

# How to run Resident Contact Labels

**Purpose:** This report is used to print out resident contact labels which are mainly used to mail out invoices to Billing contacts/POA-Financial Care or Trustees.

**e-Report > ADT > Group > Resident Contact/Associations Labels**

- Check off 'Active Clients Only' in order to select all currently admitted clients
- Keep the 'Unit and Programs' defaulted as is, or uncheck them where applicable.

The screenshot shows the 'e-Reports' section of a software interface. A navigation menu at the top includes 'Home', 'e-ADT', 'e-Assessments', 'e-Plan', 'e-Notes', 'e-MAR', 'e-Financials', 'POC', 'Wound Tracker', 'e-Reports', and 'Settings'. Below this is a sub-menu with 'All Reports'. On the left, a tree view shows the hierarchy: ADT > Group > Resident Contact/Associations Labels (highlighted with a red box). The main area is titled 'Parameters for Resident Contact/Associations Labels' and contains the following fields:

- Run Report** / [Report Description](#)
- Admission Within Period:**
  - From: 2013-08-01
  - To: 2013-08-31
  - Active Clients Only**  (highlighted with a red box)
- Sectors:** Sector: \*All Sectors
- Units And Programs:**
  - Units:  All Units,  Mede-care,  Not Specified
  - Programs:  All Programs,  Mede-care,  Not Specified

- Leave the search client option blank if the report is for ALL active clients

**Client (Leave Blank For All Clients):**

Client   

- Check off 'Billing Contact', 'POA – Financial Care' and/or 'Public Guardian & Trustee' if needed. (The main reason to check off both 'Billing Contact and POA-Financial Care' is that some contacts may be added in e-ADT as 'Billing Contact' and other contacts may have been added as 'POA-Financial Care' or both)

**Contact Association:**

Association  No Associations  
 Billing Contact  
 Care Contact  
 Emergency Contact  
 Next of Kin  
 Other  
 POA - Personal Care  
 POA - Financial Care  
 Public Guardian & Trustee  
 Public Guardian & Trustee (Property)  
 Substitute Decision Maker (SDM)

**Flags:**

Exclude Deceased   
Exclude Empty Contacts   
Include Resident Name

**Sort By**

Sort By Last name

- The 'Sort By' function is based on the resident name (not the contact name)  
**Example:** Brown, James (C83) is resident; Eric Brown is Billing contact

Eric Brown

123 Kinston, 123,  
Toronto, ON, M1A2A4

Brown, James (C83)