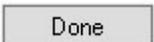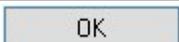**This Quick Reference Guide (QRG) outlines the steps to print APSURG Specimen Label(s)**

Common Buttons & Icons

Sign	**Sign** button
Done	**Done** button
OK	**OK** button
+ Add	**Add** icon

Print Specimen Labels

➢ From the patient chart:

STEP 1: Click **Orders** in the left-side menu.

STEP 2: Click the **Add** icon on the Orders screen.

STEP 3: Click the **Search** field.

STEP 4: Type **APSURG**.

STEP 5: Click the APSURG with the number that corresponds to the number of labels you need.

STEP 6: Enter the provider's name in the Physician's name field.

NOTE: **If Multiple Matches displays, click the Magnifying Glass icon to select the specific provider you need.**

STEP 7: Verify the Order Date/Time information is accurate.

STEP 8: Click the appropriate Communication type.

NOTE: **For APSURG it will need to be either Protocol or Electronic.**

STEP 9: Click **OK** when all information in the Ordering Physician window is complete.

STEP 10: Review the information in the Decision Support window. If accurate, click OK.

STEP 11: Click **Done** to close the Add Order window.

STEP 12: Type the specimen type to filter results in the drop-down menu.

STEP 13: Click the **Specimen type** from the drop-down options.

STEP 14: Type a **Label Comment** as needed.

STEP 15: Click the Label Printer field, then enter the printer where you want the labels printed.

STEP 16:   Review the order information is accurate.

STEP 17:   Click **Sign**.

NOTE: **Once you have the labels, handwrite the specimen description on the label, then read the information to the provider to ensure accuracy.**

STEP 18:   Affix the label to the specimen container and place in a biohazard bag.

NOTE: **An additional label will be needed for the biohazard bag sleeve pocket.**