment (1)

- b. On the drop down select **Label** (2)



	INP	Date	Time	Visit Type	Provider	Dept	Appt Notes	ORD	osp
		4/23/2015 Thu	10:00 A	CONSULT [4000002]	BEACON, PHYSICIAN WORKING [1323]	DFGI [14010010155]	Consult Colon		
1		4/23/2015 Thu	2:00 P	OFFICE VISIT [1004]	FAMILY MEDICINE, [1004]	BWHFHFAMCARE [10030080034]			
		4/24/2015 Fri	11:00 A	OFFICE VISIT [1004]		BWHFHFAMCARE [10030080034]			

- Add Appt to Wait List
- Cancel Check In
- Cancel Sign In
- Cancel/Reschedule
- Change Appointment
- Check In
- Check Out
- Confirm
- Copy into Make Appointment
- Edit Appointment Info
- Edit Appointment Notes
- Edit Assignments
- Edit EOD Status List
- Encounter Form
- Expand
- 2 Label
- Link Appointments
- Link Orders



4. The Label window will open up.
 - a. Destination, Printer Name and Type fields will be configured by the Printing PeC group.
5. Select the Number of Copies: The maximum allowed labels to print at a time is 15.
6. Finally, select **OK** to print labels.