

Workflow for: ☒ Internal Medicine ☒ Pediatrics ☒ Family Medicine ☒ Specialty
☒ Clerical ☐ Clinical ☐ Provider

Date Updated: 1/14/10

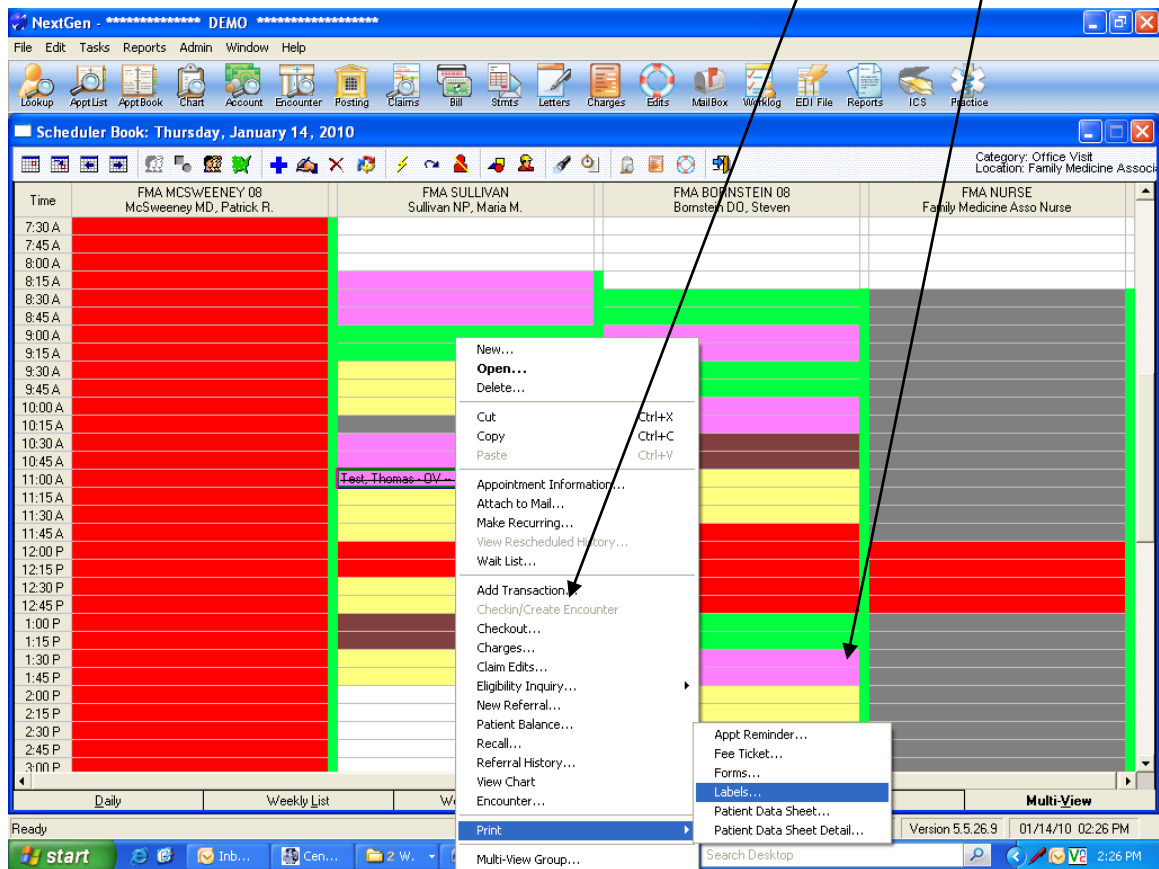
Pages: 2

Approved by: On File

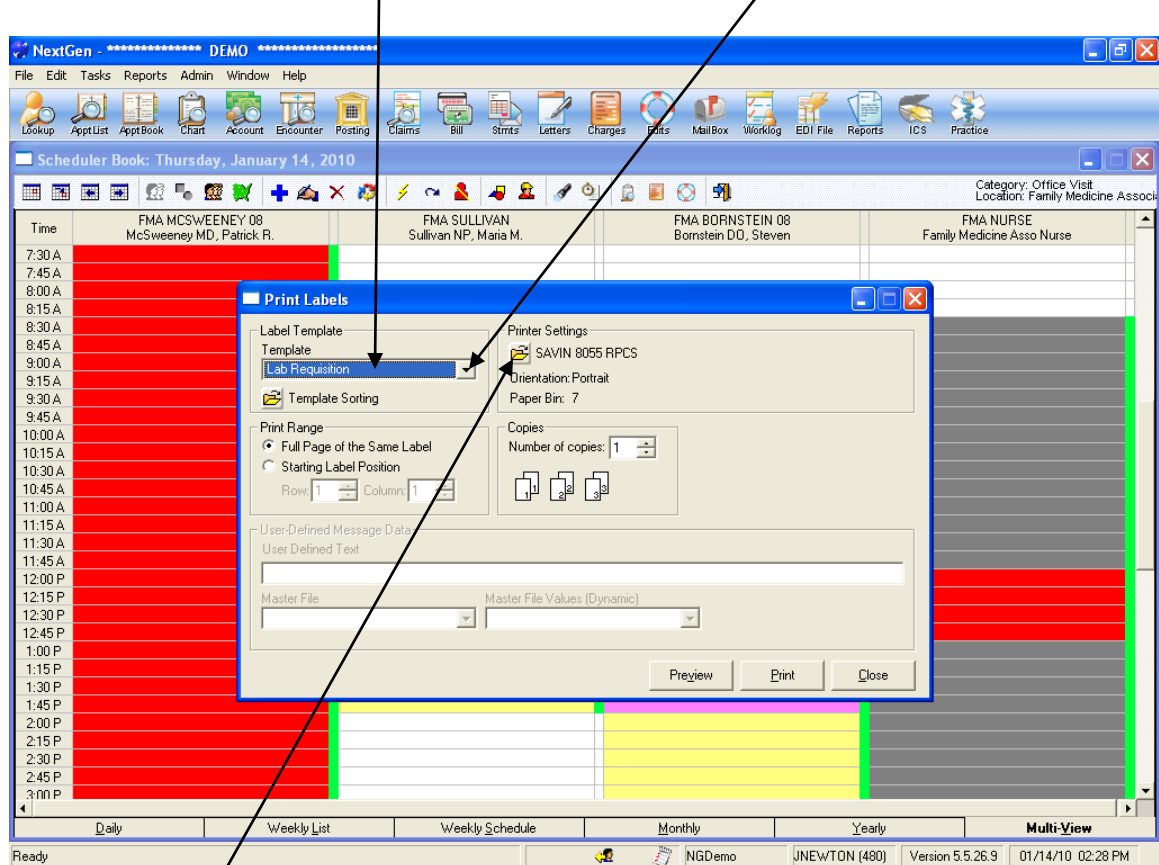
NextGen: Printing Patient Labels

Right click on the patient appointment in the schedule.

Select "Print", then "Labels..."

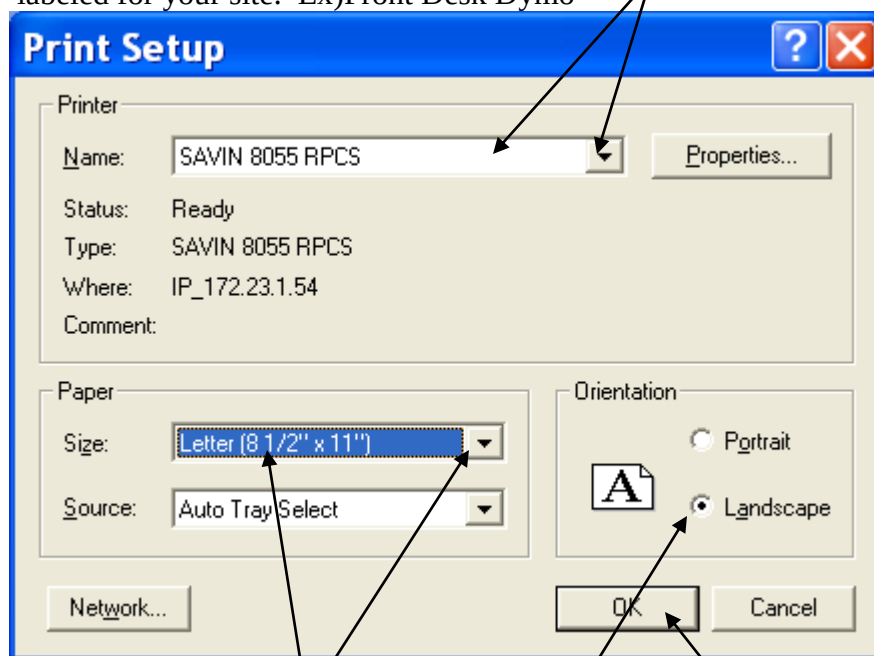


Select the **Template: “Lab Requisition”** from the Label Template drop down list.



Click on the folder icon to open the printer settings.

From the drop down list, select the **Name: “Dymo LabelWriter”**, as it is labeled for your site. Ex)Front Desk Dymo



Select the **Size: “30253 Address (2 up)”** and change the **Orientation: to “Landscape”**. Then click “OK” to print.