

Florida SHOTS™

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.

www.flshots.com

Free help desk:

877-888-SHOT (7468)

Monday – Friday, 8 A.M. to 5 P.M. Eastern



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.”**



Submit

Reminder Recall Log

User: KEENAN FARRAR

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Created	Status	Description	Service Site	Total Patients	
01/24/2018	Complete	Due or overdue by 01/01/2018	NORTH TAMPA HEALTH CENTER	12	Delete List
01/24/2018	Complete	Due or overdue by 01/24/2018	ALL	33	Delete List

Click on a row above to open an existing Reminder Recall patient list.

Create New List

4. In the **“Reminder Recall Patient Search”** screen, select the time frame to check for patients due for shots.
5. Select the series of vaccinations you would like include in the report. If you select **“Include all series of vaccines,”** you will choose between the recommended CDC schedule and the minimum intervals between vaccine doses. If you select **“Include only specific series or vaccines,”** you must select each series/vaccine and which doses to include.

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6. Click **“Start Search.”**
7. The **“Reminder Recall Patient List”** 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:
 - a. Age
 - b. Vaccine series and dose
 - c. Patients with any address values, only complete addresses, or only incomplete addresses
 - d. Include only patients who are Active, Inactive, or All (*only applies to county health departments*)

REMINDER RECALL PATIENT LIST

Patients age 0 through 227 months old due or overdue on 01/24/2018 for the recommended interval for any series any dose
33 patients selected.

Patient Name	DOB	Guardian Name	Home Phone
Service Site	Age	Series	Dose Due Date (Relationship) Work Phone Address
BOOP, BETTY	08/02/2013	DTAP	5 08/02/2017 BARBIE
NORTH TAMPA HEALTH CENTER (53 months)		MEASLES	2 08/02/2017 BOOP
		MUMPS	2 08/02/2017 (MOTHER)
		RUBELLA	2 08/02/2017
		POLIO	4 08/02/2017
		VZV	2 08/02/2017
BOOP, BETTY	09/12/2003	DTAP	4 09/12/2010 BARB
CHARLES BOTTOM HC (172 months)		HEP A	2 08/08/2016 BOOP
		HPV	2 08/01/2016 (MOTHER)
		POLIO	4 09/12/2007
BROWN, MIKEY	01/02/2012	DTAP	4 01/02/2016
NORTH TAMPA HEALTH CENTER (72 months)		MEASLES	1 01/02/2013
		MUMPS	1 01/02/2013
		RUBELLA	1 01/02/2013
		POLIO	4 01/02/2016
		VZV	1 01/02/2013

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9. You can now sort how the records will display in your report based on the following criteria:
 - a. Patient Name
 - b. Date of Birth
 - c. First Series Due Date
 - d. Imm Service Site
 - 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. 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

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 series 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.

Message from webpage



Reminder Recall label production is in progress.

The pdf file containing the labels will be made available for you to 'download' or 'open' after it has been created.

Please click 'Ok' and then wait for the 'File Download' alert box to appear.

OK

REMINDER RECALL

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

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.