

Florida SHOTS™

MMR REMINDER RECALL

FAST & EASY STEPS

Boost Immunization Levels

Reminder Recall is one of the many Florida SHOTS™ tools that help you boost immunization levels in your practice. With Florida SHOTS, your office can run reports that show a list of your patients who are due or overdue for immunizations. Reminder Recall allows you to sort and store shot records in a variety of ways (e.g., by type of shot) and print patient information on mailing labels to send reminder notices to parents specifying the shot that is due or overdue.

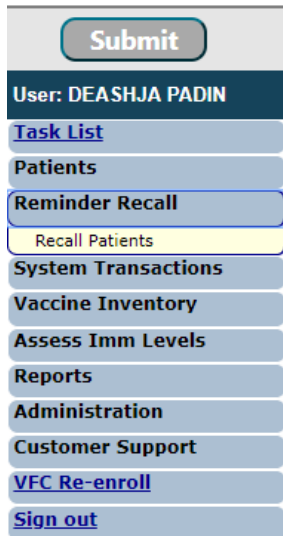


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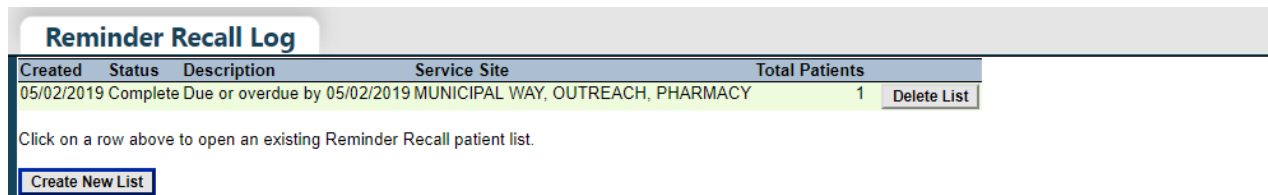
MMR REMINDER RECALL

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.
 - b. If you have never run a Reminder Recall, you will be prompted to create a Reminder Recall list.
3. Create a new Reminder Recall list by clicking **“Create New List.”**



4. In the **“Reminder Recall Patient Search”** screen, select the time frame to check for patients due for shots.

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5. Select to “Include only specific series or vaccines.” Then select “Measles,” “Mumps,” and “Rubella.”

Reminder Recall Patient Search

Create a list of patients with one or more immunizations due within the selected time frame.

- Any immunization due in the last 30 days.
- Any immunization due within the next 30 days.
- Any immunization due within the next 60 days.
- Any immunization due within the date range specified below.

From date: Through date:

Include all overdue patients.

Include Imm Service Sites

- All
- PHARMACY
- ROBERTS AND STEVENS
- SCHOOL HEALTH
- SOUTHSIDE

Include all antigens and vaccines

- Use Recommended Interval
- Use Minimum Interval
- Include only specific antigens or vaccines

Include all antigens and vaccines

Include only specific antigens or vaccines

Antigens	Include?	Interval Type	Dose
CHOLERA	<input type="checkbox"/>	Recommended	Any dose
DIPHTHERIA	<input type="checkbox"/>	Recommended	Any dose
FLU	<input type="checkbox"/>	Recommended	Any dose
HEP A	<input type="checkbox"/>	Recommended	Any dose
HEP B	<input type="checkbox"/>	Recommended	Any dose
HIB	<input type="checkbox"/>	Recommended	Any dose
HPV	<input type="checkbox"/>	Recommended	Any dose
JE	<input type="checkbox"/>	Recommended	Any dose
MEASLES	<input type="checkbox"/>	Recommended	Any dose
MEN	<input type="checkbox"/>	Recommended	Any dose
MENB	<input type="checkbox"/>	Recommended	Any dose
MUMPS	<input type="checkbox"/>	Recommended	Any dose
PERTUSSIS	<input type="checkbox"/>	Recommended	Any dose
PNEUCON	<input type="checkbox"/>	Recommended	Any dose
POLIO	<input type="checkbox"/>	Recommended	Any dose
ROTAVIRUS	<input type="checkbox"/>	Recommended	Any dose
RUBELLA	<input type="checkbox"/>	Recommended	Any dose
TETANUS	<input type="checkbox"/>	Recommended	Any dose
TYPHOID	<input type="checkbox"/>	Recommended	Any dose
VZV	<input type="checkbox"/>	Recommended	Any dose
YELLOW FEVER	<input type="checkbox"/>	Recommended	Any dose
ZOSTER	<input type="checkbox"/>	Recommended	Any dose
TDAP	<input type="checkbox"/>		

6. Click “Start Search.”

Reminder Recall Search Status Training Environment

Compiling a list of Patients age 0 through 227 months old due or overdue on 05/02/2019 for any MEASLES recommended interval or any MUMPS recommended interval or any RUBELLA recommended interval

Searching database... 100%

0% 100%

0 of 43 patients processed (0%).

7. The “Reminder Recall Patient” screen will display the search results.

8. You can now narrow your search by clicking on “Refine Patient List Options.” You can choose from the following categories to narrow the search results:

- Age
- Vaccine series
- Complete address information
- Include or don’t include WIC/Private Provider or inactive patients (only applies to CHDs)

Reminder Recall Patient List Training Environment

Patients age 0 through 227 months old due or overdue on 05/02/2019 for any MEASLES recommended interval or any MUMPS recommended interval or any RUBELLA recommended interval

3 patients selected.

Refine Patient List Options:

Only patients with age between * 0 and * 227 months

Only due for * All selected antigens

- MEASLES
- MUMPS
- RUBELLA

dose

Include patients with *

Include status *

Sort by *

Update Contact Attempts

--- Select ---

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9. You can now sort how the records will display in your report based on the following criteria:
 - a. Name
 - b. Age
 - c. Date of birth
 - d. First series due date
 - e. Zip code
10. Print the report if needed by clicking **“Print Report.”**
11. To create mailing labels click **“Create Labels.”** Select the first line of the label and the type of label you will be printing on. Use **“Sort labels by”** to specify how labels will be sorted. Click **“Create labels”**. The labels will automatically download to your computer as a PDF file.

Reminder Recall Label Format

Create mailing labels with the following format

First line of address label: TO THE PARENTS AT
 [guardian or parent's name]

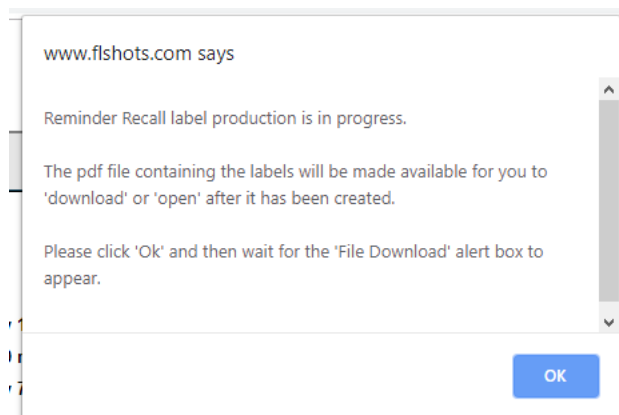
Label type: Avery standard 5260 1 by 2.63 inches, 3 columns by 10 rows
 Avery standard 5261 1 by 4 inches, 2 columns by 10 rows
 Avery standard 5262 1.33 by 4 inches, 2 columns by 7 rows

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.

The following message will appear, click **“OK”**.



12. Go back to the **“Reminder Recall Patient List”** screen 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.