SUBJECT: Procedure for Printing Barcodes

SEE ALSO:

INFORMATION

All staff are responsible for printing barcodes. Do not barcode death charts, baby charts (until baby has been named), or charts that are being pulled for research if the patient hasn’t been seen here in three years.

PROCEDURE:

Instructions given from C prompt.
1) Type SoftMed
2) Enter
3) Type 1 ChartFact/Locator
4) Type Password
5) Type 7 Chart Locator
6) Type 5 Quick Charge-Out by Location
7) Type F3 (This turns on barcode)
8) Fill in the following lines:
   a) Chart Location, enter
   b) Type Medical Record Number, enter
   c) Type Volume Number, enter
9) Print Barcode? (Y/N)
10) Type Y
11) Select a Printer (if a printer has not already been selected), enter
12) Type P
13) Print Barcode? (Y/N)
14) Type N
15) Press
16) Esc
17) Type Q
18) Type P

Approved: _______________________________  Authorized: _________________________________
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