

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. 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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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.”**

REMINDER RECALL LOG

[Show Help Text](#)

| Created | Status | Description | Service Site | Total Patients | |
|------------|----------|------------------------------|--------------|----------------|-----------------------------|
| 03/29/2006 | Complete | Due or overdue by 04/28/2006 | ALL | 7 | Delete List |
| 03/29/2006 | Complete | Due or overdue by 03/29/2006 | ALL | 7 | 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.

| Series | Include? | Interval Type | Dose |
|-----------|--------------------------|---------------|----------|
| DTAP | <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 |
| MEASLES | <input type="checkbox"/> | Recommended | Any dose |
| MEN | <input type="checkbox"/> | Recommended | Any dose |
| MUMPS | <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 |
| VZV | <input type="checkbox"/> | Recommended | Any dose |
| TDAP | <input type="checkbox"/> | | |
| PCV13 | <input type="checkbox"/> | | |

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6. Click **“Start Search.”**
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:
 - a. Age
 - b. Vaccine series
 - c. Complete address information
 - d. Include or don't include WIC/Private Provider or inactive patients (*only applies to country health departments*)

REMINDER RECALL PATIENT LIST [Show Help Text](#)

Patients age 0 through 35 months old due or overdue on 06/05/2009 for the recommended interval for any series any dose
 6 patients selected.

Refine Patient List Options:

Only patients with age between * 0 and * 35 months

Only due for * Any series
 DTAP
 HEP A
 HEP B
 HIB dose Any dose

Include patients with * Any address values

Include status * Active

Sort by * Patient Name

Refine Patient List

Update Contact Attempts
 --- Select ---

| Patient Name Service Site | DOB Age | Series | Dose | Due Date | Guardian Name (Relationship) | Home Phone Work Phone | Address |
|---|---------------------------|---------|------|------------|---------------------------------|--------------------------|-----------------------------------|
| BOOP, BETTY TAMPA FAM - FLETCHER | 06/02/2014 (15 months) | DTAP | 1 | 10/02/2014 | SALLY | (555)555-5555 | 1 SOUTH STREET TAMPA, FL 44444 |
| | | MEASLES | 1 | 08/02/2015 | BOOP | | |
| | | MUMPS | 1 | 08/02/2015 | (MOTHER) | | |
| | | RUBELLA | 1 | 08/02/2015 | | | |
| | | HEP B | 1 | 08/02/2014 | | | |
| | | HIB | 1 | 09/13/2014 | | | |
| | | POLIO | 1 | 10/02/2014 | | | |
| BROWN, MIKEY NORTH TAMPA HEALTH CENTER | 01/02/2012 (46 months) | DTAP | 4 | 04/02/2013 | | | 1222 EAST ST TAMPA, FL 93939 |
| | | MEASLES | 1 | 01/02/2013 | () | | |
| | | MUMPS | 1 | 01/02/2013 | | | |
| | | RUBELLA | 1 | 01/02/2013 | | | |

REMINDER RECALL

- 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 **“Display labels”** to preview the labels before printing. If labels look correct, click **“Print.”**

REMINDER RECALL LABEL FORMAT [Show Help Text](#)

Patients age 0 through 9999 months old with any series (any dose) due or overdue on 02/27/2006.

Create mailing labels with the following format

First line of address label: 'TO THE PARENTS AT'

[guardian or mother'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

REMINDER RECALL PRINT LABELS [Show Help Text](#)

Patients age 0 through 9999 months old with any series (any dose) due or overdue on 12/15/2005.

2 patients with complete address information selected.

Please use the Internet Explorer 'File' menu, 'Page Setup' option to:

1. Remove all Header and Footer text.
2. Set the page orientation to portrait.
3. Set the Left, Right, Top and Bottom margins to .5 inches.

Print options

| | |
|---|--|
| TO THE PARENTS AT 1234 HAPPY HAPPY HILL TALLAHASSEE, FL 32301 | TO THE PARENTS AT 12345 HAPPY TIME LN. TALLAHASSEE, FL 32301 |
|---|--|

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- 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.