

How to create your TEEC wristband labels

Step 1: Open the “TEEC wristband labels spreadsheet” document

- 1) Remove the example information from the required fields
 - a. DO NOT remove the TEEC Hotline number
- 2) Enter the required information for each of your patients
 - a. CROWN UPI
 - b. Last Name (LNAME)
 - c. First name (FNAME)
 - d. Known allergies
 - e. Diabetic status
 - i. If diabetic, list type
 - ii. If non-diabetic, list N/A
 - f. Your facility name (CURRENT FACILITY NAME)
 - g. Your facility hotline or emergency number (FACILITY EMERGENCY #)
 - h. **The TEEC Hotline number is pre-populated**
 - i. Copy and paste this number into each subsequent cell
 - i. Hep B and TB status (HEP/TB STATUS)
 - i. Use + and – to indicate status
 - ii. **Be sure to enter an apostrophe (') before the Hep B status (+) so that Excel won't try to make it a mathematical formula**
 - j. Other special info (OTHER)
 - i. Such as special meds (e.g. Warfarin) or conditions (e.g. pregnant)
- 3) Save the document

Step 2: Open the “TEEC wristband labels_merge” document

- 1) A dialog box may open when you open this document – select No
- 2) Click **Mailings** on the main menu at the top of the screen
- 3) Click **Select Recipients** in the Mailings ribbon
- 4) Select **Use Existing List**
 - a. In the “Select Data Source” box that opens, find the “TEEC wristbands labels spreadsheet” document where you saved it on your computer
 - b. Double click the file
 - c. Click “OK” in the “Select Table” dialog box that opens
- 5) Click **Finish & Merge** in the Mailings ribbon
- 6) Select **Edit Individual Documents...**
 - a. Click “OK” in the “Merge to New Document” dialog box that opens
- 7) A new document will open with your populated labels
- 8) Print your labels

Step 3: Create your TEEC wristbands

- 1) Adhere the labels to the purple wristbands