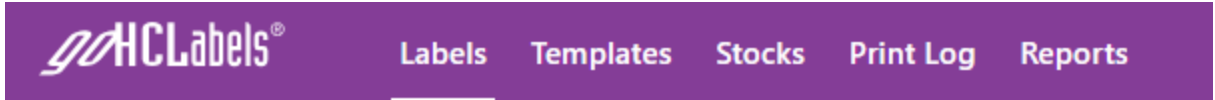


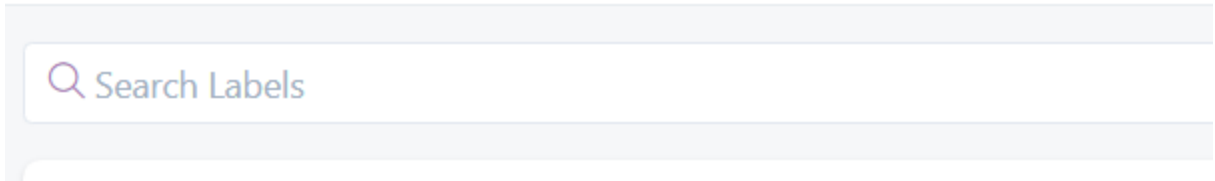
**GMC Silvis Pharmacy Standard Work:**

**Printing a Label from goHCLabels.com For Packaging**

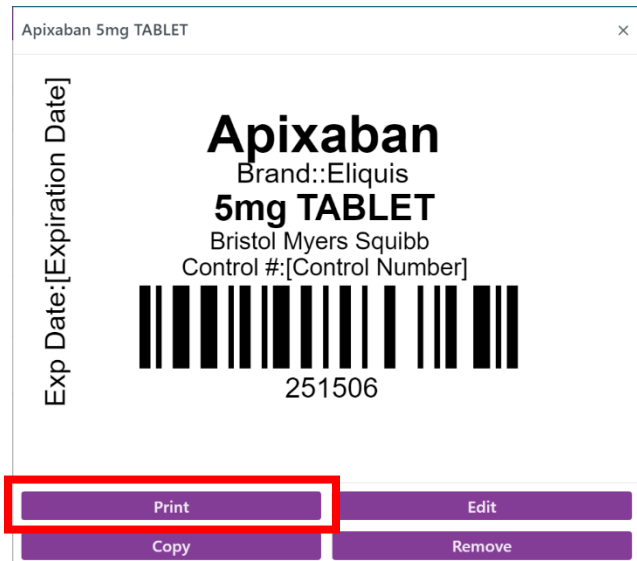
1. Open **Google Chrome** and log into gohclabels.com
2. Select **LABELS** and in the search bar type the name of the drug you need to package.



## Labels



3. After selecting your label click **PRINT**. Do not select **EDIT** when printing a label.



4. In the **Mandatory or Modifiable Fields** fill in all the information.
- a. NDC
  - b. Expiration Date
  - c. Manufacturer
  - d. Manufacturer Lot Number
  - e. Manufacturer Expiration Date
  - f. Control Number (Today's date and your Initials)

## Print Apixaban 5mg TABLET >

Complete the form fields and/or edit the label layout below before printing.

Mandatory or Modifiable Fields

NDC Number

Non-Proprietary/Generic Name

Proprietary/Brand Name

Exp Date: 09-27-24

**Apixaban**  
Brand: Eliquis  
**5mg TABLET**  
Bristol Myers Squibb  
Control #: [Control Number]



251506

[Edit Layout](#)

Print Options

Start Row <i>(required)</i>	Start Column <i>(required)</i>	Print Direction <i>(required)</i>	Number of Labels <i>(required)</i>
<input type="text" value="1"/>	<input type="text" value="1"/>	Down, then across <span style="font-size: 0.8em;">⌵</span>	<input type="text" value="40"/>

5. In **Print Options** change **Start Row, Start Column, and Number of Labels** to reflect the blank sheet of labels you are printing on.

How many labels do you need to print? In the **NUMBER OF LABELS** box type how many labels you need. A full page of the **Condensed Blisters** is **40** labels, a full page of the **Large Blisters** is **32** labels; be sure to check the number of labels on the page for the size you want to print. But we can print less if needed.

- To minimize waste only print the amount you need.
- When printing on a partial used page you need to tell **PRINT OPTIONS** where to start.

Gray	Gray	Gray	White
Gray	Gray	Gray	White
Gray	Gray	Gray	White
Gray	Gray	Gray	White
Gray	Gray	Gray	White
Gray	Gray	Green	White
Gray	Gray	White	White
Gray	Gray	White	White
Gray	Gray	White	White
Gray	Gray	White	White

**Condensed Blister Label Page**

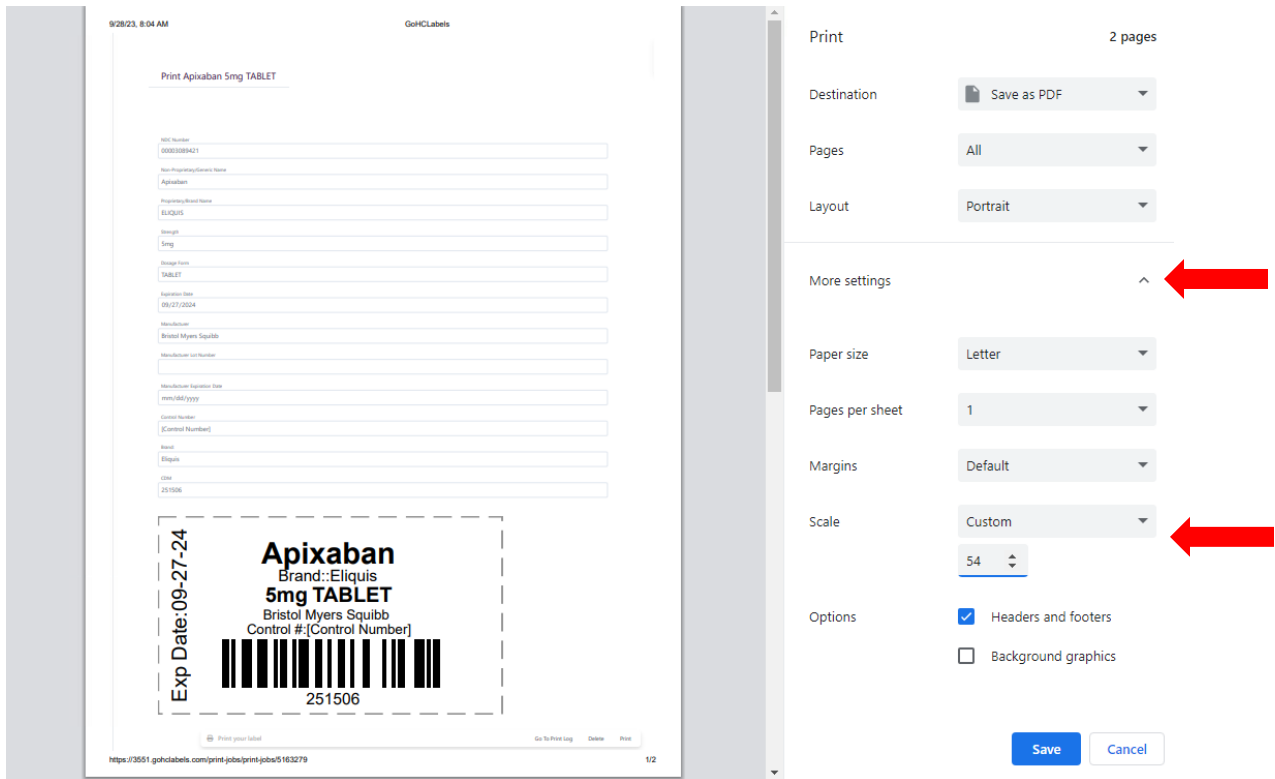
The **gray** is **used** labels

Say previously you printed 25 labels. Now you want to use up this half sheet of 15 labels, **before** selecting save, under **PRINT OPTIONS** you would set the starting row as **6** and the starting column as **3**. This will tell the printer to start printing at the green box. Then enter in the number of labels needed.

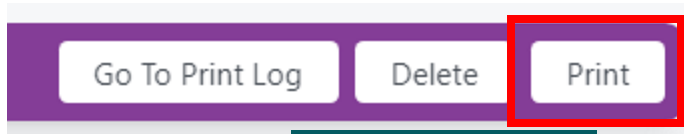
- Once all your information is in and you've double checked it select **save**. The next page will have all the information you've entered for this set of labels. In the top right corner select the three vertical dots and select print.



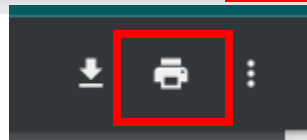
You'll notice all out information in spread out over three pages, to minimize how many pages we are using. Under more settings change the scale to custom and change the number until all the information fits onto one page. Then print to your designated printer.



- Select **Print**



- Select the **print icon** in the new tab



- Be sure to change your scale back to **DEFAULT** or the labels won't fit.

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### Placing goHCLabels on Bubbles for Packaging

Place bubbles in corresponding gray foam holder. Place one tablet/capsule in each bubble.

When placing the printed Labels on the filled bubbles be sure to match up the perforated lines on the labels with the perforated lines on the bubbles. If this is not done the labels will rip, removing information that is needed by Pharmacy and Nursing. If they do not match up the label will need to be removed and replaced, if this is done before pressing the labels down with your hands or the roller the labels should come up and re-stick easily. If the labels are not easy to remove labels should be reprinted. (Note: Reprinting labels will reprint the whole quantity you are packaging. To avoid this if needed on the print screen adjust the pages and type in the number page(s) needed to be printed) Once perforated lines on both the label and the bubble match up use the roller to stick the labels in place.

If information is wrong on the label new labels will need to be printed. The printing process will need to be started over.

**Do not place new labels over the old incorrect labels.** If the label is incorrect it will need to be completely removed and the new label placed. Cutting open the incorrect bubbles and starting the packaging process over may be the best way to fix mistakes if the labels cannot easily be removed from the bubbles.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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