

Completing the Patient's Label

To complete the patient's label, refer to the chart and examples below.

Data Field	Instruction
Patient's Name	Label contains the patient's name. Leave the label as is.
Patient's MRN	Label contains the patient's medical record number. Leave the label as is.
ZZ MRN	Enter the ZZ Medical Record Number that you obtained from Central Registration.
ZZ Visit Number	Enter the ZZ Visit Number that you obtained from Central Registration. This data field must be updated on a yearly basis.
Study Name	Enter the study name onto the patient's Requisition or Encounter Form.
Date of Service	If the date of service is incorrect, cross it out and write in the actual date of service.

For the portion of the patient's services or procedures that are to be **charged to the research account (study)**, attach a label to a **separate** encounter form or ancillary service requisition, then:

1. Cross out the patient's pre-printed visit number.
2. If the date of service is incorrect, cross it out and enter the correct date of service.
3. Enter the study name.
4. Enter the ZZ Medical Record number and ZZ Visit number.
5. Cross off the insurance information.

Example 1: A portion of the charges are billed to the insurance company or patient.

NAME:	HIGGINS, HENRY J		
MRN:	11211817	VISIT:	2449571
DOB:	10/11/1925	DOS:	10/29/04 11/01/04
SEX:	M	REF MD:	54251
ATTG MD:		COPAY:	\$10.00
FSC: 302	PLAN:	DAVIS, JOHN C MD	
		MEDICARE A&B XAB	
		ZZ Orien-Rad Study	
		ZZ MRN # 10293847	
		ZZ Visit # 245678	

Example 2: A portion of the charges are billed to the research account (study).

NAME:	HIGGINS, HENRY J	
MRN:	11211817	VISIT: 2449574
DOB:	10/11/1925	DOS: 10/29/04 11/01/04
SEX:	M	COPAY: \$10.00
ATG MD:		REF MD: 54251
FSC: 302	PLAN:	DAVIS, JOHN C MD
		MEDICARE A&B XAB
		ZZ Orien-Rad Study
		ZZ MRN # 10293847
		ZZ Visit # 245678