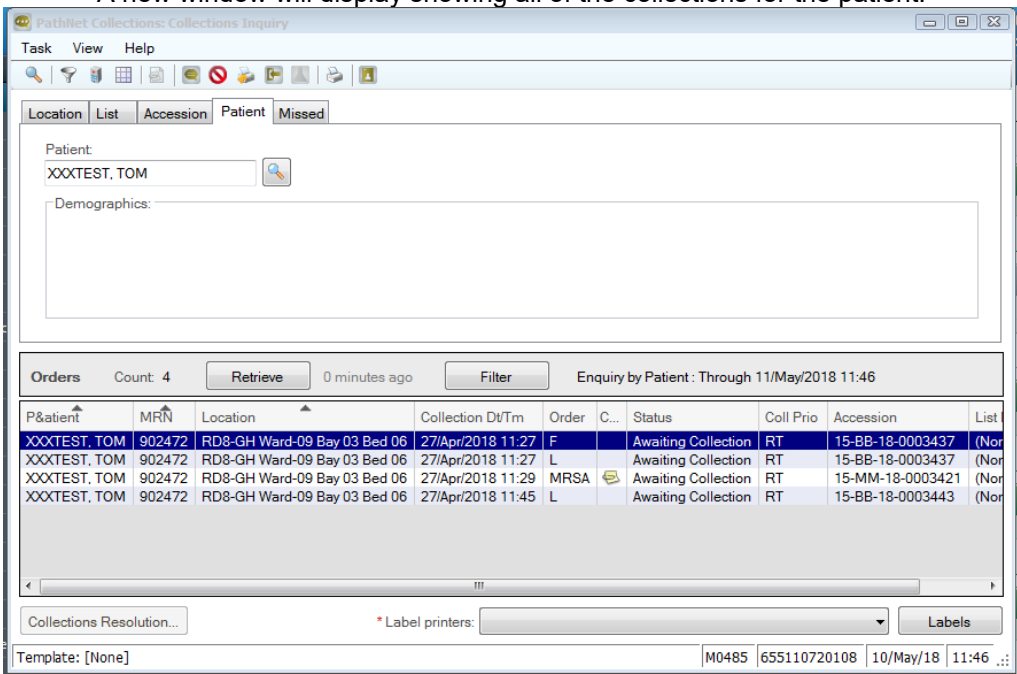


REPRINTING SPECIMEN LABELS

1. From within the Patient record, select Collections Inquiry from toolbar.
If this is not visible, you may need to select one of the drop downs.
2. A new window will display showing all of the collections for the patient.


Click into the box marked Collection Dt/Tm, this will order the samples so the most recently taken sample is at the top of the list. Look then to the accession number. BHI requests will be B, Microbiology M, Cell Path H and cytology C. Look then for the relevant sample number. In the example above the Lab no. printed onto the label will be 18B000442
3. Select the test you need to reprint a label for (hold down control and select multiple if required).
4. Click on the drop down for Label printers and select the one you are printing to. Then click on Labels.
5. From the pop up that appears, it should default to Specimen labels. Click Print and the labels should print from the bale printer you selected.
6. Once labels have printed, you can close the Collections Inquiry window.