ON LINE ORDERING FOR MEDICAL CENTER FORMS (MC #’S and HC #’s) including Zebra labels

1. GO TO PRINTING SERVICES WEB SITE:
   
   http://printingservices.vanderbilt.edu/
   
   SIGN IN USING YOUR VANDERBILT ID’S.

2. CHOOSE “ORDER MEDICAL PUBLICATIONS”

3. EITHER ENTER THE FORM # OR SEARCH BY KEY-WORD OR DEPT.
   For MC # forms, only use the 4 digit form #. You may put HC before HC forms to find them faster.
   (for example: HC0928 brings up only the HC form. 0928 brings up both HC & MC forms)

   MC 7400 will be the standard label for Zebra printers used with Epic. Use this order#. These come 2,189 per roll, 8 rolls per carton, for a total of 17,512 labels per carton. The unit of issue is one carton. This is quite a bit more per carton than the old label, so please order accordingly.

4. ADD ITEM TO CART

5. HIT “BACK” BUTTON FOR MORE FORMS, OR “CHECK-OUT” IF YOU ARE THROUGH SHOPPING.

6. IF YOU WOULD LIKE TO SAVE YOUR ADDRESS INFORMATION FOR YOUR NEXT ORDER, THEN CHECK THE BOX FOR -- “Remember my information for quicker checkout”
INFORMATION ON NEW LABELS FOR THE EPIC SYSTEM PRINTERS

The main label used in most of the Zebra printers at VUMC has been the MC 6500 label supplied by Printing Services.

MC 6500 is a 4” x 1” label with a slit in the middle, dividing it into two 2” x 1” labels. They come on a 1” Core, and are 1,000 labels per roll, 6 rolls per carton. This is a total of 6,000 labels per carton, and is far fewer than the new Epic label.

MC 6500 will no longer be used when the Epic System become active November 2.

MC 7400 will be the label used by the new Epic Printers. MC7400 is a 2” x 1.25” label. They also come on a 1” core, but are 2,189 to a roll, and 8 rolls to a carton. The unit of issue is a carton. This is a much larger total of 17,512 labels per carton. You may want to adjust your order accordingly.

MC 7400 will also be supplied by Vanderbilt Printing Services, using the same ordering method used for ordering the MC 6500 labels.

If you have any questions concerning the new labels, you can contact Printing Services, at 615-936-4544.

Printing Services is already accepting orders for the new labels, and will make every effort to fulfill all orders before the Go-live Date.