Med Software LLC
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Labels
User Instruction

RE*Source*

There are multiple types of labels available in RESource. Through the Mailing/Other Labels menu item, you can print address labels, andrology labels, and procedure labels to name a few.

To print labels:

1 – go to the **Reports** toolbar in the main menu and select **Labels – Mailing/Other Labels**. The **Print Mailing Labels** screen will appear.

2 – from the **Action** dropdown list, select the type of label you want

Print Mailing Labels – patient name and address

Print Andrology Labels – date, patient name, last 4 of SSN, primary MD, date of birth, partner name

Print Andrology Labels (Patient Info Only) – date, patient name, last 4 of SSN, primary MD, date of birth

Print Partner Only Labels – date, partner name, partner SSN, partner date of birth

Print partner Lab Only Labels (current day) – same as Partner Only Labels above

Print Patient Id Labels – contains the patient ID only

Print Procedure Labels – patient name, last 4 of SSN, procedure, date, ordering/referring physician

> When selecting 'Print Procedure Labels' you will notice 2 additional fields appear: Procedure and Physician.

> The procedure dropdown is customizable and can include options that fit your needs. The list is maintained in the lkupRptProcedures table, accessible from the Lookup Table Manager – please see a RESource administrator to customize the list.
>
> The physician field contains a lookup icon that when clicked will allow you to search for a physician within Doctor Practice Maintenance. For more information on how the lookup button works, please see the Medical Info section in the knowledge base article titled "PtServices.PtDetails"

If printing Procedure Labels, select a procedure and physician from the corresponding fields

3 – enter the date you want to appear on the labels in the **Curr Date** field. For example, if you are generating labels to be used tomorrow, enter tomorrow's date.

4 – enter the number of labels to be printed for each patient in the **# Labels** field

5 - the right side of the window is where you search for the desired patient(s). To do this, enter the last name (or the first few letters of the last name) in the Last Name field and click the **Search** button. A list of patients that meet the last name criteria entered will appear in the window. Select the desired name by clicking on it.
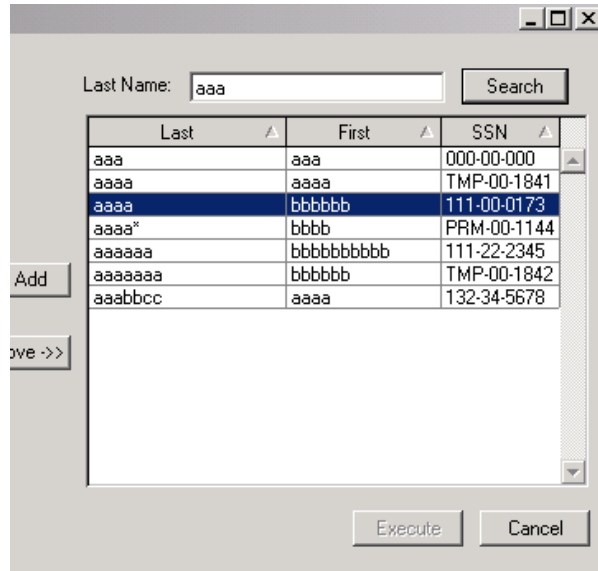
6 - Click the **Add** button. This will move the patient to the 'Selected' window on the left side of the screen.
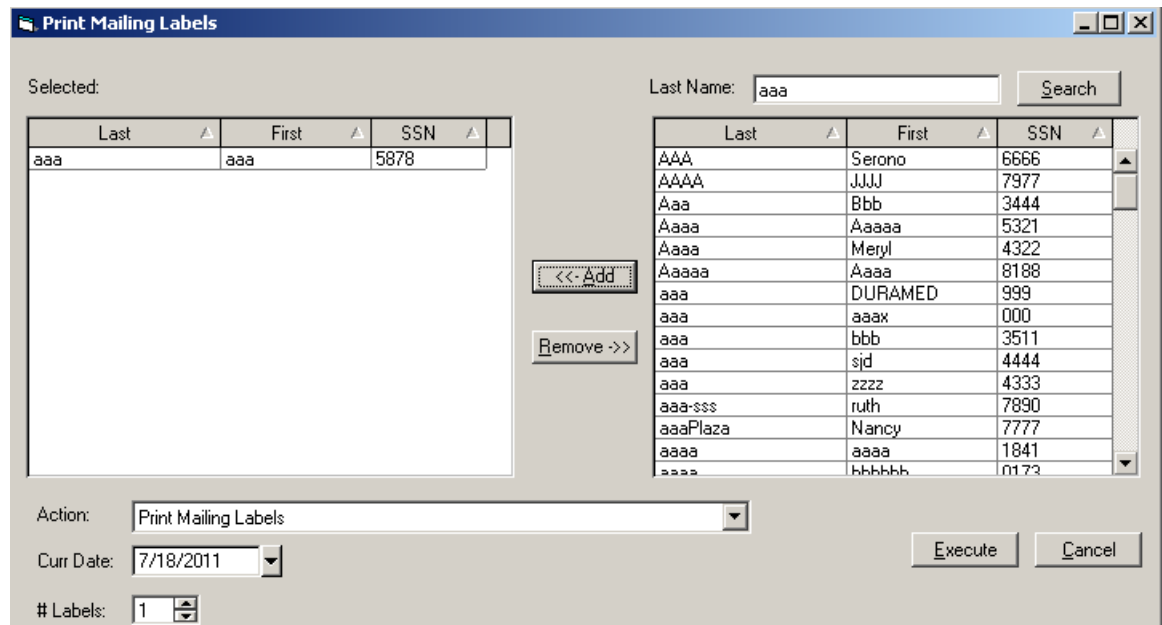
You can search for, and select, as many patients as you need by repeating steps 5 and 6.

If you need to remove a name you have selected, simply select the patient from the 'Selected' window and click the **Remove** button.

7 - click **Execute**. A Patient Mailing Labels window will appear displaying the labels to be printed

8 - click the **Print** button in the upper left corner

9 – when prompted, select a printer and click **OK**

Label Settings

At the bottom of the label selection window there are label/printing/printer setting fields. These fields can be used if your labels are not printing out on label sheets properly. For help with these fields please contact Med Software.