

Reminder Recall: Fast and Easy Steps

JULY 24, 2020

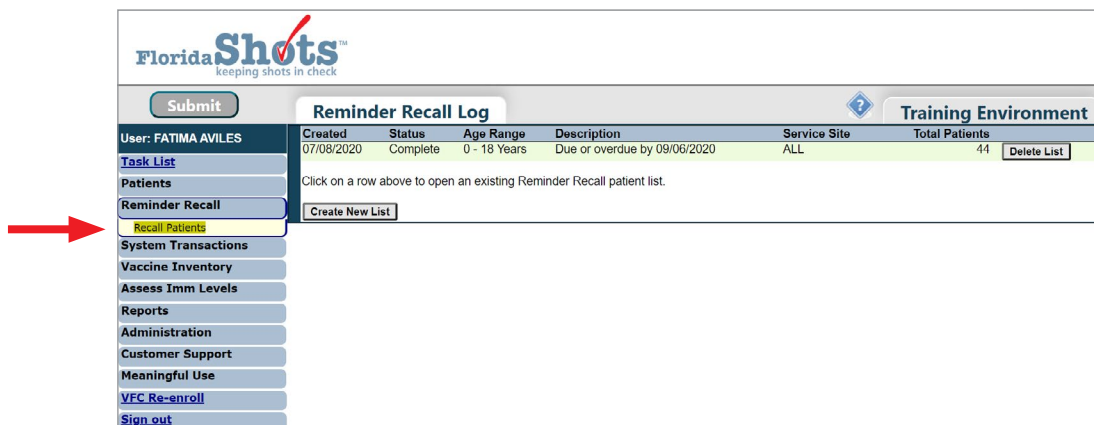


BOOST IMMUNIZATION LEVELS

Reminder Recall is one of the many Florida SHOTS™ tools that help you boost immunization levels in your practice. This short guide provides you with step-by-step instructions on utilizing the reminder recall tool, so your office can run reports that show a list of your patients who are due or overdue for immunizations.

TO GET STARTED:

1. Click **“Reminder Recall”** from the main menu. You can click on this screen with or without an active patient record in use.
2. Click **“Recall Patients.”**
 - a. If you have run a Reminder Recall previously, a **“Reminder Recall Log”** will appear, displaying previously created lists. Create a new Reminder Recall list by clicking **“Create New List.”**
 - b. If you have never run a Reminder Recall, you will be prompted to create a Reminder Recall list.



3. In the **“Reminder Recall Patient Search”** screen, select the time frame to check for patients due for shots.
4. Patient **“Age from”** range can be entered in months or years or left at default of 0 though 18 years.
5. **“Include Imm Service Sites”** will default to include patients from **“All”** the service sites of the organization that you have access, or you can select the site(s) from the list.

NOTE: To select more than one service site, hold the [Ctrl] key down while clicking on the service site name.

6. Select the series of vaccinations you would like include in the report. If you select **“Include all antigens and vaccines,”** you will choose between the recommended CDC schedule and the minimum intervals between vaccine doses. If you select **“Include only specific antigens or vaccines,”** you must select each antigen/vaccine and which doses to include.
7. Click **“Start Search.”**

8. The **“Reminder Recall Patient List”** screen will display the search results.
9. You can narrow your search by clicking on **“Refine Patient List.”** You can choose from the following categories to narrow the search results:
 - a. Age
 - b. Antigen and dose
 - c. Include only patients who are Active, Inactive – WIC/Private Provider Recall, or All (*only applies to county health departments*)
 - d. Sort how the records will display in your report based on the following criteria:
 - Patient Name
 - Date of Birth
 - First Series Due Date
 - Imm Antigen Site
 - Zip Code

Reminder Recall Patient List Training Environment

Patients age 0 through 18 years old due or overdue on 07/09/2020 for the recommended interval for any antigen any dose
44 patients selected.

Refine Patient List Options:

Only patients with age between * 0 and * 18

Only due for * Any antigens

CHOLERA
 DIPHTHERIA
 FLU
 HEP A

In: Months
 Years

dose / Any dose

Sort by * Zip Code

Update Contact Attempts

--- Select ---

Print Report

Create Labels

Download to Excel

Return to Log page

Refine Patient List

REMINDER RECALL PATIENT LIST

Patients age 0 through 18 years old due or overdue on 07/09/2020 for the recommended interval for any antigen any dose

Patient Name	DOB	Antigen	Dose Due Date	Guardian Name	Home Phone	Work Phone	Address	Email
BROWN, ELLIAH BEACH PEDS NW	05/22/2013 (85 months)	MEASLES	2 05/22/2017	MARIE BROWN			5520 MELVIN ROAD, WEST PALM BEACH, FL 33405	
		MUMPS	2 05/22/2017	(MOTHER)				
		RUBELLA	1 07/01/2020					
		FLU	1 07/01/2020					
		DIPHTHERIA	4 05/22/2020					
		PERTUSSIS	4 05/22/2020					
		TETANUS	4 05/22/2020					
		POLIO	4 05/22/2017					
		VZV	2 05/22/2017					
CARMICHAEL, EMELY BEACH PEDS NW	01/20/2007 (161 months)	FLU	1 07/01/2020				2030 MELVIN AVE WPB, FL 33401	
CASEY, JACOB BEACH PEDS NW	04/17/2018 (50 months)	MEASLES	2 04/17/2020	SAM CASEY			2058 NW STATE ST WPB, FL 33401	Patient: caseyjam@invalid.com
		MUMPS	2 04/17/2020					

10. You can add a contact attempt record for each patient by checking the **'Update Contact Attempts'** check box and selecting a contact attempt method from the drop down text box. The contact attempt records will be added when you print the report, labels or download the data to Excel.
11. To print the report click **"Print Report."**
12. To create mailing labels click **"Create Labels."** Select the first line of the label and the type of label you will be printing on. Florida SHOTS is only compatible with Avery standard 5260, 5261, and 5262 labels. Use **"Sort labels by"** to specify how labels will be sorted.

Reminder Recall Label Format Training Environment

Create mailing labels with the following format

First line of address label: **"TO THE PARENTS AT"**

[guardian or parent's name]

Label type: Avery standard 5260 1 by 2.63 inches, 3 columns by 10 rows

Avery standard 5261 1 by 4 inches, 2 columns by 10 rows

Avery standard 5262 1.33 by 4 inches, 2 columns by 7 rows

Sort labels by: Patient name (Last, First)

Date of birth

First antigen due date

Zip code

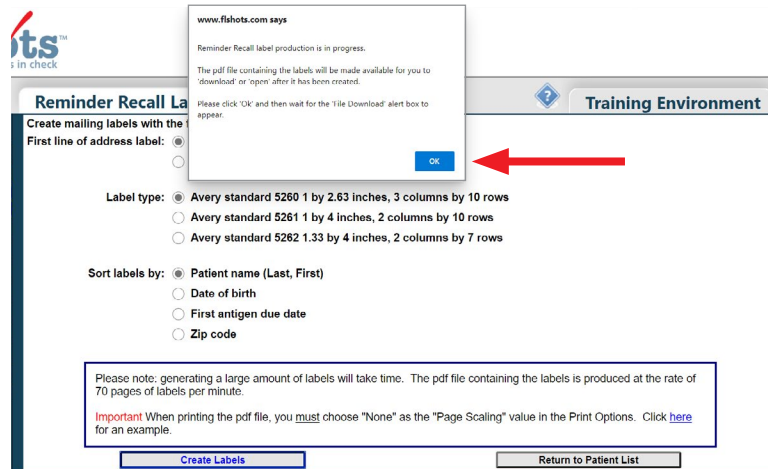
Please note: generating a large amount of labels will take time. The pdf file containing the labels is produced at the rate of 70 pages of labels per minute.

Important When printing the pdf file, you must choose "None" as the "Page Scaling" value in the Print Options. Click [here](#) for an example.

Create Labels

Return to Patient List

Click on **"Create Labels"** to download a PDF of the labels. You may get a pop-up stating that the Reminder Recall label production is in process. Please click **"OK"** and then wait for the **"File Download"** alert box to appear.



TO THE PARENTS AT
124 SOUTH TREELINE ST
TAMPA, FL 33644

TO THE PARENTS AT
123 SOUTH STREET
TAMPA, FL 33655

TO THE PARENTS AT
1222 EAST ST
TAMPA, FL 93939

TO THE PARENTS AT
1502 E. PETERSBURG AVE.
TAMPA, FL 33610

TO THE PARENTS AT
992 FOWLER AVE
TAMPA, FL 33333

TO THE PARENTS AT
12 S STREET
TAMPA, FL 39283

TO THE PARENTS AT
1800 MONROE STREET
LONGWOOD, FL 33322

TO THE PARENTS AT
38393 WEST STREET
TAMPA, FL 33030

TO THE PARENTS AT
123 SESAME ST
TAMPA, FL 22222

- To export records to Excel click **“Download to Excel”** and save on your desktop for future reference. To save the file, in the Excel screen, click **“File”** then **“Save As”** to save to your desktop.

NOTE: After downloading the file, you can easily send out email reminders.

HELP DESK

FREE TECHNICAL SUPPORT:

877-888-7468 (SHOT)

MONDAY – FRIDAY, 8 A.M. TO 5 P.M. EASTERN

INCLUDING:

- Merging duplicate patient records
- Adding account administrators
- Unlocking Florida SHOTS accounts
- Questions about any Florida SHOTS features
- Requesting Florida SHOTS materials