

# STEP Customers - Instructions



## Simple Tag Exchange

At the STEP program initiation, McRoberts will send you a kit (including a tag box and a return shipping label). You will use the kit to return tags to McRoberts.

Each tag will arrive in its own foil pouch. You will place the foil pouches in a metal tag storage box supplied by McRoberts. The McRoberts Storage Box can accommodate up to 100 tags.

Each time a tag is removed from a patient's chart, you will place the tag in the tag box. On a weekly basis, send the used-tag box to McRoberts. Place the tag box inside a shipping box. Put the return shipping label on the shipping box.

Ship the box to:

McRoberts Technologies  
STEP Fulfillment  
Suite 111  
409 Joyce Kilmer Avenue

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Revision #1

Created 28 February 2024 20:43:53 by Anna Olt

Updated 28 February 2024 20:46:51 by Anna Olt