
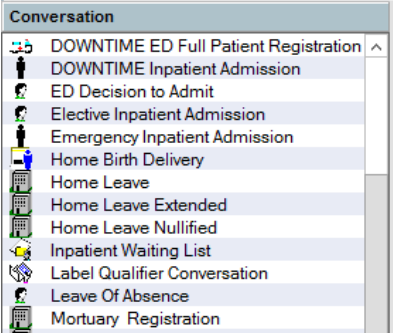


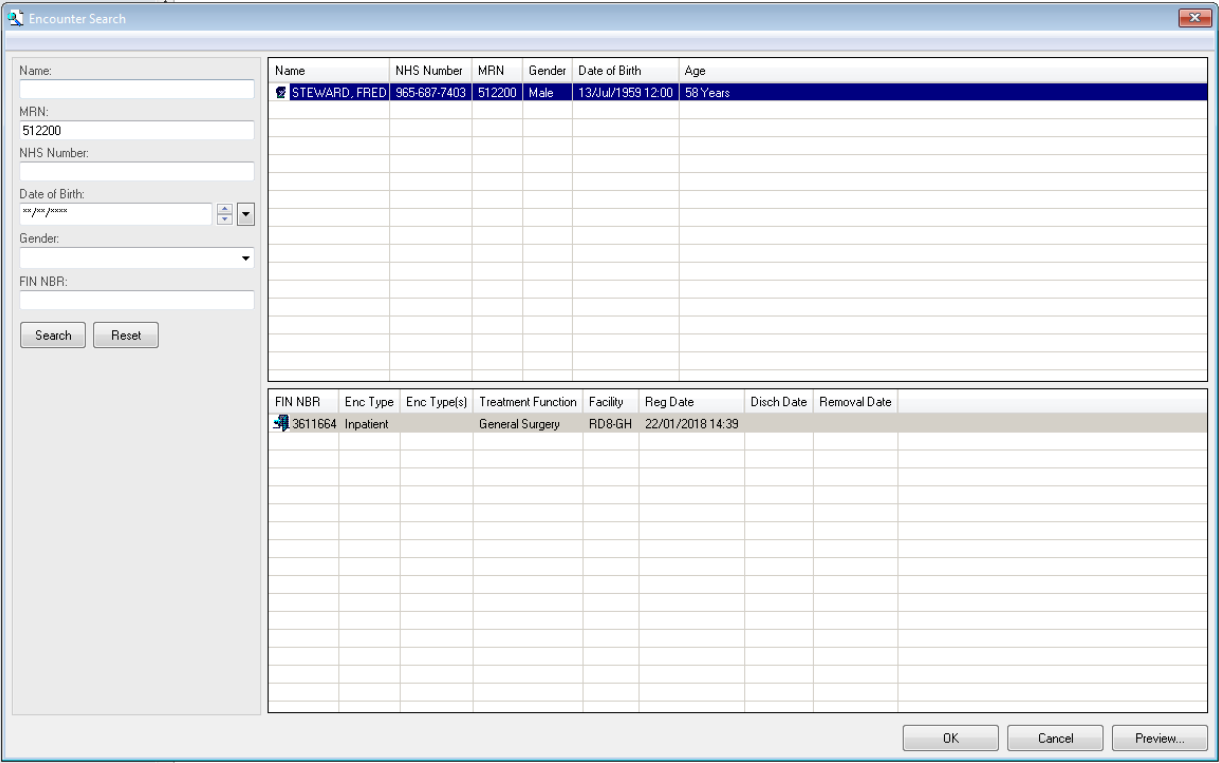
ED – REPRINTING FACESHEETS, LABELS AND WRISTBANDS

1. Open the PM Office application from within e-CARE:



PMOffice T0485
2. From within PM Office, select Conversation then Label Qualifier Conversation.


3. Use the search window to search for your patient and then click OK – ensure you select the correct encounter.


4. If your patient has any flags they will appear now, click OK to the warning and then OK to confirm the patient.
5. Please note, this will automatically print to the default printer. If you need to specify a printer, see step 6. You can leave all options ticked if you wish to reprint all of them but if you wish to re-print a specific one, untick the other boxes. Once happy with your selection, click OK.

6.

If you need to change the printer or number of copies, highlight the document and click the edit button, make your changes and then click OK.

The screenshot shows the 'Label Quantifier Conversation' window. At the top, there are fields for patient information: First Name (FRED), Last Name (STEWARD), Medical Record Number (512200), NHS Number (965-687-7403), and Visit Number (14118563). Below this is an 'Alert' dropdown menu set to 'Patient at risk'. A 'Document Selection' dialog box is open, displaying a table with columns for Document, Printer, and Copies. The table lists three items: Admission Label, Facesheet, and Wristband Zebra 2824z, all with 'Dummy printer do not' as the printer and '1' as the number of copies. There are checkboxes next to each row. Below the table is a checkbox for 'Do not print documents' and 'Edit' and 'OK' buttons. A 'Print' dialog box is also open, showing 'Printer' set to 'Dummy printer do not' and 'Number of copies' set to '1'. The 'Document name' is 'Admission Label'. It has 'OK' and 'Cancel' buttons. At the bottom of the main window are 'Return To Search', 'OK', and 'Cancel' buttons. The status bar at the very bottom shows 'Ready' and system information: 'T0485 555049663108 19/04/2018 15:55'.

Document	Printer	Copies
<input checked="" type="checkbox"/> Admission Label	Dummy printer do not	1
<input checked="" type="checkbox"/> Facesheet	Dummy printer do not	1
<input checked="" type="checkbox"/> Wristband Zebra 2824z	Dummy printer do not	1