

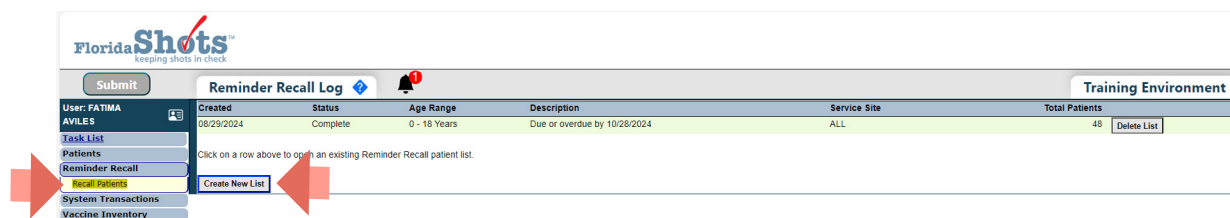
Reminder Recall: Fast and Easy Steps

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.”**

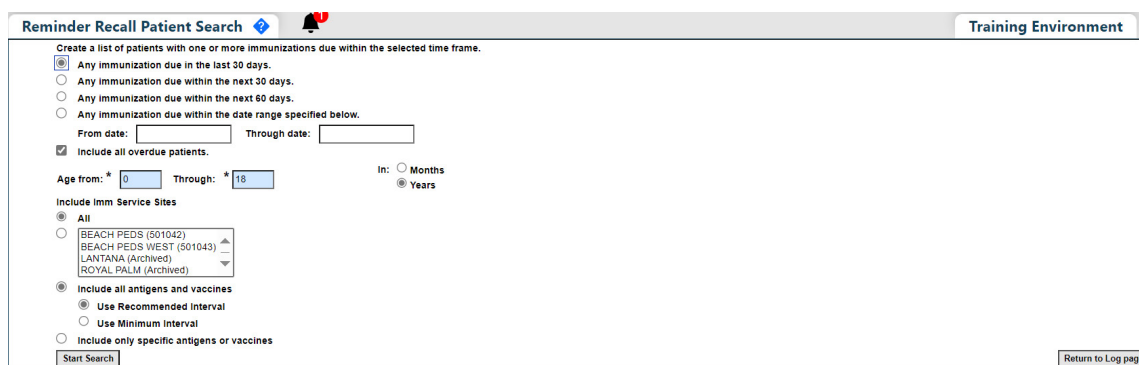


| Created | Status | Age Range | Description | Service Site | Total Patients |
|------------|----------|--------------|------------------------------|--------------|----------------|
| 08/29/2024 | Complete | 0 - 18 Years | Due or overdue by 10/28/2024 | ALL | 48 |

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

[Create New List](#)

- b. If you have never run a Reminder Recall, you will be prompted to create a Reminder Recall list.



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.

Age from: * Through: * In: ☐ Months ☒ Years

Include Imm Service Sites

☒ All
☐ BEACH PEDS (501042)
☐ BEACH PEDS WEST (501043)
☐ LANTANA (Archived)
☐ ROYAL PALM (Archived)

☒ Include all antigens and vaccines
☒ Use Recommended Interval
☐ Use Minimum Interval
☐ Include only specific antigens or vaccines

[Start Search](#) [Return to Log pag](#)

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 through 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.

☒ Include only specific antigens or vaccines Include All Remove All

| Antigens | Include? | Interval Type | Dose |
|--------------|--------------------------|---------------|------------|
| CHOLERA | <input type="checkbox"/> | Recommended ▼ | Any dose ▼ |
| COVID-19 | <input type="checkbox"/> | Recommended ▼ | Any dose ▼ |
| DENGUE | <input type="checkbox"/> | Recommended ▼ | Any dose ▼ |
| DIPHTHERIA | <input type="checkbox"/> | Recommended ▼ | Any dose ▼ |
| EBOLA | <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 ▼ |
| MPX/ORTHOPOX | <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 ▼ |
| RSV | <input type="checkbox"/> | Recommended ▼ | Any dose ▼ |
| RUBELLA | <input type="checkbox"/> | Recommended ▼ | Any dose ▼ |
| TE | <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"/> | | |

Start Search

7. Click **“Start Search.”**
8. The **“Reminder Recall Patient List”** screen will display the search results.

Reminder Recall Patient List Training Environment

Patients age 0 through 18 years old due or overdue on 09/04/2024 for the recommended interval for any antigen any dose
48 patients selected.

Refine Patient List Options:

Only patients with age between and

In: ☐ Months ☒ Years

Only due for ☒ Any antigens

☐ CHOLERA
☐ COVID-19
☐ DENGUE
☐ DIPHTHERIA

dose:

Sort by

☐ Update Contact Attempts
--- Select ---

REMINDER RECALL PATIENT LIST

Patients age 0 through 18 years old due or overdue on 09/04/2024 for the recommended interval for any antigen any dose

| Patient Name | DOB | Antigen | Dose Due Date | Guardian Name Home Phone | Work Phone | Address | Email |
|------------------|--------------|---------|---------------|--------------------------|------------|------------------|-------------------------------|
| ALVAREZ, SAILEY | 03/20/2009 | FLU | 1 | 07/01/2024 | | 5087 NW 88TH CT | |
| SUNSET PEDS | (185 months) | | | | | WPB, FL 33401 | |
| CASEY, JACOB | 04/17/2016 | FLU | 1 | 07/01/2024 SAM | | 2058 NW STATE ST | Patient: caseyfam@invalid.com |
| SUNSET PEDS | (100 months) | POLIO | 4 | 04/17/2020 CASEY | | WPB, FL 33401 | |
| | | | | (MOTHER) | | | |
| CRAIG, ALEXANDER | 09/10/2019 | MEASLES | 1 | 09/10/2020 | | 2599 SW 56TH CT | |
| SUNSET PEDS | (59 months) | MUMPS | 1 | 09/10/2020 | | LAKE BEACH, | |
| | | RUBELLA | 1 | 09/10/2020 | | FL 33333 | |
| | | FLU | 1 | 07/01/2024 | | | |

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
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.

☐ **Update Contact Attempts**

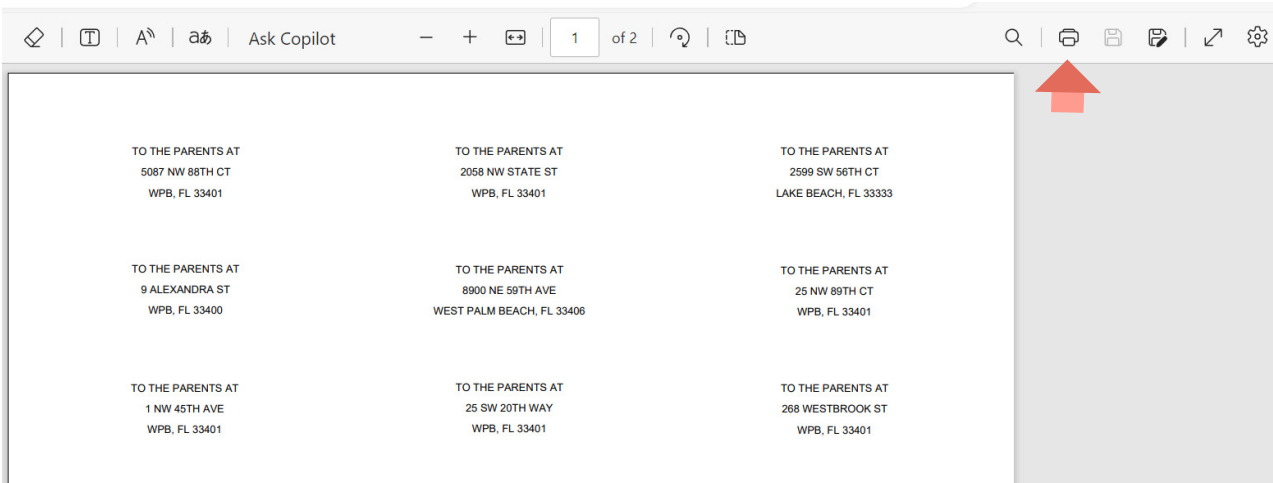
--- Select ---

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.

The screenshot shows the 'Reminder Recall Label Format' form in a 'Training Environment'. The form includes sections for 'First line of address label', 'Label type', and 'Sort labels by'. A red arrow points to the 'Create Labels' button at the bottom left. A note at the bottom states: '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.'

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.

The screenshot shows the 'Reminder Recall Label Format' form with a pop-up dialog box. The dialog box contains the text: 'www.flshots.com says 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.' A red arrow points to the 'OK' button in the dialog box. The form in the background is the same as the previous screenshot, with a red arrow pointing to the 'Create Labels' button.



13. 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