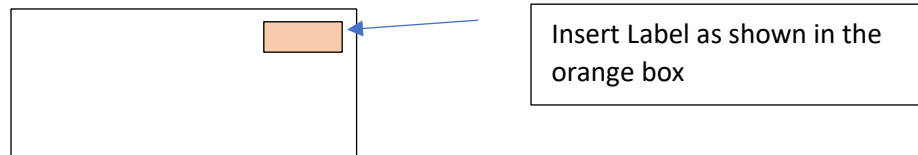


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JOB AIDE

Labeling of Paperwork

- 1.) If paperwork is being labeled at the site, the user should print enough labels to label ALL the pieces of paperwork submitted. This just makes the receiving of the order go much faster and smoother for processing.
- 2.) DO NOT label over any important patient information, ie demographics, testing info, ordering provider or insurance information.
- 3.) DO NOT label on the left side of the paperwork. IF at all possible, label in the upper right corner of the document.
- 4.) IF the document is turned horizontally, label the paperwork in the upper right corner of the horizontal document as shown below.



- 5.) DO NOT staple the paperwork together. All staples have to be removed prior to scanning, again slowing processing down.
- 6.) Label the front and back of the paperwork if there is information on the back of the paperwork.

8/2022 wmd (author)

Reviewed and approved by: _____