Milford Regional Physician Group

The Benchmark for Quality Care

Workflow for: ☒ **Internal Medicine** ☒ **Pediatrics** ☒ **Family Medicine** ☒ **Specialty**

☒ **Clerical**   ☐ **Clinical**   ☐ **Provider**

Date Initiated: 1/19/10   **Pages: 3**   **Approved 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

2. Appointment Date: Custom Date, Enter the Beginning and Thru date.
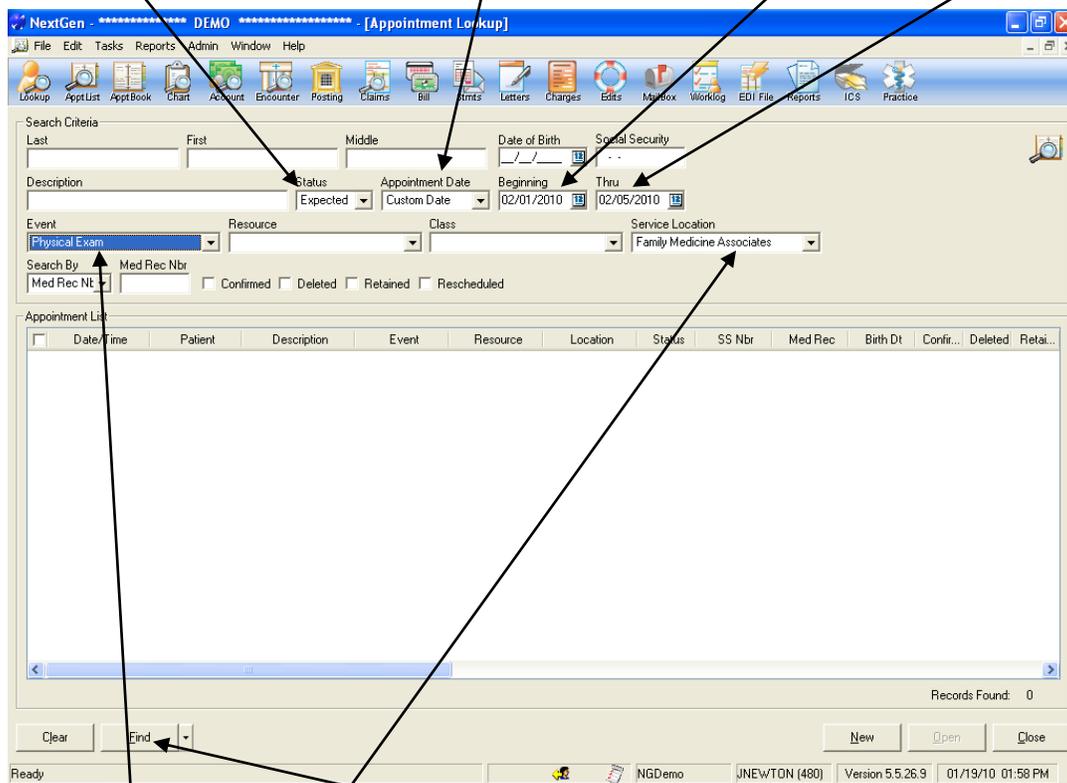
3. Event

4. Service Location   Click "Find" to begin the search.

* 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.
    (you can uncheck the box next to any appointment you don't want selected.)
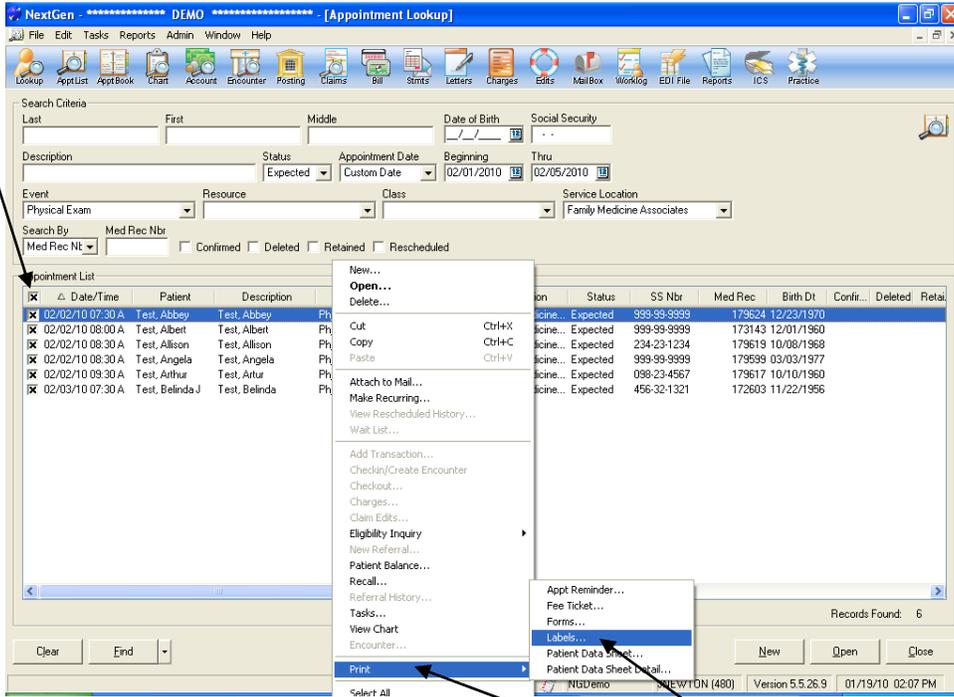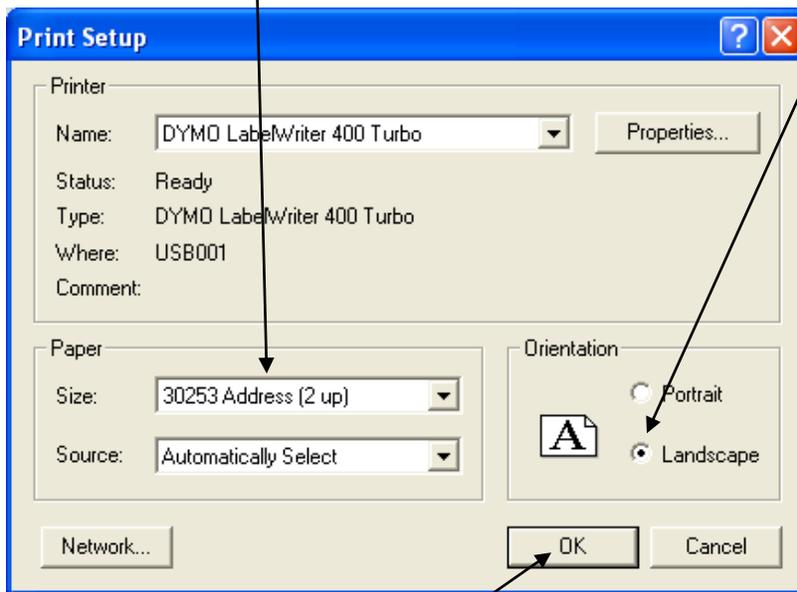

Right click on any of the appointments and select Print, then Labels…
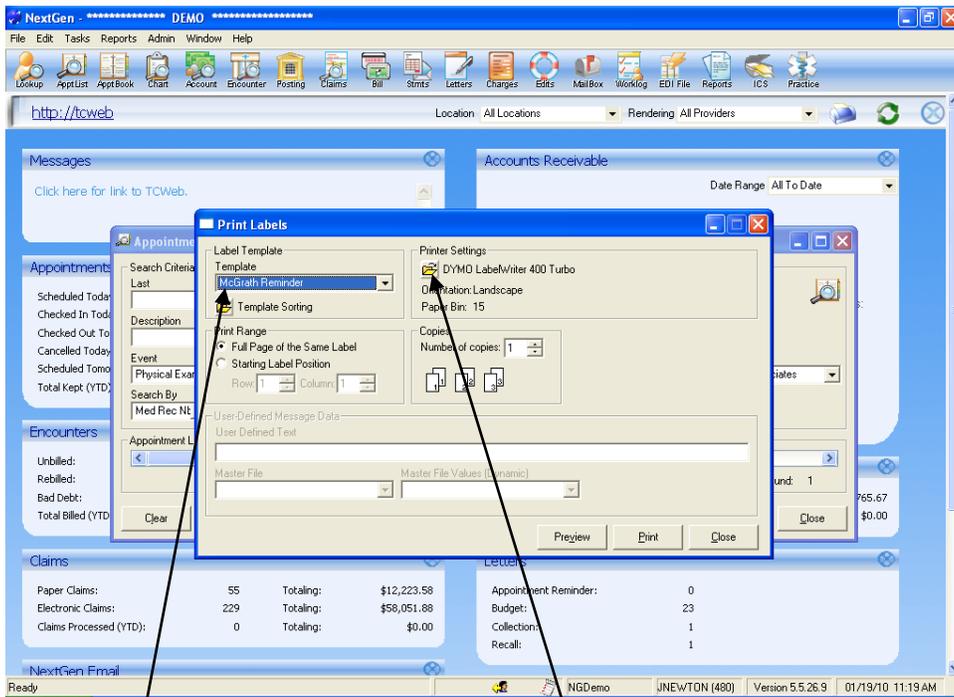
Select the Label Template   Click the folder in Printer Settings to
    "McGrath Reminder"   Select the "DYMO" LabelWriter for your site.

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

Click "OK"

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