



**SEQUELMED**

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**BAR CODING**

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**(TRAINING DOCUMENT)**

The purpose of this document is to walk a user through detailed steps that need to be performed to create bar codes which can be used during scanning them into SequelMed.

This document is in no way exhaustive and detailed features and functionality of SequelMed EDM are out of scope of this document as it only addresses the creation of bar code labels.

SequelMed has the ability to scan and recognize standard Code 39 bar codes. These bar codes can be used in three different ways.

1. Bar codes can be printed on labels (using Microsoft Word) and then pasted on documents, which in turn are scanned into SequelMed
2. Bar codes can be embedded in electronic documents (using Microsoft Word)
3. Encounter Bar codes can be printed on the fly right from within SequelMed (using SequelMed Forms designer). Bar codes printed from Form Designer are only used for electronic encounter form only. SequelMed Form Designer is not intended for general label printing.

This document will discuss each of the above in details below.

### **LABEL PRINTING USING MICROSOFT WORD**

In order to print labels through Microsoft Word, Bar coding fonts first needs to be installed on the machine which will print such bar codes.

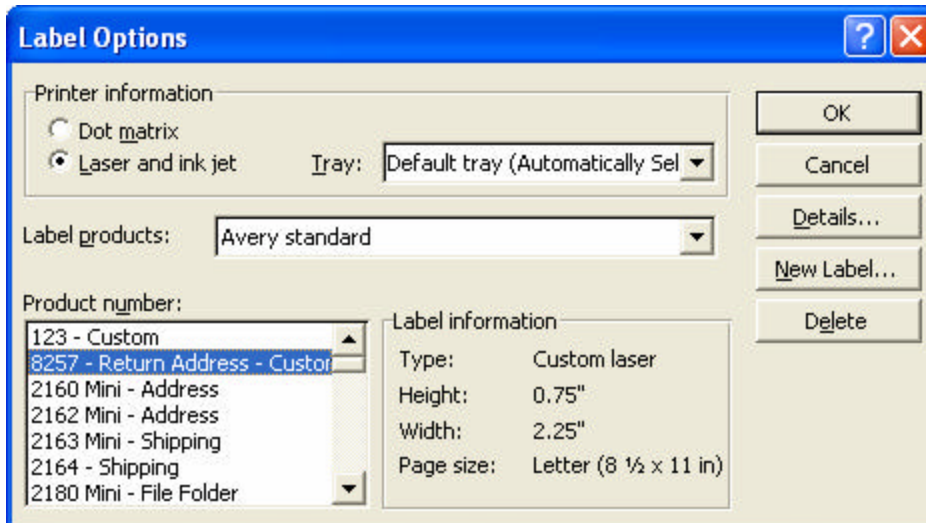
Bar Codes are normally printed on Avery label sheets. Label size and parameter details will follow later in the document.

#### **Bar Code Font Installation:**

Download bar code fonts application (barcod39.exe) from the download section at [www.sequelsystems.com](http://www.sequelsystems.com)

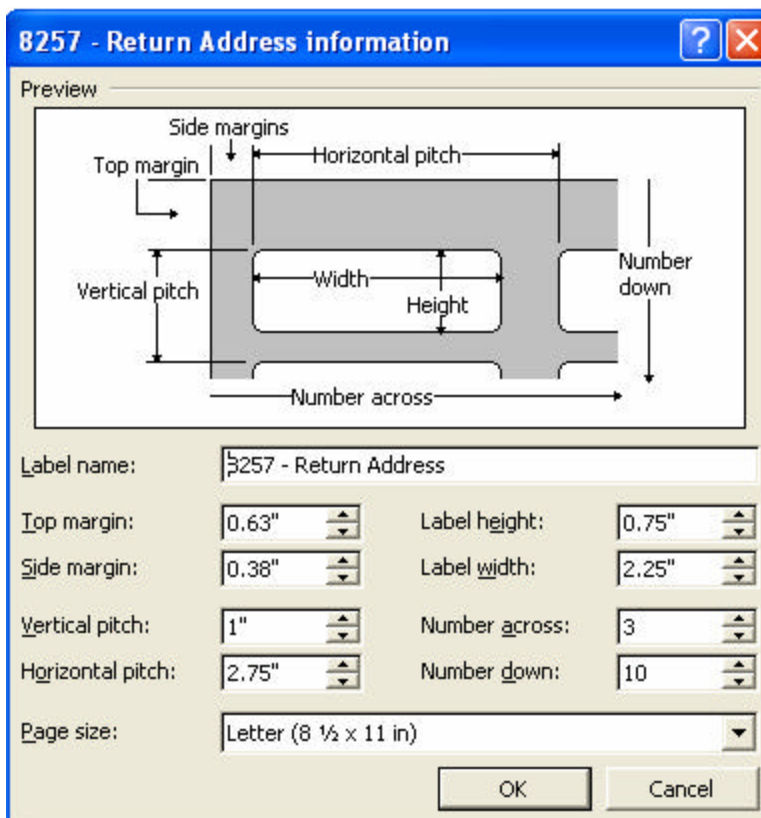
Once the application is downloaded, execute it and follow on screen prompts to install the fonts on the system. (do not launch the application after it is installed)

After the fonts are installed, open Microsoft Word. Go to Tools → Envelopes and Labels. Click Labels tab and click the label itself at the bottom right of this window to get the list of all labels.

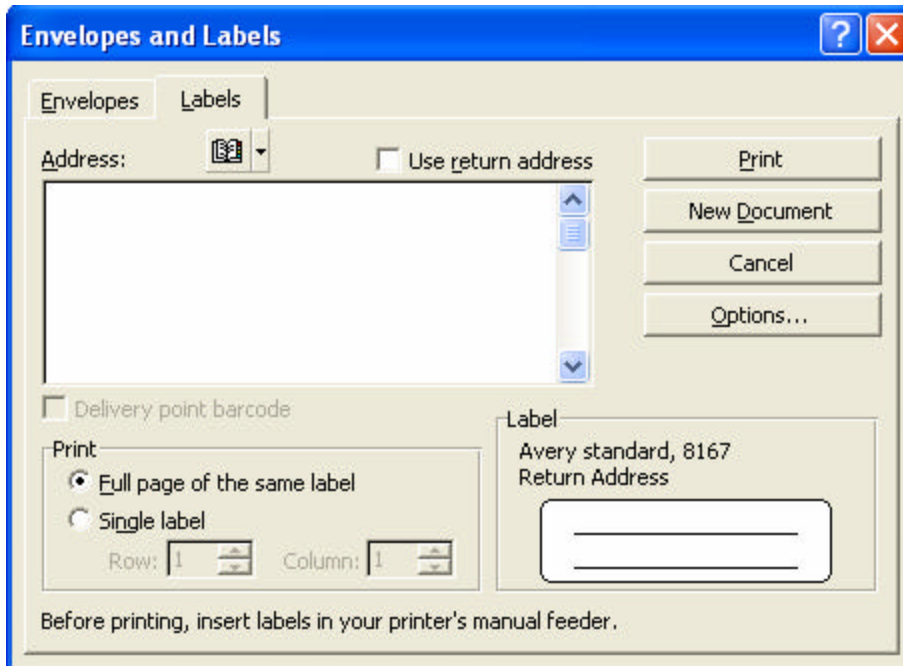


Select 8257 – Return Address label.

If 8257 is not found, we have to create a custom label by clicking New Label... button. After New label button is clicked following window will appear.



Enter the information as shown in the screenshot above and click OK. This will take the user back to main label window shown below.



Type the value of label (described at the end of this document) enclosed by asterisks for example, \*EC\* (here is EC is the value of the label to be created) and click New Document button. This will close this window and will take the user to Microsoft Word's main window which now will have a template drawn and \*EC\* written in every cell.































*EC*	*EC*	*EC*
*EC*	*EC*	*EC*
*EC*	*EC*	*EC*
*EC*	*EC*	*EC*
*EC*	*EC*	*EC*
*EC*	*EC*	*EC*
*EC*	*EC*	*EC*
*EC*	*EC*	*EC*
*EC*	*EC*	*EC*
*EC*	*EC*	*EC*

Now that we have created the template, next step is to apply justification, apply an appropriate font and size it.

Click Edit → Select All (or do a Ctrl+A) to select everything on the template. Next, follow these steps:

1. Select and choose **Bar Code 39 d HR** font.
2. Select Font size as **10**.
3. Click Center Justify button on the toolbar which will center the barcodes within each cell.

Screen should now look like this:

 L C	 L C	 L C
 L C	 L C	 L C
 L C	 L C	 L C
 L C	 L C	 L C
 L C	 L C	 L C
 L C	 L C	 L C
 L C	 L C	 L C
 L C	 L C	 L C
 L C	 L C	 L C
 L C	 L C	 L C

Now put the Avery label sheet in your laser printer and print the document. This will print 30 labels on the specified label sheet.

Label Size Recommendation:

Recommended Avery Labels:	Avery 8257
Size of each label:	Height: 0.75" Width: 2.25"
Page size:	Letter (8 1/2 x 11 in)

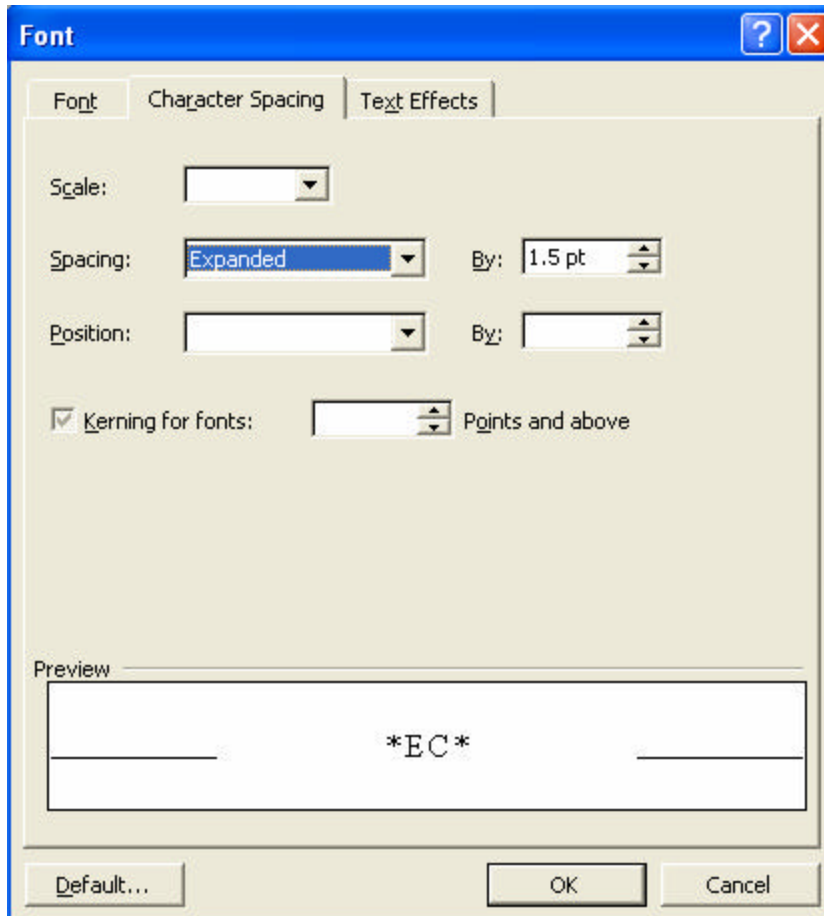
**NOTE:**

Every laser printer prints labels little differently. Label printing also varies due to the quality and type of paper. Other factors like paper dampness and ink smearing can also have a dramatic effect upon an application's ability to scan and recognize a bar code label.

Here are a few recommendations if SequelMed has problem scanning/reading bar code labels.

1. Make sure that the font selected during label printing is maximum that a physical label allows. (if selected font is too big, portion of barcode will print on the margin between labels, in which case font should be reduced only to an extent that the barcode fits on the physical label)
2. If even after selecting a bigger font SequelMed has problem scanning/reading bar code labels, try increasing the character pitch in Microsoft Word by selecting all text (Click Edit → Select All (or do a Ctrl+A)) and clicking Format → Font (see screenshot below)





Recommended values of bar codes:

Encounter:	EC
Check:	CK
Lab:	LB
Notes:	NO
Referral:	RE
Driver's License:	DL
Insurance Card:	INS

One primary consideration in choosing the bar code value should be to choose the smallest possible value (like EC as opposed to ENCOUNTER) as the longer value will produce a longer barcode which might not horizontally fit on a label. To fit a longer

barcode a label user might have to sacrifice on the height of the label which will adversely affect SequelMed's ability to properly read and recognize that barcodes.

### **EMBEDDING OF BAR CODES IN ELECTRONIC DOCUMENTS**

Bar codes can be embedded into electronic word documents. For example if Bar Code for encounter (EC) needs to be embedded into a document, simply type "\*EC\*" (without quotes), select it and change the font to **Bar Code 39 d HR** and select an appropriate font size. Now when this document is printed and scanned or simply imported into SequelMed, SequelMed will read and recognize this Bar Code (provided that the value has been declared in the Security application)

### **CREATING AN ENCOUNTER BAR CODE USING SEQUELMED FORM DESIGNER**

Bar Code for encounter can be created right from within SequelMed for electronic encounter form. Following are detailed steps that need to be followed.

1. Click Design → SequelMed Form
2. Either create a new encounter form by clicking New button or find an already existing encounter form by clicking Find.
3. Once the encounter form is created/found, place the cursor where bar code needs to be placed.
4. Click Insert → Insert Barcode
5. From the pop up table select ENCOUNTER
6. Encounter (EC) bar code will be created at the desired location.

#### Default Bar Code Values:

SequelMed has certain bar code values which are fixed. Here is a list of those values.

ENCOUNTER	EC
CHECK	CK

#### Barcode Placement Recommendations:

1. Barcodes should not be placed at extreme edges of the paper and at least 0.75" margin must be given from all edges.
2. Placement of barcodes at an angle greater than 10 degree should be avoided.