

webPAS

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Label Printing Test Request



NDHB laboratory has had an issue where lab request forms have not had all the required information creating a clinical risk for patients



All request forms **MUST** include the **clinician** and the **location** where the printed results should be sent to.



- Always print labels from the **patient visit**
- Use the Diagnostic label where there is no relevant patient visit**

Inpatients: Print labels from the **ward list**

Print **Inpatient label** from the printing tab after opening the current inpatient visit in the **All Visits** view

Referrals: Print from **Ref Letters & Labels** in the printing tab

Print from this icon  in the clinics group menu

Print **REF Referral Label** from the printing tab after opening the relevant patient referral

Outpatients Print labels from the **Clinic list**

Print **OP Outpatient Label** from the printing tab after opening the relevant patient appointment. *This may be a future appointment.*

Emergency Print labels from the **ED Label printing icon**



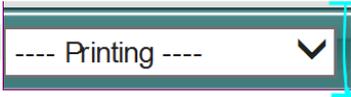
Using the Diagnostic Label printing option



The diagnostic label uses the patient NHI information along with a free text field to enter the Clinician Code, Name and Location.

All menus have a diagnostic label option in the printing drop down list and the shortcut icon to label printing.

Label Printing steps

1 Click on the diagnostic label icon  or select **Patient Labels** from the **Printing** drop down list 

2 The label printing template displays

3 Select Diagnostic Label

4 Select Number of labels required. *This will always default to 1*

5 Enter Clinician Code, Name and department.

The department is where the printed report should be sent to

6 Click Print