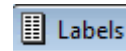


10C. PRINTING LABELS

In this section you will learn how to print mailing address labels for sending mail to either the Insurance Companies or your Patients.

From the Top Navigational Menu, left click on “**Billing**”, find and left click on “**Labels**”, then proceed with the following:



- 1) Insert a sheet (or sheets) of **Avery Address Labels (#5162)** for Laser printers (or **Avery Address Labels (#8162)** for Inkjet Printers) into your printer.
- 2) To print mailing labels for **Insurance** companies, do the following:
 - a) In the opened “**Labels Report Setup**” screen, select **Insurance**.
 - b) From the opened “**Select Insurances**” screen, find the Insurance Company name, and then click in the box to the far left to select it.
 - c) Under the “**Count**” column (to the far right hand side of the Insurance Company name), highlight the existing number and replace it with the number of labels you want to print.
 - d) Click the “**Print**” button located on the bottom left hand side of this screen to open the **Print Preview** screen.
 - e) Click the “**Print**” button located on the bottom right hand side of this screen and select which printer and how many pages to print.
- 3) To print mailing labels for your **Patients**, do the following:
 - a) In the newly opened “**Labels Report Setup**” screen, select **Patients**.
 - b) From the opened “**Select Patients**” screen, find the name of the Patient, and then click in the box to the far left to select it.
 - c) Click the “**Print**” button located on the bottom left hand side of this screen to open the **Print Preview** screen.
 - d) Click the “**Print**” button located on the bottom right hand side of this screen and select which printer and how many pages to print.