



Reminder Recall

Reminder Recall

Use Reminder Recall to identify patients who should return for immunizations. With Reminder Recall you can print a reminder message to postcards, create a patient listing and create mailing labels.

**Only the patients associated with your specific IRMS/Facility will be included in the Reminder Recall results.

In the Navigation bar, click **Reminder /Recall** under the **Reminder/Recall** tab.

You can run recall reports based upon basic criteria.

Once you have entered all search criteria click “Generate Patient List”.

Arizona Department of Health Services

Logged in: LINDSAY SHAVER
Organization (IRMS): THE BEST TEST (1234567) Date: May 3, 2015

Reports >> Use Templates >> See Patient Groups >>

Reminder/Recall

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How do you want to run this Reminder/Recall?

- For all patients you own
- For all patients you have seen at your facility
- Include Inactive Patients (Excluding deceased)

Due Date Timeframe:

Who do you want to Contact?

Patient Location:

- Patient Age Range
- Patient Birth Date

Patient Gender

Exclude patients who were sent a notification in the last:
 Days Weeks Months Years

Advanced

Which vaccines would you like to include?

I only want to see my patients who are:

- Due for all selected vaccines
- One dose away
- One visit to complete the series

Clear Schedule Generate Patient List

You also have the ability to run an advanced search within Reminder Recall

Click the green “Advanced” button to expand the menu and reveal more search criteria options

Who do you want to Contact?

Patient Location:

Patient Age Range

Patient Birth Date

Patient Gender

Exclude patients who were sent a notification in the last:
 Days Weeks Months Years

<input type="text" value="Physician"/>	<input type="text" value="Health Plan"/>	<input type="text" value="Facility Type"/>
<input type="text" value="Association"/>	<input type="text" value="Program"/>	<input type="text" value="High Risk Category"/>
<input type="text" value="State"/>	<input type="text" value="County/Parish"/>	<input type="text" value="Health District/Region"/>

Zip Code:

Appointment Date:

Deferred Vaccinations Only Date

Compromised Vaccinations Lot Number

Advanced

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3

The resulting list will give you available contact methods for each patient.

On this screen you have the option of inactivating individual patients for reasons such as missing address, email address or phone number.

Once you have reviewed the listing click "Submit".

What patients do you want to add to your recall group?

Remove Patients who don't have an available

Name Phone Address Email

Remove Patients who have received more than notifications.

	Last	First	Age	Available Contact Methods	R/R Attempts	Reason for Inactivation
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>	MOUSE	MINNIE	11		0	<input type="text" value="Select"/>

Submit

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Choose an action you would like Reminder Recall to complete for you:

- Generate a Patient List
- Print labels
- Generate Auto Dialer Content
- Generate Mail Merge
- Create Avery Postcards
- Print Labels
- Save As a Patient Group
- Send Email

What do you want to do with your selected recall group?



Generate A Patient List



Print Letters



Generate Auto-Dialer Content



Generate Mail-Merge



Create Avery 8387 Postcards



Print Labels



Save As a Patient Group (Cohort)



Send Email

Reminder/Recall

Message Instructions

Facility Return Address Information:

0000_ADHS INTERNAL BEDCS USE (877)491-5741
150 N 18TH AVE PHOENIX, AZ 85007

Preview Letter Message:

Include State Logo

Default Output Language: English

Dear Parent or Guardian,
Our records indicate that your child may be due for one or more immunizations. Please contact the clinic to discuss scheduling an appointment for getting your child vaccinated. (If your child has been vaccinated by another provider, or is no longer a patient of this clinic, please advise so that we may update our records.)
We look forward to hearing from you soon.

Make this count towards number of recall attempts

Save as Template Run

You have the ability to customize your letters, emails and post cards within the reminder recall program.

Be sure to check the “**number of recall attempts**” at the bottom of the screen. Doing so will track how many times each patient has received a reminder/recall.

You are done!

Please register that you have completed this training module by completing the training registration form at <http://www.surveymonkey.com/s/CXL2RPY>. You will be asked to provide your name, the module you completed, the date on which you completed the module, and a work email address.