

Workflow for: Internal MedicineImage: PediatricsImage: Family MedicineImage: SpecialtyImage: ClericalImage: ClinicalImage: ProviderDate Initiated: 1/19/10Pages: 3Approved by: On File

NextGen: Printing Mailing Labels

Click the "Appt List" button and complete the following fields to define the appointments you would like to search for:

1. Status: Expected



* You can also select a "Resource" if you don't want to search for all the appointments for the site and would rather search by provider.

Click the box in the heading row to select all the appointments.

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Right click on any of the appointments and select Print, then Labels...

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Select the Label TemplateClick the folder in Printer Settings to"McGrath Reminder"Select the "DYMO" LabelWriter for your site.

Select the paper size to 30253 Address (2 up) and change the Orientation to Landscape.

Print Setup					? 🛛 /
Printer —					
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		Click "(OK"		

You can "Preview" the first label or click Print to begin printing a label for all selected appointments.

