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



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."

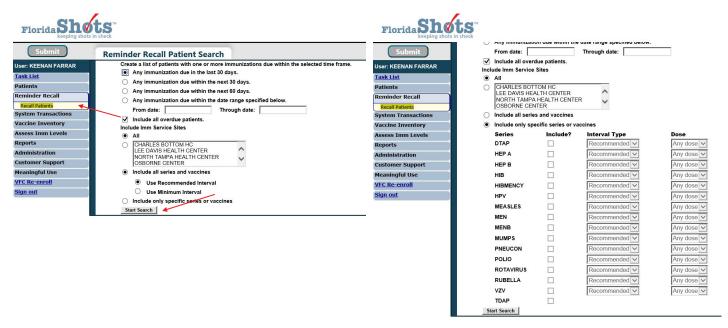




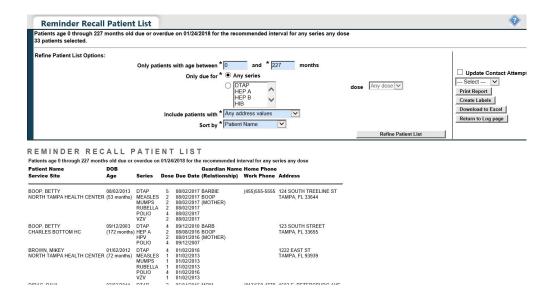
- 4. In the "Reminder Recall Patient Search" screen, select the time frame to check for patients due for shots.
- 5. Select the series of vaccinations you would like include in the report. If you select "Include all series of vaccines," you will choose between the recommended CDC schedule and the minimum 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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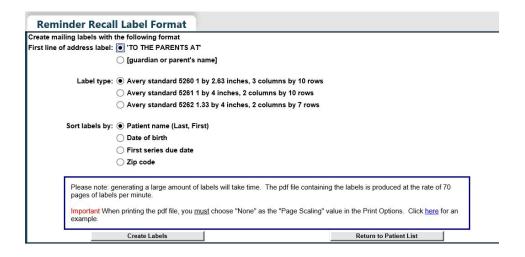
- 6. Click "Start Search."
- 7. The "Reminder Recall Patient List" screen will display the search results.
- 8. You can now narrow your search by clicking on "Refine Patient List Options." You can choose from the following categories to narrow the search results:
 - a. Age
 - b. Vaccine series and dose
 - 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)



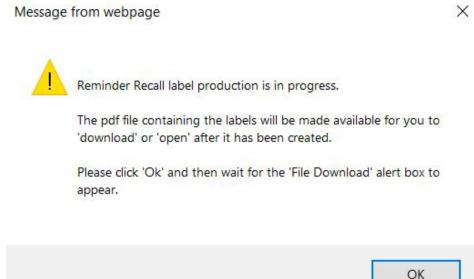
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- 9. You can now sort how the records will display in your report based on the following criteria:
 - a. Patient Name
 - b. Date of Birth
 - c. First Series Due Date
 - d. Imm Service Site
 - e. Zip Code
- 10. Print the report if needed by clicking "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.



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.



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TO THE PARENTS AT	TO THE PARENTS AT	TO THE PARENTS AT
124 SOUTH TREELINE ST	123 SOUTH STREET	1222 EAST ST
TAMPA, FL 33644	TAMPA, FL 33655	TAMPA, FL 93939
TO THE PARENTS AT	TO THE PARENTS AT	TO THE PARENTS AT
1502 E. PETERSBURG AVE.	992 FOWLER AVE	12 S STREET
TAMPA, FL 33610	TAMPA, FL 33333	TAMPA, FL 39283
TO THE PARENTS AT	TO THE PARENTS AT	TO THE PARENTS AT
1800 MONROE STREET	38393 WEST STREET	123 SESAME ST
LONGWOOD, FL 33322	TAMPA, FL 33030	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.

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