PAS Inpatient - Printing labels

Standard Labels

Select from your menu **PAS User Utilities**

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

Wristbands

If, after admitting the patient, you need to go back and reprint the wristband, select from your menu **PAS User Utilities**

- Select the **Quick Labels and Letter Print** (H G Q L) option and press the return key.
- **Number Type** Enter **C R** number and press the return key.
- **Number** Type the patient's number and Return. The patient's name and date of birth will appear, check these are correct.
- Type **L A** for labels from the screen action prompts and press the

return key.
- Label Layout This will default to **S T D** (standard labels), press the **F1** key to display list of options to select from.
- **Number of Sets** - Enter **1**, then press the return key.
- **Print immediately** - type **Y** for yes, then press the return key.
- **Output To** - This will depend on your location. Press the **F1** key for help.
- Type **Ay** and press the return key to Accept the details at the bottom of the screen.