

BRIGGS

Healthcare®

Photocopy Patient/Resident Charge Labels

Instructions for Use:

1. **Do not type on the template.** Type information on blank white paper using the template as a guide behind your typing paper. Type inside the rectangles, which allow for 5 lines of type with up to 22 characters per line.
2. **Photocopy the typed page** as you normally would with paper.
3. **Feed no more than 20 sheets** through your copier at one time. *Let the copier cool after each set, which helps to avoid label sheets jamming in copier.*
4. **Allow labels to cool** before applying to chargeable items. Cool labels will adhere better.
5. **Affix the piggyback permanent label** to all chargeable items of any shape.
6. **Remove the top label only** when a chargeable item is dispensed to a patient/resident. Affix it as a permanent record to the patient/resident charge card. The bottom white label is left in place to show a charge has been made.
7. **Store the unused label sheets lying flat.** Do not place in a hanging file to avoid curling. Optimum storage temperature is between 60° and 80° and at approximately 40% humidity.
8. **To avoid curling during storage,** do not open packages of sheet labels until needed. Each box of 58 sheets is divided into smaller packs of 29 sheets for this purpose.

Due to the variance of feeding mechanisms, if you have any copier problems, contact your key operator or serviceperson. You may need the copier cleaned and/or the tension adjusted for smooth feeding of labels.

ORDERING INFORMATION:

L-6630 Yellow Labels
L-6631 Blue Labels
L-6632 Orange Labels
L-6633 Green Labels

**To order, call TOLL FREE
1-800-247-2343**

