

Print Labels from the Demographic Analysis/Recall Report

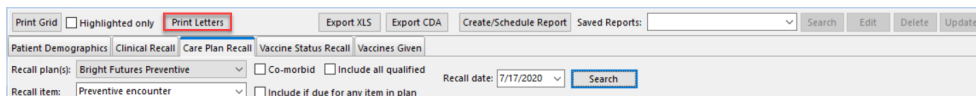
Last Modified on 12/29/2021 3:48 pm EST

Version 20.5

About

A practice may need to print labels for patients identified in the Patient Demographics or one of the Recall tabs using Demographic Analysis/Recall. OP has a report that can be used to print labels. The instructions are below:

1. Create the list for the labels using the Demographic Analysis/Recall. Click [here](#) for further information on how to use the Demographic/Analysis Recall report.
2. Click the **Print Letters** button.

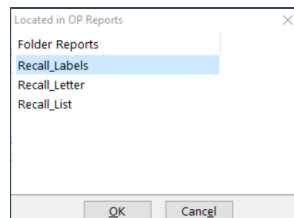


3. Select any letter in the Choose a Message window, and click **OK**.



Note: The letter selected in the Choose a Message window is required to proceed to selecting the label. Any template letter may be chosen.

4. Select **Recall_Labels** from the Located in OP Reports window.



5. Click **OK**.
6. The Print dialog box opens. Make sure the labels are in the printer you will select and continue with the print process.



Note: The Recall_Labels may differ in size and/or alignment from the labels the practice wishes to use. If changes are required, you will need to contact OP Support.

Version 20.4

Overview

A practice may need to print labels for patients identified in the Patient Demographics or one of the recall tabs using Demographic Analysis/Recall. OP has a report that can be used to print labels. The instructions are below:

1. Create the list for the labels using the Demographic Analysis/Recall. Click [here](#) for further information on how to use the Demographic/Analysis Recall report.
2. Click the **Print Letters** button.

Print Grid Highlighted only **Print Letters** Export XLS Export CDA

Patient Demographics Clinical Recall **Care Plan Recall** Vaccine Status Recall Vaccines Given

Recall plan(s): Bright Futures Preventive Co-morbid Include all qualified Recall date: 6/7/2018 Search

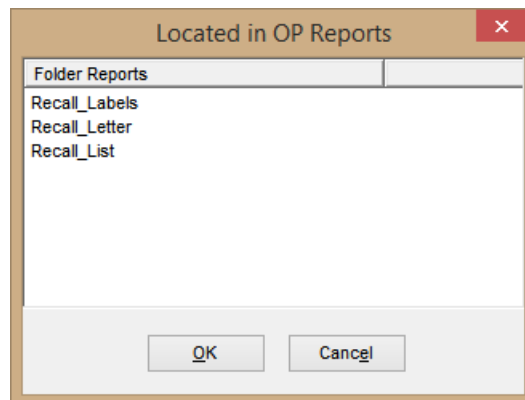
Recall item: Preventive encounter Include if due for any item in plan

3. Click **OK** on the Choose a Message window.



Note: The letter selected in the Choose a Message window is required to proceed to selecting the label. Any line may be chosen or allow to default to the first letter in the list.

4. Select **Recall_Labels** from the Located in OP Reports window.



5. Click **OK**.

6. The Print dialog box opens. Continue with the print process. Make sure labels are in the printer that you selected.



Note: The Recall_Labels may differ in size and/or alignment from the labels the practice wishes to use. If changes are required you will need to contact OP Support.