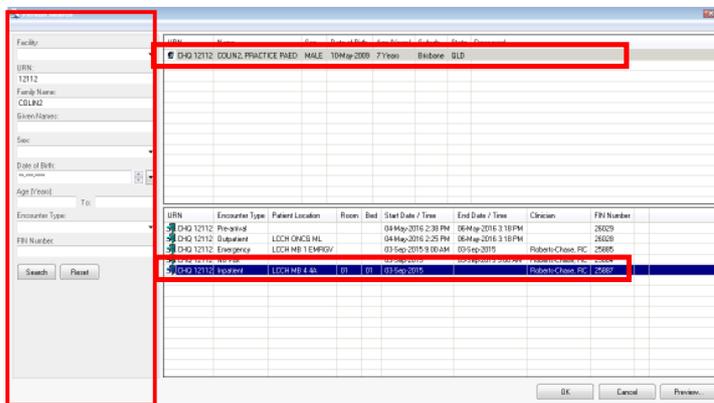


Printing Single Patient Labels or Wristbands

Quick Reference Guide

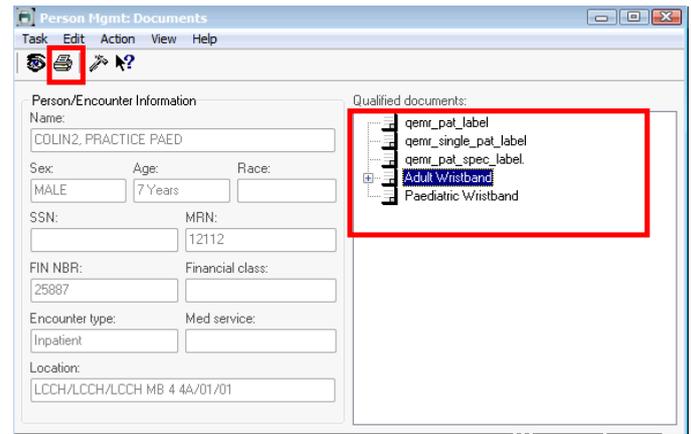
How to Print Single Patient Label or Wristbands

1. Select the **Documents** icon on the ieMR toolbar
2. The **Person Mgmt: Documents** window will open
3. Click the **Search** icon
4. The **Person Search** window will open
5. Enter the search criteria such as the patient's **URN**, **family name**, and **date of birth**
6. Click **Search**

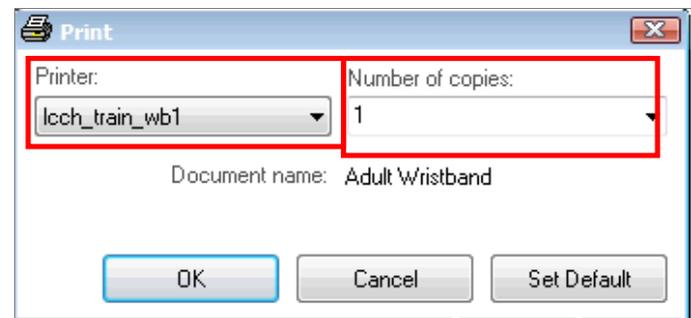


7. Select the correct patient from the top section of the window
8. Select the correct encounter from the lower section of the window
9. Click **OK**
10. The patient encounter details will populate in the **Person Mgmt: Documents** window
11. Select what you wish to print from the **Qualified Documents** section
 - Sheet of labels: *qemr_pat_label*
 - Single label: *qemr_single_pat_label*
 - Adult wristband
 - Paediatric wristband
 - Neonate wristband
12. Click the **Print** icon

Each sheet of encounter labels contains 14 labels. The maximum number of single labels that can be printed at one time is three (3).



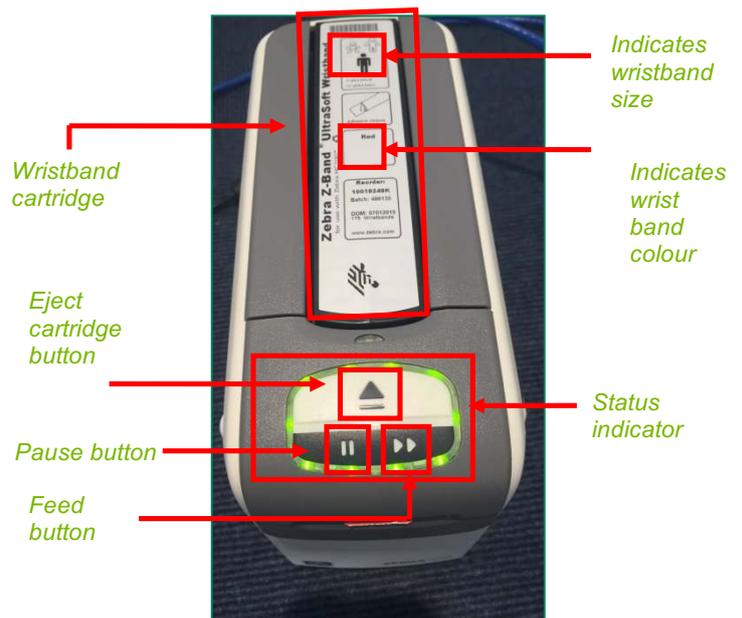
13. The **Print** window will open
14. Select a printer from the drop down menu
15. Select the number of copies to print



16. Click **OK**
17. The labels or wristband for the patient encounter will print to the selected printer



When printing a patient wristband, ensure to load the correct size and colour cartridge in the wristband printer.



Status Indicator

| | |
|---|------------------------------------|
|  | Indicates adequate cartridge level |
|  | Indicates cartridge is low |
|  | Indicates cartridge is empty |



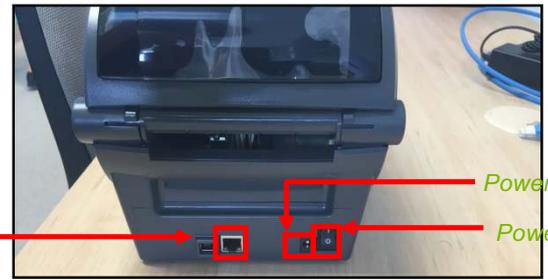
Ethernet input
Power switch
Power input

1. To load the printer with a new or different cartridge, press the eject cartridge button
2. Remove the cartridge from the slot
3. Insert the new cartridge and push down



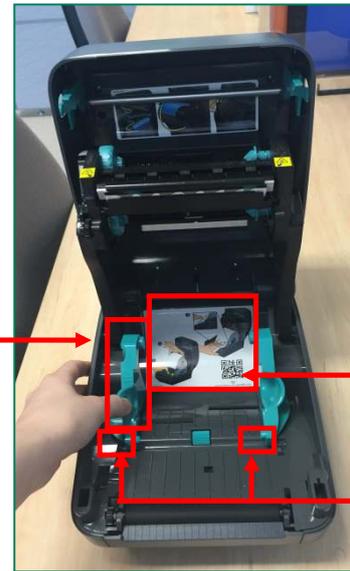
Ensure to load the correct cartridge size and colour.

Single Patient Label Printer



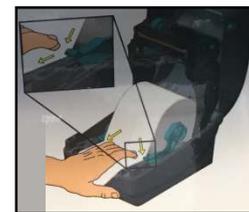
Ethernet input
Power input
Power switch

1. To load the printer with labels, pull the release levers on both sides towards you and lift the cover
2. Open the media guides
3. Lower the roll between the roll holders and thread the roll through the guide
4. Orient the roll so that the labels face up as it passes through the guides
5. Lower the top cover when finished



Open media guides

Lower the roll between the holders



Thread the roll through the guides. Ensure the labels face up.