

**Lab Alert—Printing Labels in WOMC ED**

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| **Effective Date:** | Tuesday, May 30 |
| **New Process:** | If the lab cancels and reorders a test for the WOMC ED, we will print the label on the ED printer. |
| **Background Information:** | The ED is trying to use lab labels for all collections. When lab cancels and reorders a test, ED staff do not have the ability to reprint the lab label. ED staff will provide the printer number to lab staff when we call to notify that the test has been cancelled. Lab staff will print the label to the ED printer when a test is reordered by changing the “Lab Location” field to the ED printer identification. |
| **How to Print:** | 1. Close all open screens in Sunquest. 2. On the main screen, in the upper, right-hand corner, click the “Lab Location” field.  |  |  | | --- | --- | |  |  | |  | | Click on the drop down arrow. | |  1. Scroll down and click on the printer number you want to print to.  |  |  | | --- | --- | |  | WOMC ED Printer Numbers:   * WOE606 * WOE607 * WOE608 * WOE630 * WOE631 * WOE635 |  1. Order the new ED test. The label will automatically print to the printer you are signed into. 2. Change your Lab Location back to your current Lab Location after the order is placed. |