

Printing Labels or Forms from LabelTrace® for Groups of Patients in INPS Vision

Introduction

LabelTrace® can print the same label or form for each of a group of patients selected in the Vision “Patient Groups” function. This is achieved by using the Word mailmerge facility in Vision in conjunction with a specially designed Word template to print the mailmerged version of this template to a dummy printer. The dummy printer captures the data and passes this, for each patient in turn, to the FlexaTrace application. FlexaTrace formats this data and passes it for each patient in turn to LabelTrace®, with an instruction to print the specified template then close. LabelTrace® operates invisibly - thus from the user’s perspective, the Word mailmerge just prints the specified labels.

NOTE: This requires LabelTrace® from RT19.38 and above. For the purposes of this document, it is assumed that LabelTrace® is already installed and configured to print the required templates in the conventional fashion, i.e. on a per patient basis.

Installing and Configuring FlexaTrace

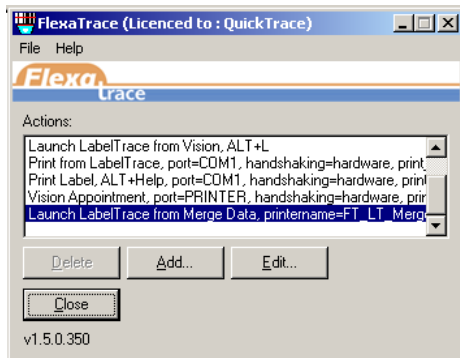
FlexaTrace may already have been installed for printing appointment confirmations. If necessary, run or rerun the FT Central installer (from RT2.58 and above), selecting the “Launch LabelTrace from Merge Data “ option in addition to any previously selected options .

Now run or rerun the FT client installer on the required workstation, choosing to install the “Launch LabelTrace from Merge Data “ option. When this completes, a dummy printer “FT_LT_Mergedata” will have been created.

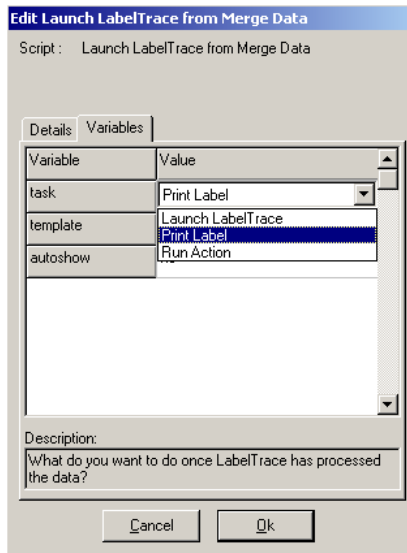
Configure the FlexaTrace Client



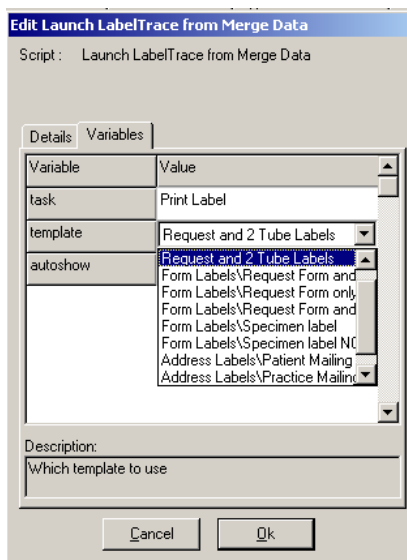
Right click on the FlexaTrace icon running in the system tray and select “open”



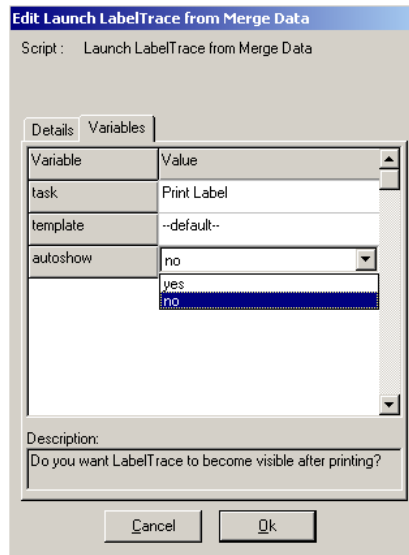
Double click the “Launch LabelTrace from Merge Data” Action entry.



On the Variables tab, click on the current value for the “task” field. This causes the current entry to become a drop down list. From this list, select “Print Label”



On the Variables tab, click on the current value for the “template” field. This causes the current entry to become a drop down list of the available templates in LabelTrace®. From this list, select the required template.



On the Variables tab, click on the current value for the “autoshow” field. This causes the current entry to become a drop down list. From this list, select “no”

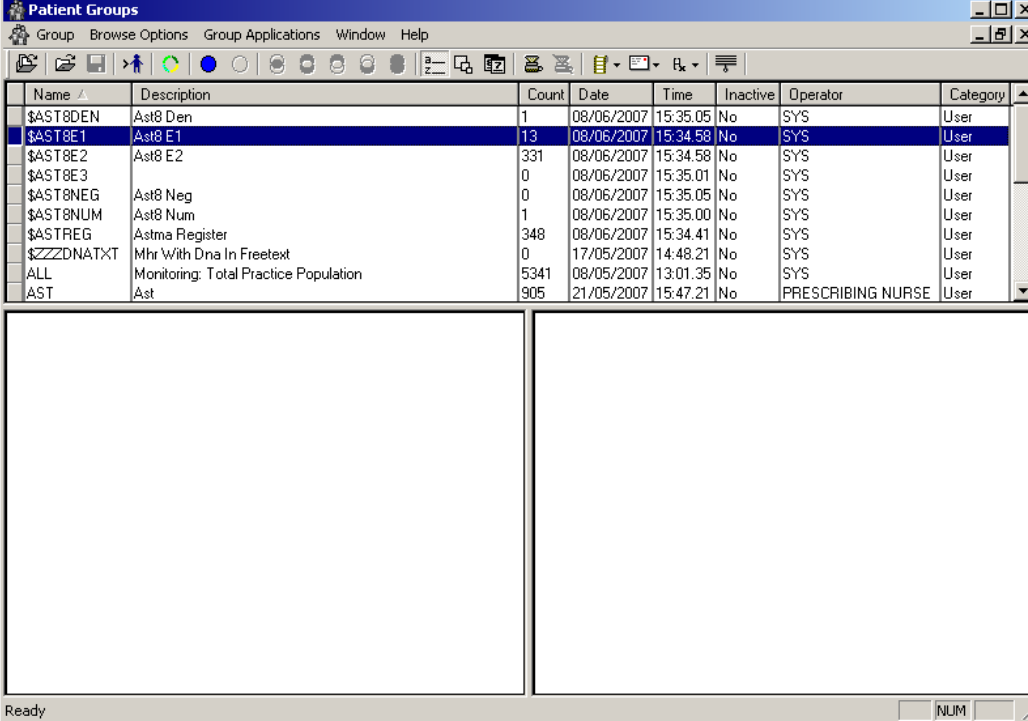
Click OK to save and exit editing then click on “Close” to close the FlexaTrace window. FlexaTrace will still be running in the system tray.

Configuring Vision

Copy the provided mailmerge template “LabelTrace Parameters.doc” to the relevant folder for Word templates in the Vision system e.g. [\\servername\vision\data\wordproc\template\](http://servername/vision/data/wordproc/template/). Alternatively, create one based on the example in the Appendix

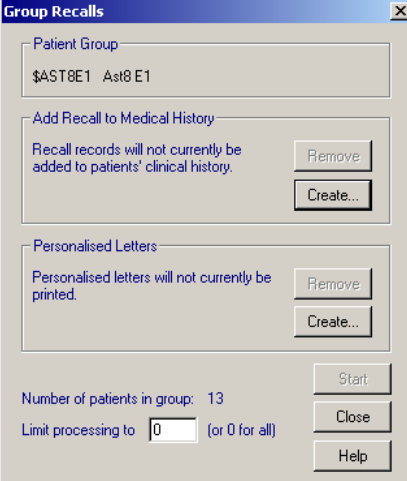
Starting Batch Label Printing

IMPORTANT – ensure that the “FT_LT_Mergedata” printer is set as default printer in Windows (and set the correct default printer after finishing batch printing).



Name	Description	Count	Date	Time	Inactive	Operator	Category
\$AST8DEN	Ast8 Den	1	08/06/2007	15:35:05	No	SYS	User
\$AST8E1	Ast8 E1	13	08/06/2007	15:34:58	No	SYS	User
\$AST8E2	Ast8 E2	331	08/06/2007	15:34:58	No	SYS	User
\$AST8E3		0	08/06/2007	15:35:01	No	SYS	User
\$AST8NEG	Ast8 Neg	0	08/06/2007	15:35:05	No	SYS	User
\$AST8NUM	Ast8 Num	1	08/06/2007	15:35:00	No	SYS	User
\$ASTREG	Astma Register	348	08/06/2007	15:34:41	No	SYS	User
\$ZZZDNATXT	Mhr With Dna In Freetext	0	17/05/2007	14:48:21	No	SYS	User
ALL	Monitoring: Total Practice Population	5341	08/05/2007	13:01:35	No	SYS	User
AST	Ast	905	21/05/2007	15:47:21	No	PRESCRIBING NURSE	User

In the Patient Groups function, highlight the required group name then use the “Group Applications > Generate recalls > For groupname” option to commence.



Group Recalls

Patient Group
\$AST8E1 Ast8 E1

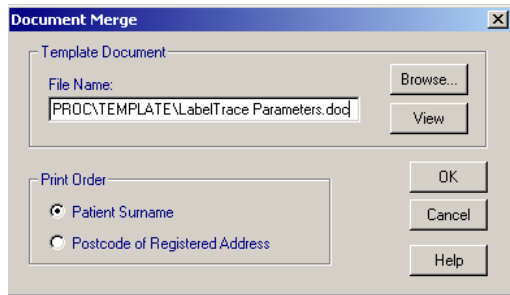
Add Recall to Medical History
Recall records will not currently be added to patients' clinical history.

Personalised Letters
Personalised letters will not currently be printed.

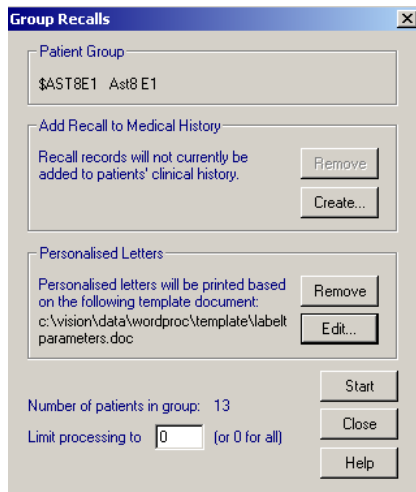
Number of patients in group: 13

Limit processing to (or 0 for all)

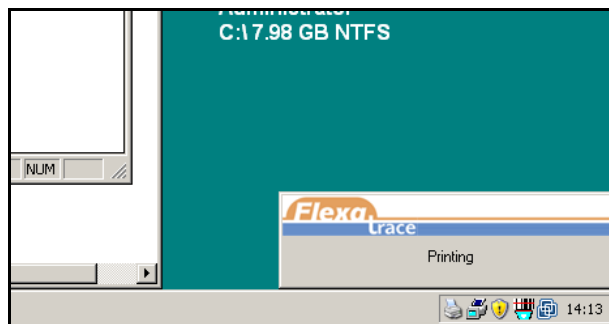
On the Group recalls window, click the “Create” button in the Personalised Letters section



Click the Browse button to see the list of existing templates. Select the “LabelTrace Parameters.doc” template then click OK to continue.



Finally click the “Start” button.



The mailmerge will commence and the FlexaTrace window will pop up briefly to indicate that each set of data is being sent to LabelTrace®.

Appendix Format of "LabelTrace Parameters.doc" Template

[LabelTrace® Parameters]

application=vision

username=

patientid=

fileid=

title=«PATIENT_Title»

fullname=«PATIENT_Surname», «PATIENT_Forename1» «PATIENT_Forename2»

surname=«PATIENT_Surname»

forename=«PATIENT_Forename1»

middlename=«PATIENT_Forename2»

address1=«PATIENT_House»

address2=«PATIENT_Road»

address3=«PATIENT_Locality»

address4=«PATIENT_Town»

address5=«PATIENT_County»

address6=

postcode=«PATIENT_Postcode»

dateofbirth=«PATIENT_Date_of_Birth»

sex=«PATIENT_Sex»

chinumber=«PATIENT_CHI_Number»

nhsnumber=«PATIENT_NHS_Number_No_Spaces»

hcnumber=«PATIENT_NHS_Number_No_Spaces»

age=«PATIENT_Age»

height=

weight=

phone=«PATIENT_Main_Comm_No»

phonecontact=

phonework=

phonemobile=

phonerelative=

phonecarer=

phoneemergency=

email=

registeredclinician=«PATIENT_Registered_GP»

registeredclinicianforename=

registeredcliniciansurname=

seenbyclinician=

seenbyclinicianforename=

seenbycliniciansurname=

[User Defined Parameters]

phonefax=