

PAS Patient Registration - Printing Labels

Printing Labels

From your menu choose the PAS User Utilities option (M P U S E R)

- **Select** the Quick Labels and Letter Print (H G Q L) option and return.
- **Number Type**, - Enter **CR** and press the return key.
- **Number**, - Enter the patient's number and return. The patient's name and date of birth will appear, check these are correct.
- Type **L Ay** for labels from the screen action prompts and press the return key.
- **Label Layout**, - This will default to S T D (standard labels), return.
- **Number of sets**, - Enter between 1 and 99, press the return key.
- **Print Immediately**, - type **Y** for yes, press the return key.
- **Output To**, - This will depend on your location, press the F1 or Num Lock keys for help.
- Type **Ay** to Accept at the bottom of the screen and press the return key, you will be returned to the Quick labels/Letters print screen.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=165>