Print Referring Doctor Address Labels in TDO

276 TDO KB February 24, 2026 New User resources, Reporting Tools 15.33K

Overview

If you need to print address labels for your referring doctors, it can be accomplished in several ways, depending on the type of information you are trying to find. The detailed instructions show how to print labels based on whether you are trying to print labels for one doctor at your practice or if you are trying to print labels for all the doctors at your practice.

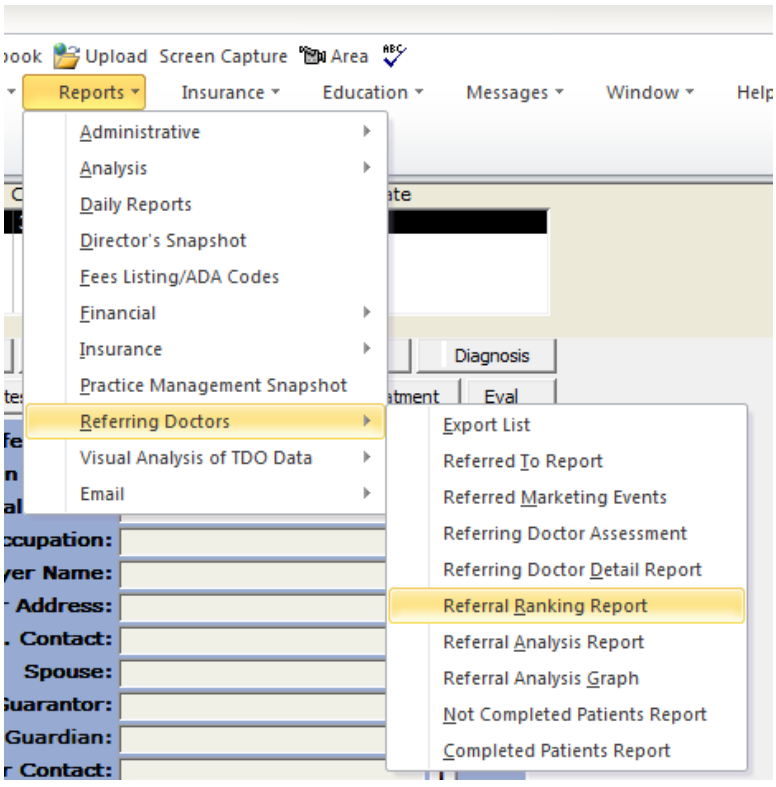
If you would like to print the labels outside of TDO, you can export a list of your referring doctors' information into Excel and then perform a mail merge in Microsoft Word.

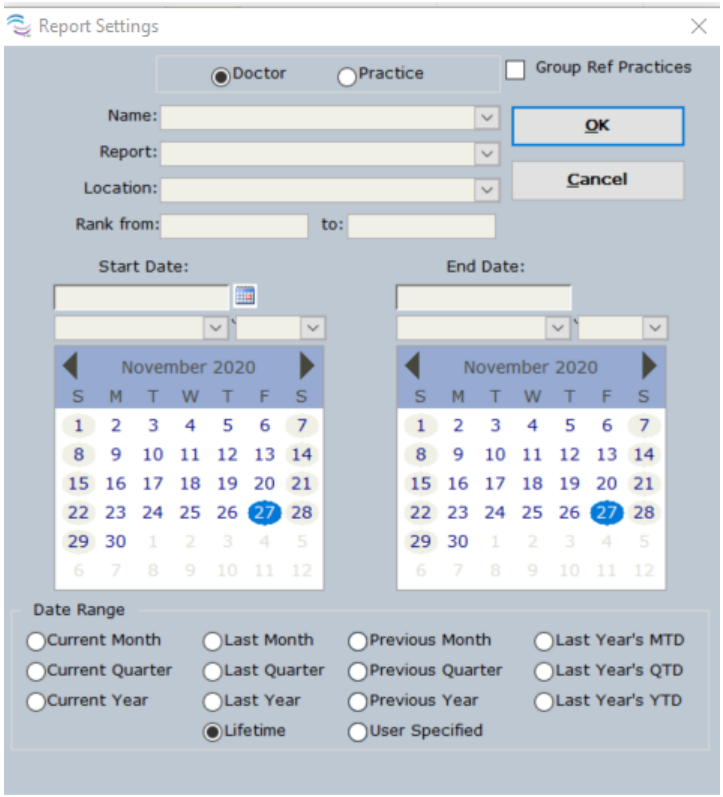
Detailed Instructions

These instructions only work if you are on Microsoft Runtime 2010. Runtime 2013 & 2016 do not work and will need to export the list to create labels.

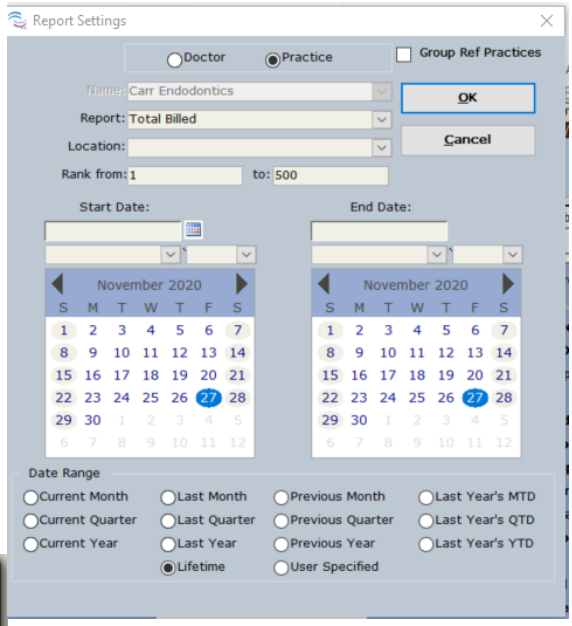
SINGLE DOCTOR PRACTICE

1. Open **Reports** > **Referring Doctors** > **Referral Ranking Report**

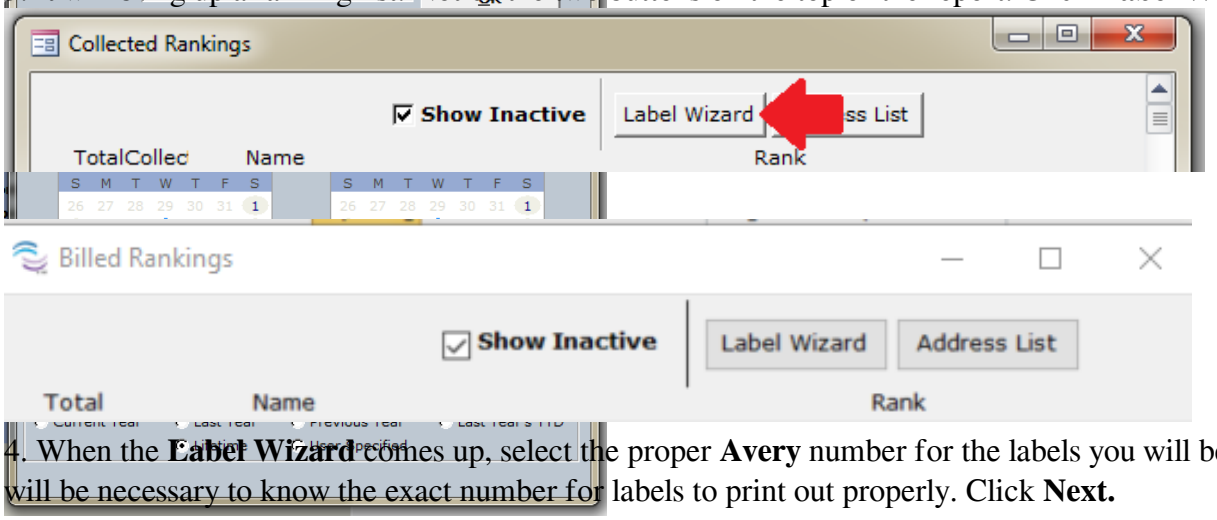




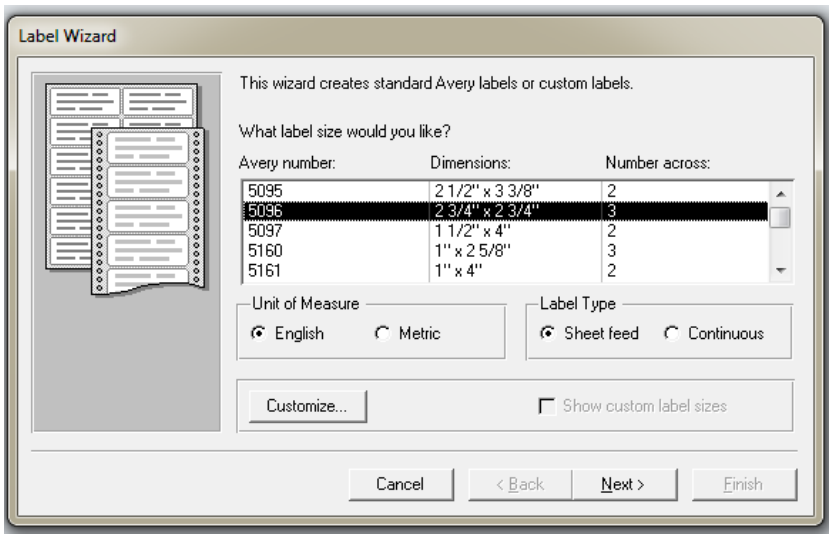
2. It will bring up the options that you want to sort the ranking by. Choose the options that best suit you. If you would like the largest list of doctors, select the options seen below.

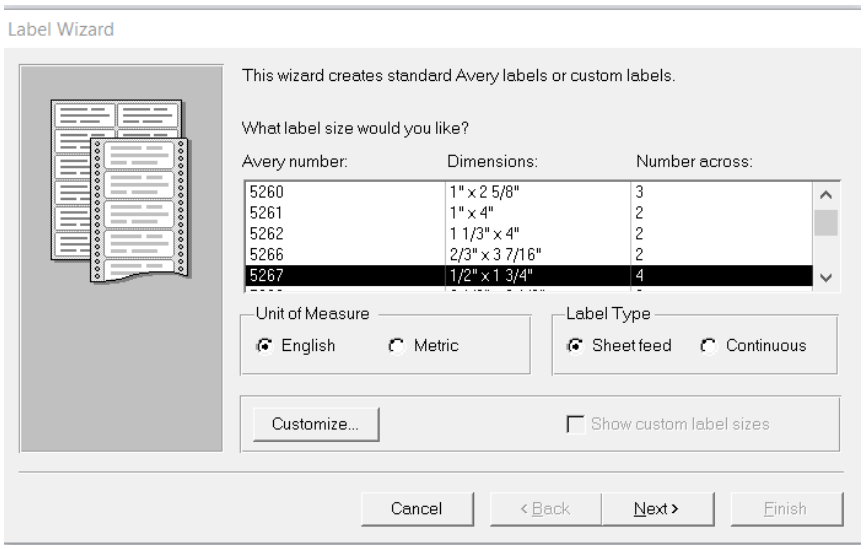


3. It will bring up a ranking list. Notice the two buttons on the top of the report. Click **Label Wizard.**

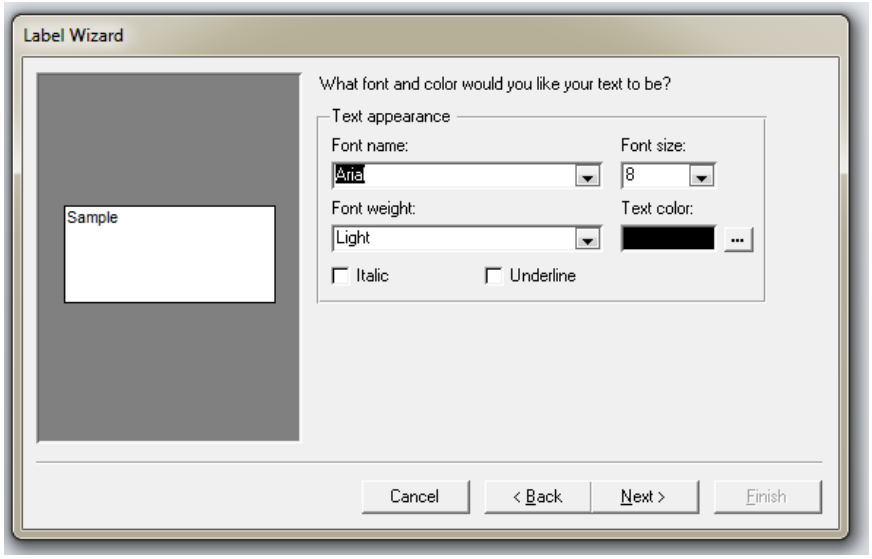


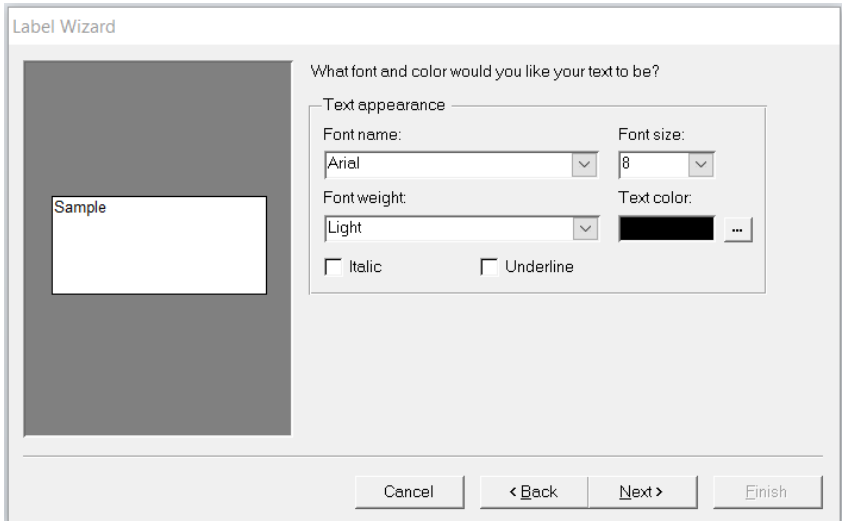
4. When the **Label Wizard** comes up, select the proper **Avery** number for the labels you will be using. It will be necessary to know the exact number for labels to print out properly. Click **Next.**





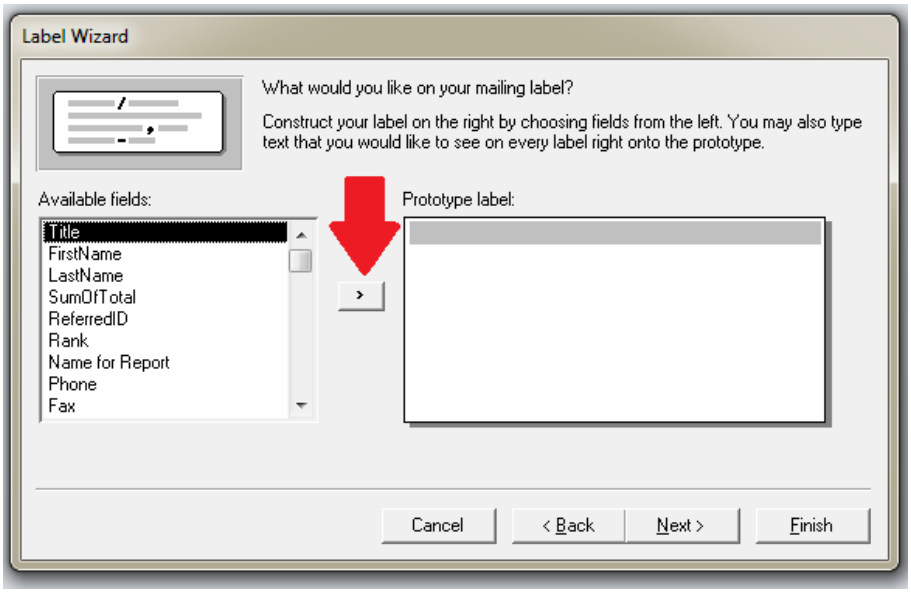
5. The next page allows you to make stylistic decisions as to the font, color, and size used. Adjust as necessary.



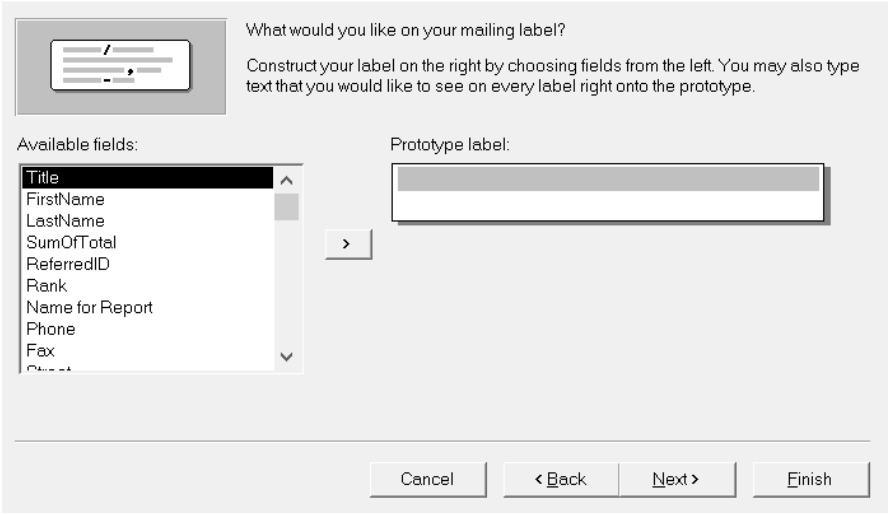


6. It will then ask you what you would like to see on your labels. Much in the same way token are used in the Letters module, you must select and format the labels using the tokens listed in the left hand column

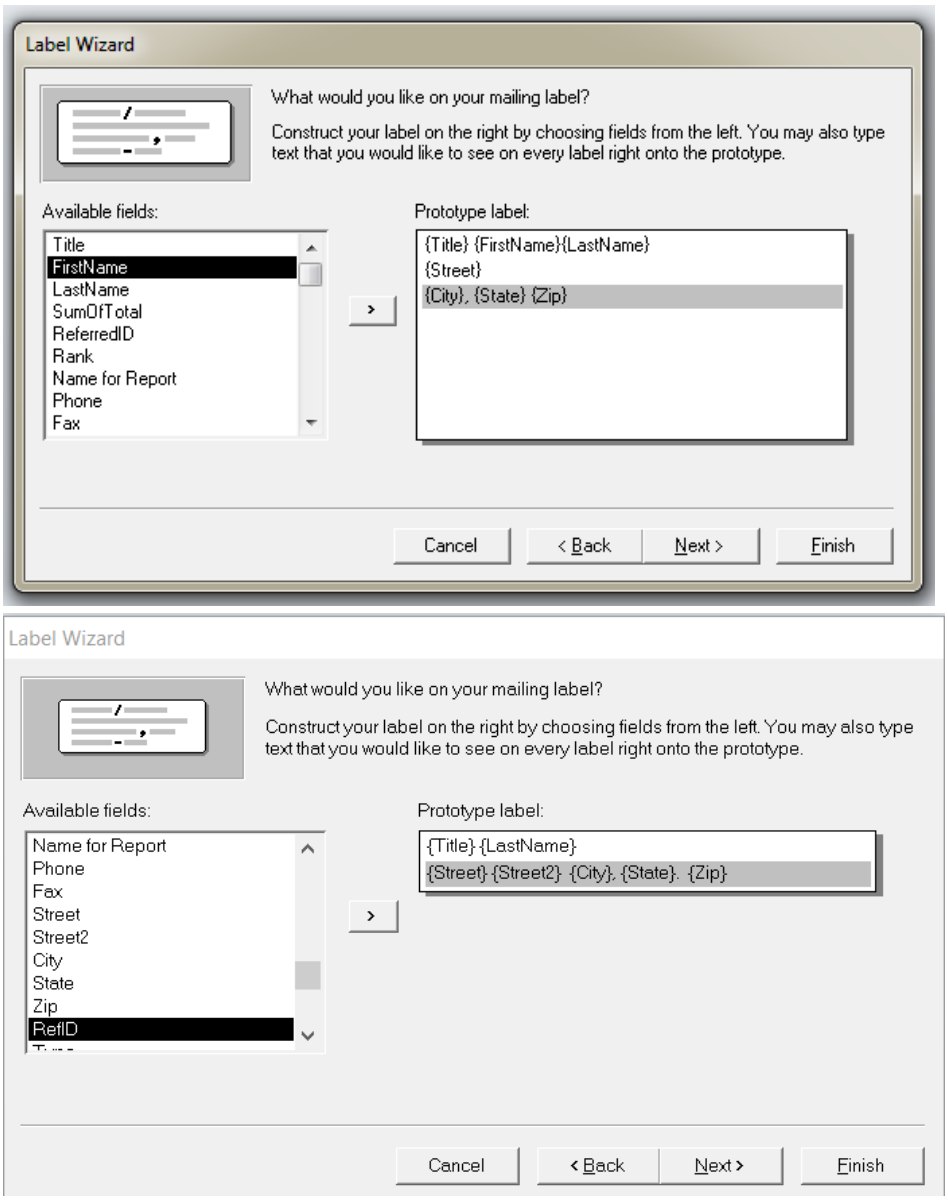
and move the to the **Prototype** label column by highlighting a field and clicking the **>** button. See below:



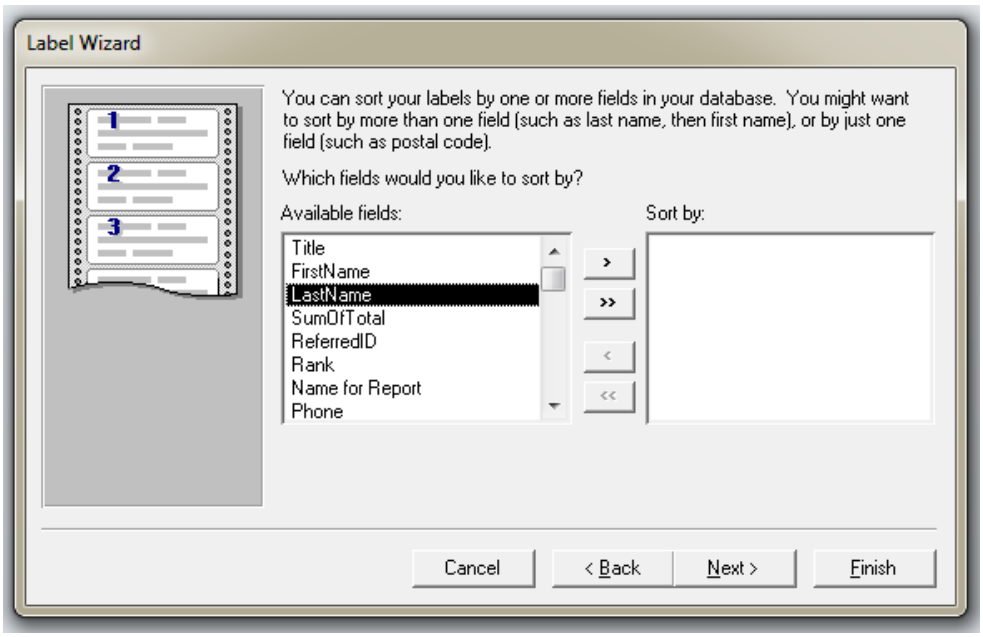
Label Wizard

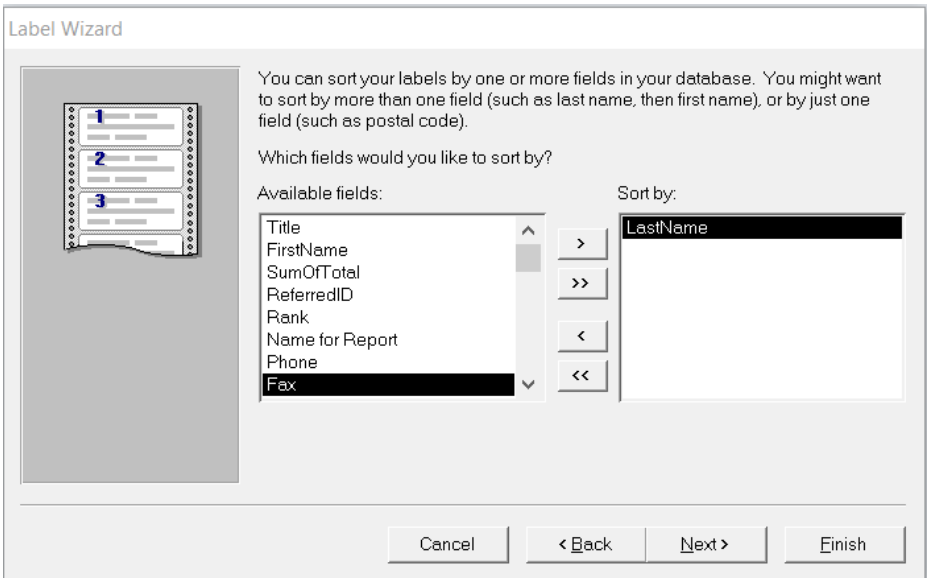


7. This shows what a Prototype may look like.

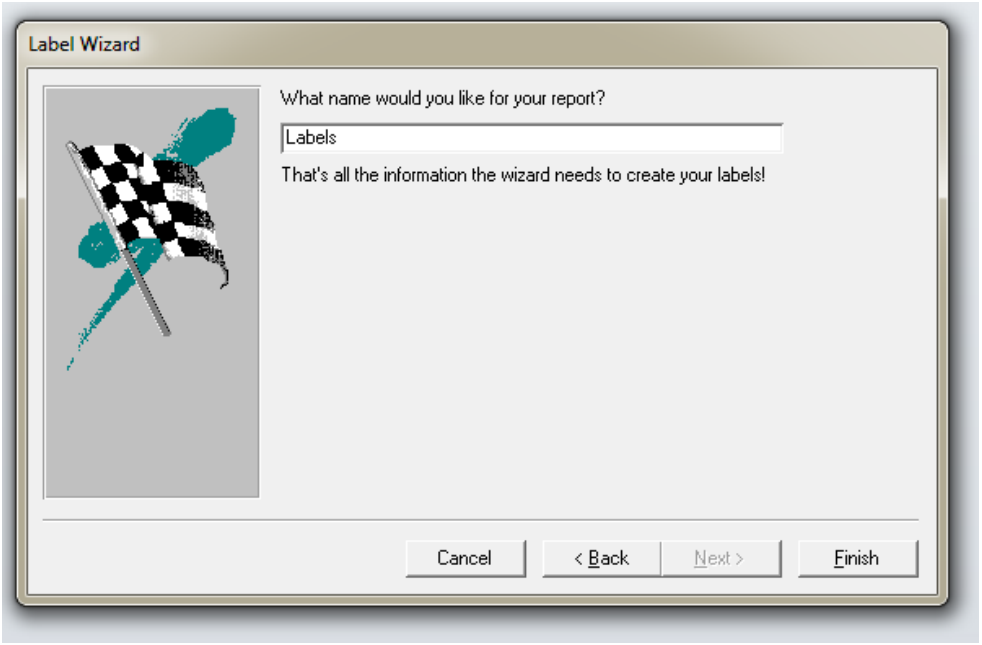


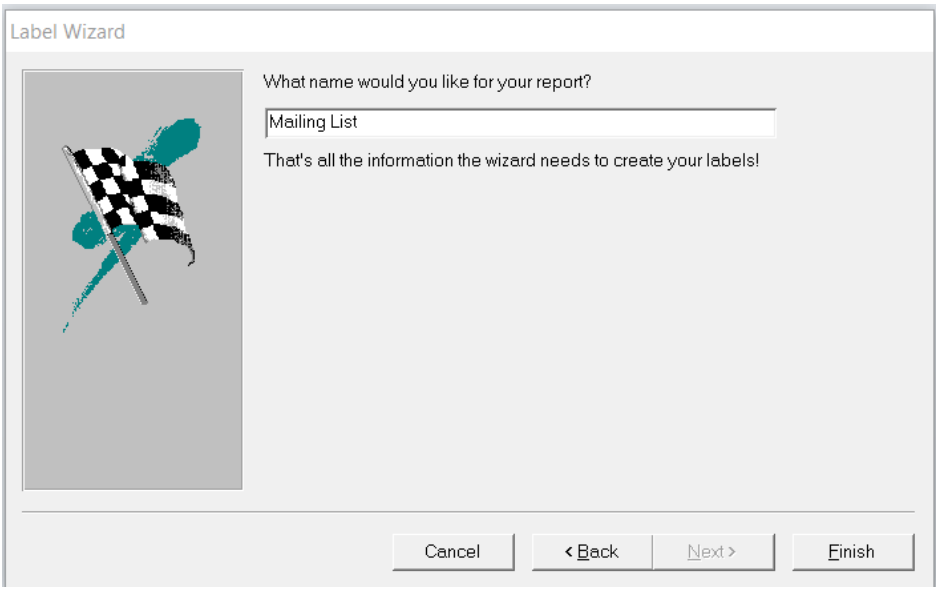
8. If you want the labels sorted in a particular manner, select from the available fields.



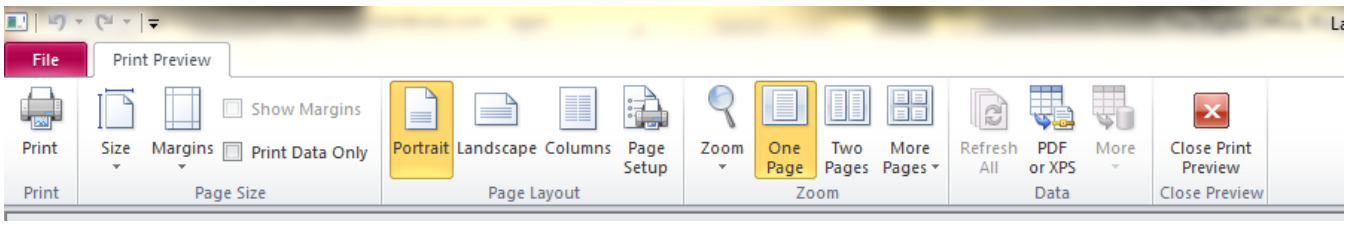


9. Name your Labels if you please and click **Finish.**



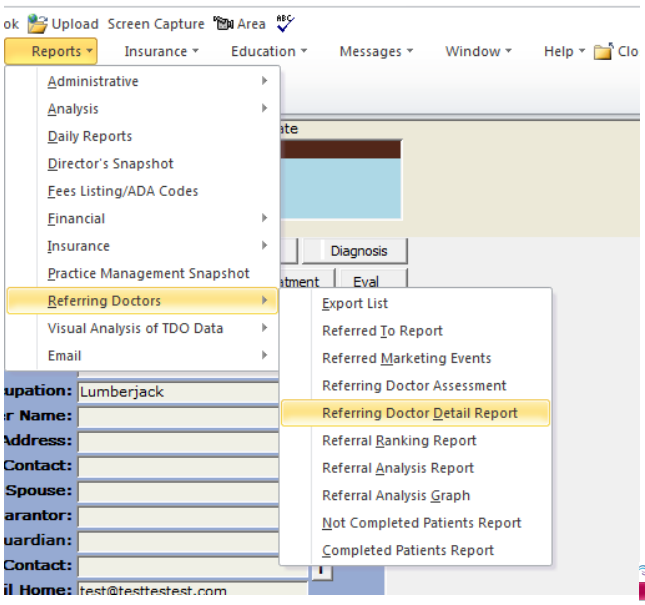


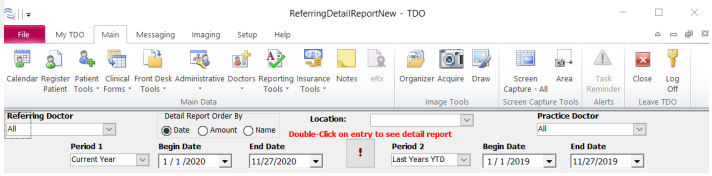
10. This brings up the Print Preview window with your labels populated with information from the Ranking Report. If satisfied, click **Print.**



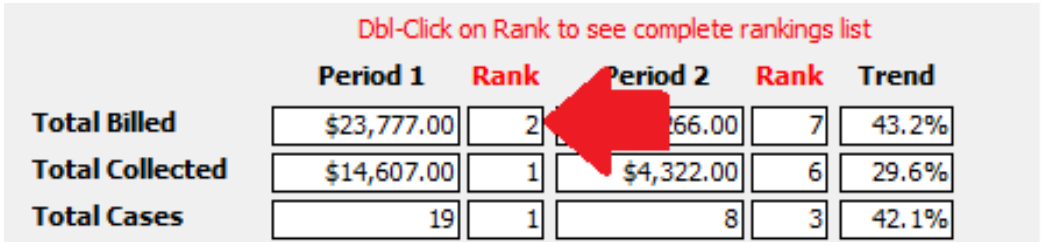
MULTIPLE DOCTOR PRACTICE

Reports > Referring Doctors > Referring Detail Report



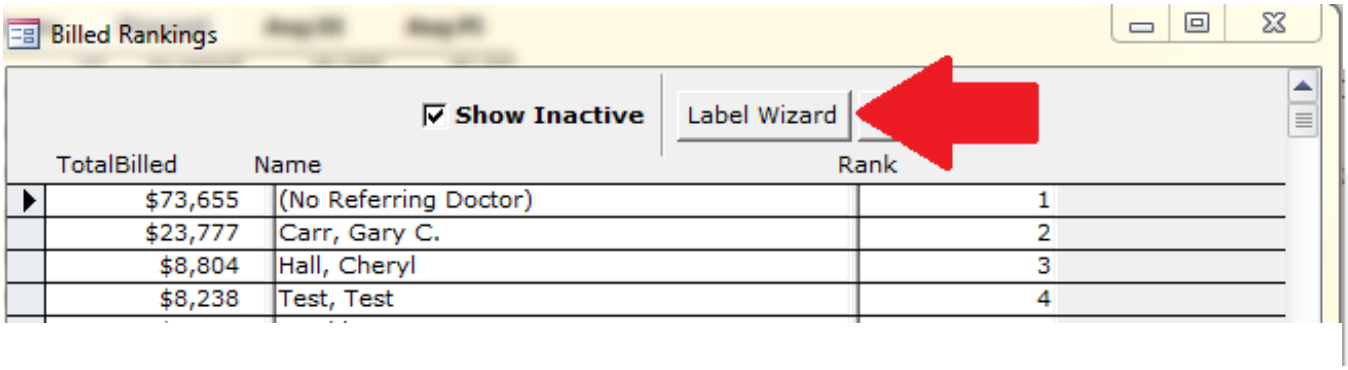


Double click on the box under rank next to total billed, collected or cases for period 1 (current year).





Click on Label Wizard



At this point, follow the steps related to Label Wizard in the same fashion described for Single Doctor Practice.

You can sort by rank and then just print the first one or two pages of labels.

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