

DAI 500.50.02 Health Care Record Format, Content and Documentation
Attachment C – Labels for Forms
Effective Date: 05/23/16

Upon admission to DCI, TCI, MSDF, and other short-term admission facilities, the staff responsible for setting up the Medical Charts shall create two sheets of name labels and place them in the front of the Medical Chart for use on forms filed in the Chart. The labels include name and DOC number only.

HSUs may create sheets of labels as needed for filing in the Medical Chart. PSUs may create sheets of labels for use in the Psychological Services Unit Record. Dental staff may create sheets of labels for use on forms filed in the Dental Record.

See DAI Policy 500.50.02 – Attachment B for ordering information.

To create a sheet of labels:

- A. Open Microsoft Word. (2010)
- B. Click on “Mailings” on the ribbon.
- C. Click on “Labels”.
- D. In “Print” box, select full page of the same label.
- E. Click on “Options” at the bottom.
 1. In “Printer Info”, select page printers and which tray from the drop-down box you will be printing from.
 2. Under “Product #”, select 5366-Filing Labels and then click OK.
- F. In “Address” box, type out label per instructions below.
 1. Type patient’s name using UPPER CASE as shown in example below.
SMITH, JOHN A.
 2. Left click to highlight typed name.
 3. Right click; select “font” from drop-down menu.
 4. Select Arial font, **bold** font style, and 18 point font size. (Larger names may require a smaller font size.)
 5. Click “OK”.
 6. On second line, type six digit DOC number as shown below.
123456
 7. After keying in the DOC number, enter three to four spaces.
 8. Type the date of birth using two digits for day, month and year as shown below.
07/07/85

9. Left click to highlight DOC number and DOB.

10. Right click; select “font” from drop-down menu.

11. Select Arial font, **bold**, and 16 point font size.

G. Click on “New document”. (A full page of name labels should appear on the screen.)

H. Labels should look like the sample below:

SMITH, John A.

123456 07/07/85

I. Go to the printer and place labels face down, or face up, per printer instructions, in designated tray/bypass of multi-function device and/or printer. Note: This is the location selected in step E1 above. (Check owner’s manual for best results.)

A. Return to the computer. Go to “File” and “Print” to select the desired number of sheets of labels to be printed.

B. Click on “Printer Properties”

1. In “Input Tray”, select which tray you will be printing from.

2. In “Paper Type”, select “Labels” from drop-down box, OK.

3. Select “Print”.

C. File sheets of labels in Medical Charts: place sheets on top of the documents filed before the Problem List divider in Medical Chart such as the DOC-3326 – Signature Verification Sheets, and legal documents. If a Chart contains a DOC-3347 – Medical Appointments-Off-Site, place sheets of labels **behind** that form. Do not cover up the DOC-3347.

D. Affix a label to all non-duplicate (single ply) DOC forms on which a line is included for entry of the patient’s name. As of early 2008, all forms are being revised to accommodate the labels so that no information is covered up. Until that occurs, use care when affixing the labels.

E. For multi-ply forms, such as the DOC-3023, enter by hand the name/DOC number on the top sheet of the multi- ply form.