

## Creating invite labels for repeat prescription patients

In this section you will be shown how to:

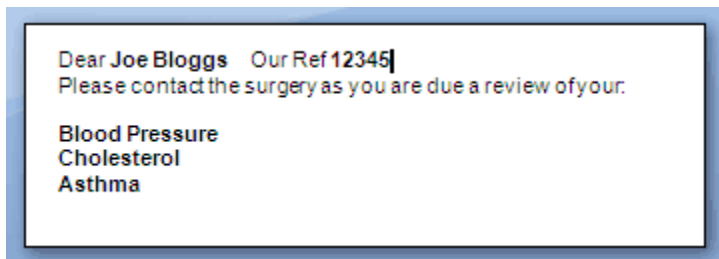
- Print automated invite labels for repeat prescriptions patients.

The label printing tool runs alongside EMIS while a receptionist is printing the day's repeat prescriptions.

It enables you to produce labels for adhering on to repeat prescriptions which highlight to the patient what they are being invited for.

You can target any group of patients requiring a review.

For example, target those coming in to collect their repeats that require a flu jab, those who require a blood pressure or cholesterol check or perhaps those who are due a review of their chronic disease/s.

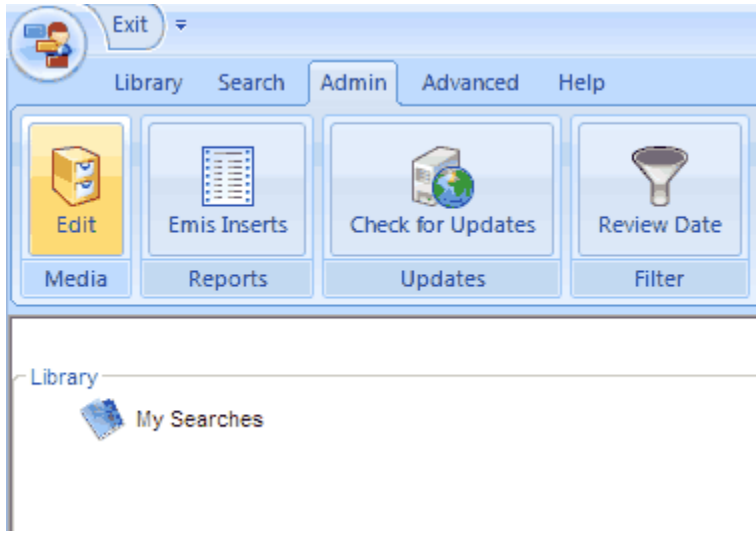


The label printing feature can be used as a supplementary way of recalling your patients for review, in addition to sending them PatientChase letters.

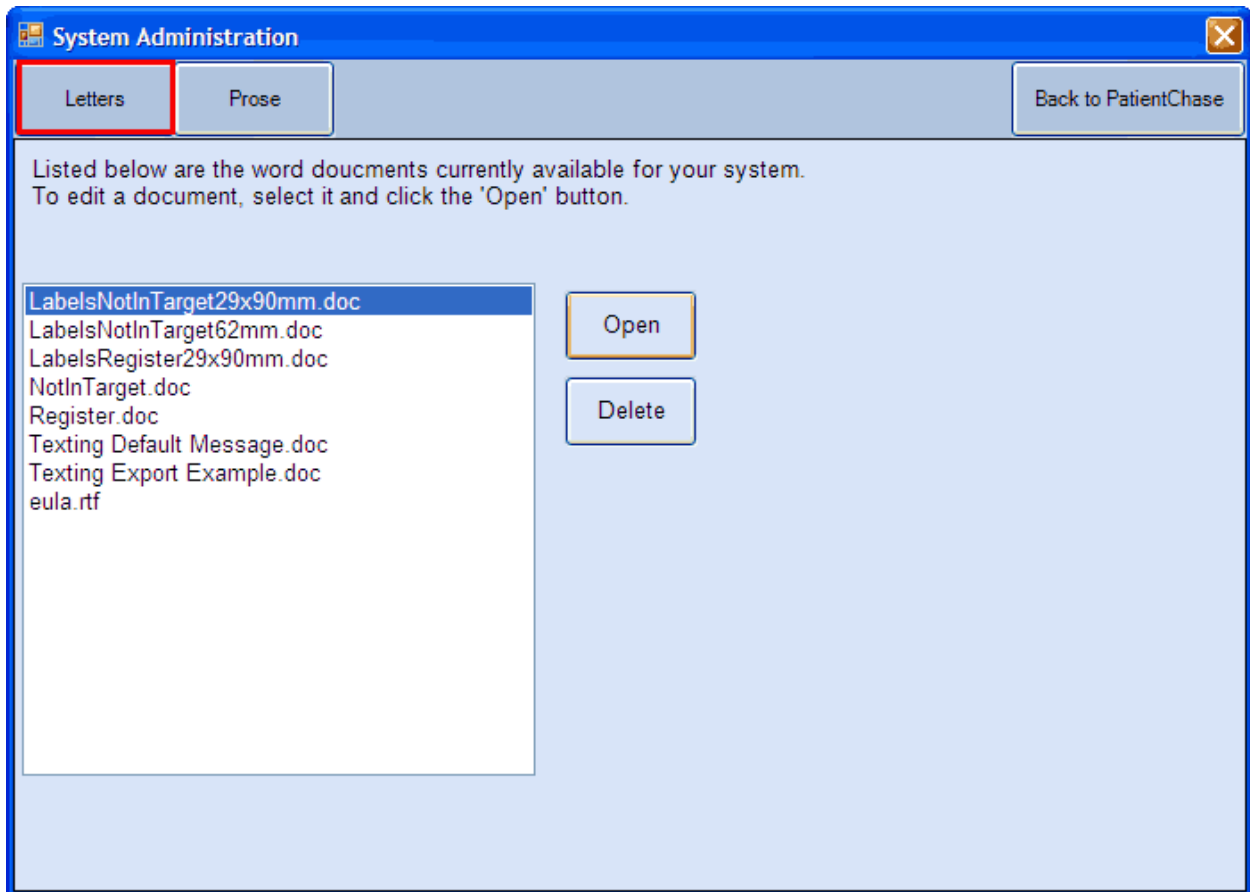
The example in this section uses patients requiring any combination of CHD, Stroke, COPD and Asthma QOF targets but labels can be created for ANY PatientChase search.

**NOTE: You will need access to a label printer.**

Step 1 – Open one of the supplied label templates in order to customise it.

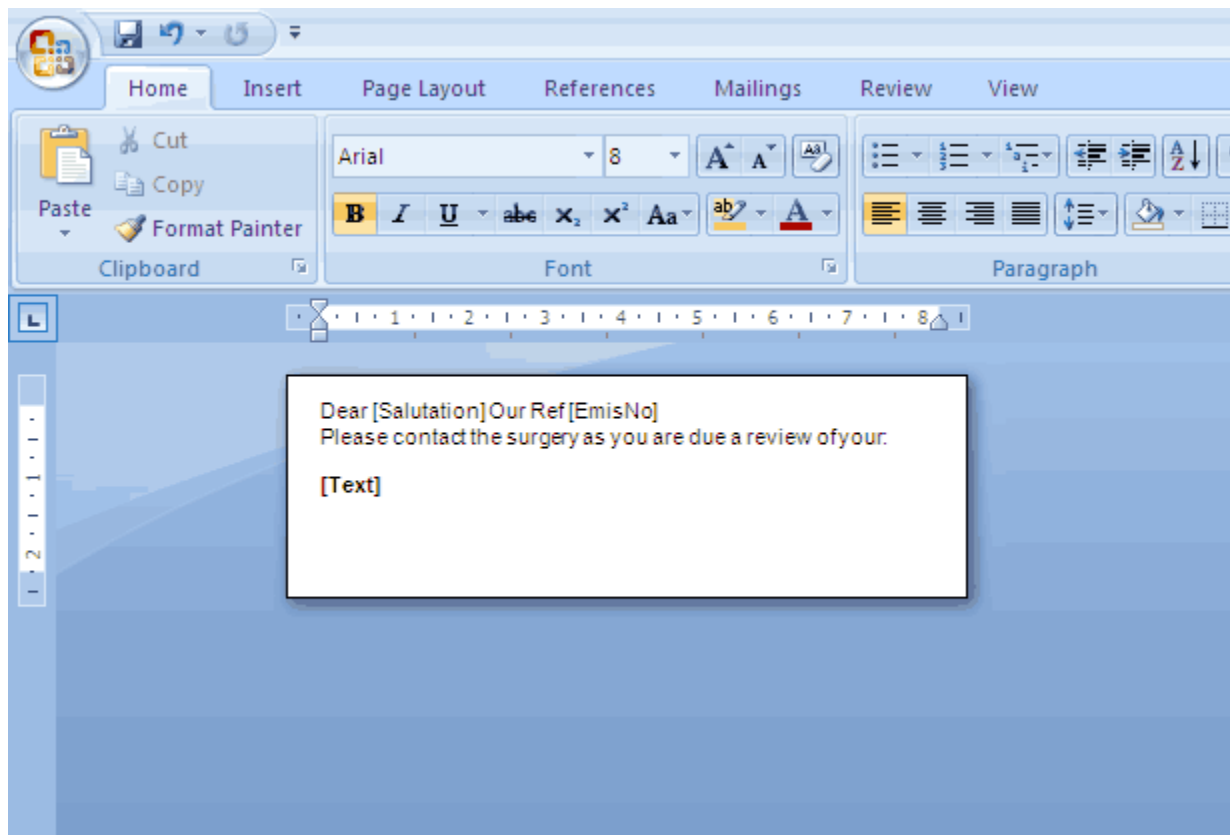


Click on the 'Admin' tab then Click 'Edit'.



Click the 'Letters' button then open one of the 3 label templates.

Step 2 - Customise the label template.



The default wording is shown above.

Change the layout and wording how you see fit but remember there is very little space on a label.

Step 3 shows you how to change the automated terms in the [Text] field.

Click 'Save' and exit Microsoft Word when you are happy with the look of your label.

Step 3 - Changing the automated terms in the [Text] field.

System Administration

Letters **Prose** Back to PatientChase

Amend the short text (for Labels and Texting) or Prose (for Letters).

Target	Type	Short Text	Prose for Letters
AF1 - Patients on AF Register	Register	Irregular Heart Beat	You have a history of an irregular heart.
AF3 - AF on Anticoagulation	NotInTarget	Medication	You should be on Medication to help thin the blood.
AF4 - New AF with ECG	NotInTarget	Irregular Heart Beat	You have recently been diagnosed as having an irregular heart beat not confirmed on a Heart Monitor.
ASTHMA1 - Patients on Asthma register	Register	Asthma	You have a history of Asthma.
ASTHMA3 - 14>19 + smoking history	NotInTarget	Smoking Status	Your Smoking Status has not been recorded recently.
ASTHMA6- Rev in last 15m	NotInTarget	Asthma	You have not had a review recently for your condition.
ASTHMA8 - >1/4/06+ rev testing	NotInTarget	Asthma	Your Asthma needs to be confirmed with a lung test.
BP1 - Patients on BP Register	Register	Blood Pressure	You have a history of High Blood Pressure and are on Medication for this.
BP4 - BP check in last 9 months	NotInTarget	Blood Pressure	Your Blood Pressure has not been recorded recently.
BP5 - BP 150/90 or less	NotInTarget	Blood Pressure	Your last Blood Pressure reading was too high.
CANCER1 - On Cancer Register >1/4/03	Register	Cancer	Have had a diagnosis of Cancer in the last few years.
CANCER3 -Cancer Rev from diagnosis	NotInTarget	Cancer	You have not had a cancer review recently.

In PatientChase, click on the 'Admin' tab, click 'Edit' then click the 'Prose' button.

The short text column contains the terms which may appear on the labels.

Run through the column and change any you wish by clicking on the term.

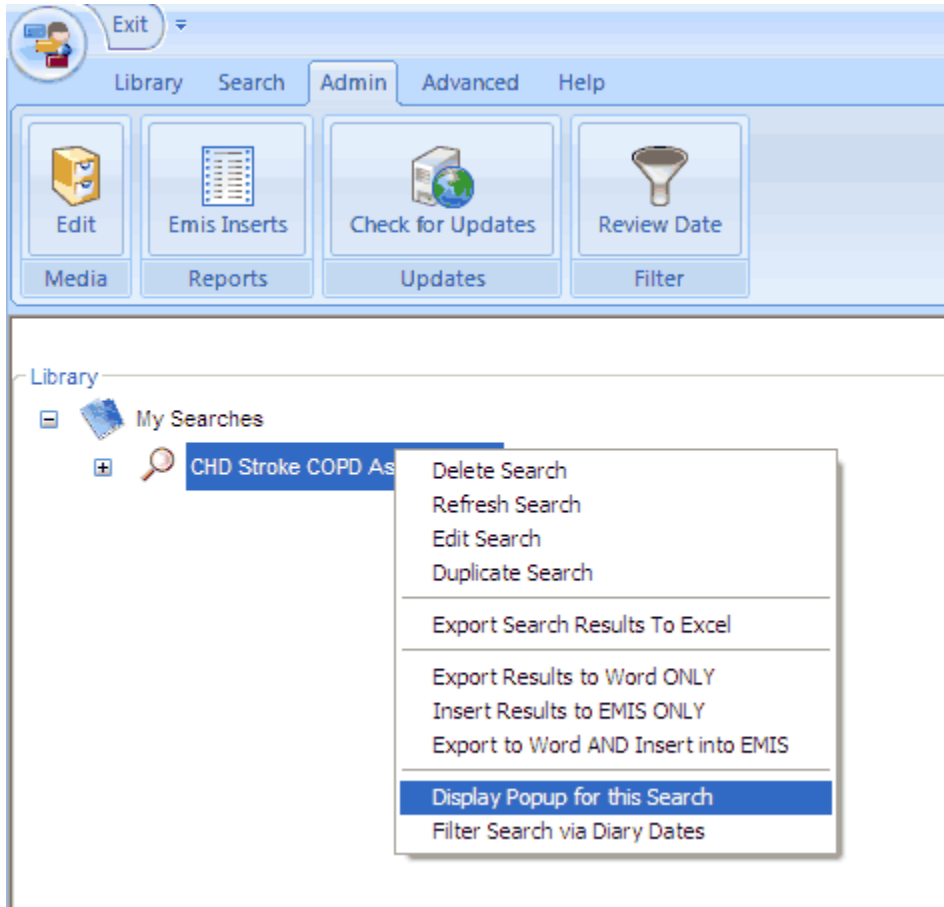
When you are done, click 'Back to PatientChase'.

Step 4 - Create a PatientChase search for the group of patients you wish to create labels for.

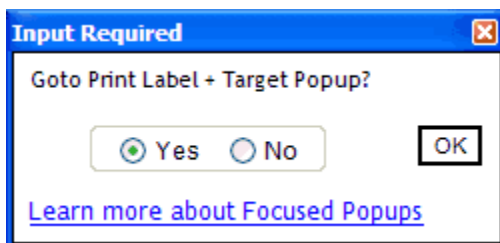
If you are unsure how to do this, read one of the following sections:

- Mail Merging – Creating QOF letters - steps 1-6
- Mail Merging – Creating month of birth recall letters - steps 1-6
- How do I create searches which I can export to Excel? - steps 1-6

Step 5 - Open the label printing tool.

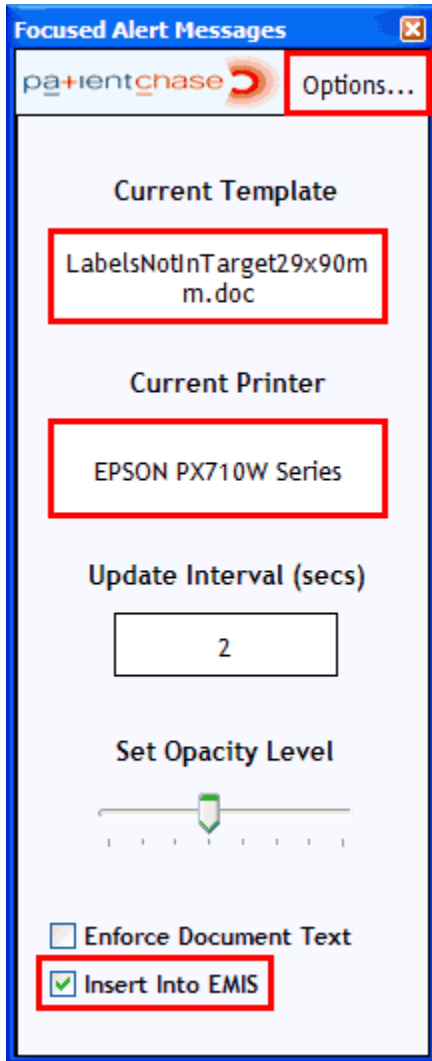


Right click over the search name and select 'Display Popup for this Search'.



Click OK.

Step 6 - Set up your Options.



Click on the 'Options' button and select the template you customised earlier and also select the label printer you will be using.

Click the 'Insert into EMIS' box if at a later date you wish to be able to search medical records for labels sent to patients (many PCTs allow a label to constitute being a method of contact with a patient).

When you have finished with the options, click the 'Options' button again.

Step 7 – In EMIS, begin your repeat prescription printing as normal.

You will notice that the 'Focused Alert Message' remains in the foreground and is semi-transparent.

Step 8 – Printing a label for a matched patient.

Each time you go into a medical record, PatientChase will check to see if the patient matches your label criteria.

If they do, the Focused Alert Message box will populate with their details:

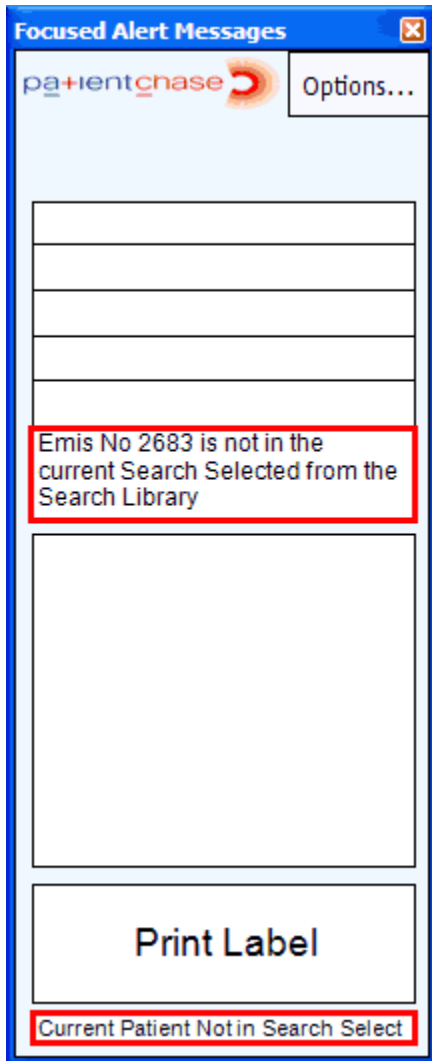
Simply click the 'Print Label' button and a personalised label will print to your label printer.

It will look something like this:

Whenever you go into other patient records where they match the PatientChase search then the Focused Alert Message will populate with the new patient's details.

Simply click the 'Print Label' button whenever the details change.

Whenever you come across a patient in EMIS that does not match the criteria of your PatientChase search, the Focused Alert Message goes blank, like in this screenshot:



In those cases, there is clearly no label to print.

Step 9 – Matching the labels to the repeat prescriptions.

The image shows a patient prescription form with several sections. A red box highlights a personalized message:

Dear **Joe Bloggs** Our Ref **8693**  
Please contact the surgery as you are due a review of your:  
**Lung condition**

The rest of the form includes fields for patient details (Age, D.o.B., Title, Forename, Surname & Address, NHS Number), a grid for endorsements, a signature line, and a section for dispenser information. At the bottom right, there is a box that says "PATIENTS – please read the notes overleaf".

Once you have finished running off all your repeat prescriptions, simply match the printed adhesive labels with the printed prescriptions, ready for signing and then collection by the patient.