

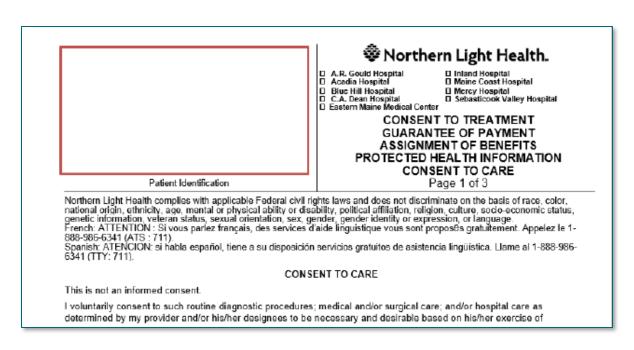
## From the Office of Clinical Informatics Scanned Documents Patient Label Placement

April 19, 2022

Patient labels must be placed in the upper left corner of documents scanned into the medical record. When placed in other areas of the page, issues are created, hindering timeliness of getting documents in patient charts.

## **Patient Label Placement**

The proper placement of patient labels across Northern Light Health for all documents scanned into the medical record is the upper left corner of the page, as shown below:



NOTE: Labels must be placed on all pages including front and back of two-sided documents.