

How to Use Labels in the Clinician Portal

QUICK REFERENCE • PATIENT LIST & PAIGE PROMPTS LIBRARY

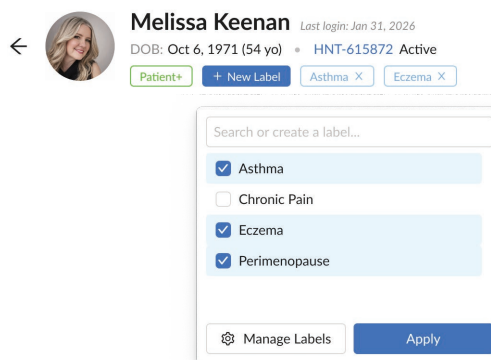
Labels are a lightweight way to tag and filter your patients and saved prompts. Labels are shared across everyone in your practice, are not visible to other practices, and are never visible to patients.

Apply a label to a patient

1. **Open the patient profile** from the Patient List.
2. **Click +New Label** next to the existing label chips under the patient's name.
3. **Search or create.** Type in the search field to find a label, or type a new name to create one on the fly.
4. **Tick the labels** you want, then click Apply. A patient can carry more than one.

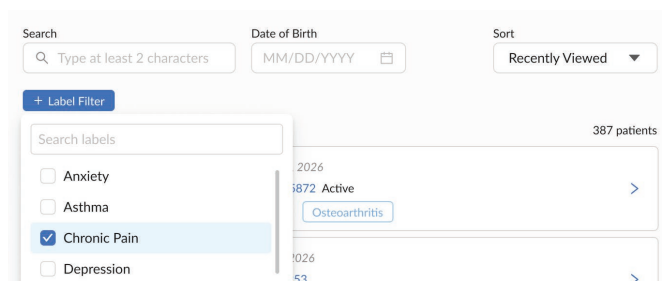
To remove a label: click the "x" on the chip.

To rename or delete: click Manage Labels at the bottom of the panel, then use the pencil or trash icon.



Filter and sort the Patient List

Click + Label Filter above the list and select one or more labels – selecting several returns patients matching any of them. Sort is a separate control on the right: choose Recently Viewed (the default) or Last Login Date.

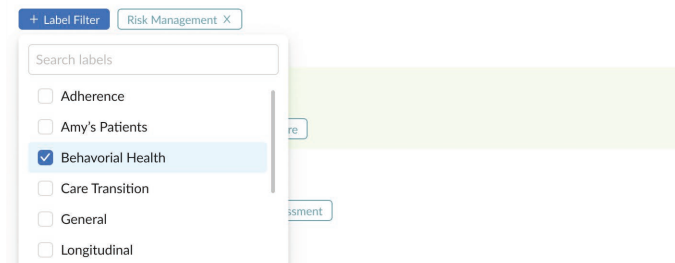


Labels in the PaiGE Prompts Library

Go to PaiGE Studio › PaiGE Prompts Library. Saved prompts work the same way:

- When creating or editing a prompt, click +Add Label, select your labels, and click Apply
- To filter, click +Label Filter above the list, select labels, and click Done

Patient labels and prompt labels are scoped separately – they look alike but are two different sets.



Good to know

- **Search is case-insensitive** – "High-Risk" and "high-risk" are the same label.
- **Renaming a label updates it everywhere it is used.** In the Prompts Library, only the provider who created the prompt can rename its labels.
- **Deleting a label is permanent** – there is no undo. It is removed from every patient or prompt it was applied to.