ASIIS Reminder
Recall Reports
Reminder Recall Page

- Log into ASIIS
- Select Reminder Recall to create a drop-down
- Click Reminder Recall
How Do You Want To Run this Reminder Recall?

- **Defaults to “For All Patients You Own”**
- **Due Date Timeframe: defaults to “Due Now”**

Under “Due Date Timeframe” you decide what selections best fit your needs for the report you are trying to create. For instance, you can select “due now” or maybe you want to only select patients that are coming due in the next 2 months.
Who Do You Want to Contact?

- **Patient Location:** Your name or clinic site/facility
- **Select either:** Patient Age Range or Patient Birth Date
- **Patient Age Range:** for example, 24 months-35 months or 13 years-13 years
  - IQIP assesses at 13 years, but you may want to expand your focus
- **Patient DOB:** mm/dd/yyyy – mm/dd/yyyy

*Focus on one age group at a time. Example: select patients at age 11 and recall Tdap, MCV, and HPV, or select patients 4 years of age for their kindergarten shots. The choice is yours.*
Which Vaccines Would You Like to Include?

- Select series for your report: for example - 4:3:1:3:3:1:4 (Toddler series); 1Tdap, 1 MCV, UTD HPV (Adolescent series)
- Select “Due for all selected vaccines”
- Click Generate Patient List

You decide which antigen(s) you would like to select for your report. For instance, if there was a measles outbreak, you can select custom - MMR to see which patients have received their MMR vaccine(s).
Creating a Customized Report

- Select “Custom”
- Check box to select vaccine(s)
- Enter dose number for select vaccine(s)
- Select “Due for all selected vaccines”
- Generate Patient List
Meningococcal B Customized Report

- Change age range to 16 years to 18 years, select “Custom”
- Select type of Meningococcal B
- Leave dose number blank
- Select “Due for all selected vaccines”
- Generate patient List

Not sure which Meningococcal B to select? Check your reconciliation in ASIIS to determine which type of Meningococcal B you’re administering.
Remember: Meningococcal B vaccination should be made using shared clinical decision-making. This means that providers and their patients should decide together whether or not this vaccine is right for the patient. Therefore, patients will only appear on the recall list if they have received the first dose, but not the second. Patients who have not received ANY doses of Meningococcal B will not be on the recall list.

*Meningococcal B is different from the quadrivalent MenACWY vaccine (MCV4). MenACWY is recommended for all adolescents.
What Patients Do You Want To Add To Your Recall Group?

- Remove patients (if needed)
- Patient Demographics
- Patient address, phone, cell, or email info in ASIIS
- “Inactivate” multiple patients no longer at your clinic/practice
- Export as an Excel spreadsheet
- Submit to Create Report

There are only two selections to choose for inactivation. ONLY Inactivate patients if they have moved or are no longer receiving services at your practice/clinic.
What Do You Want To Do With Your Selected Recall Group?

Numbered icons indicate number of patients in ASIIS:
- In your recall group
- w/ an address
- w/ any phone number
- w/ a cell number
- w/ an email address

Select “Generate A Patient List” to create your Recall Report
Generate Patient List
Create a List of Patients Not Up-to-Date in ASIIS

- Instructions window message appears
- Click on “Run” to generate your patient recall list

Keep in mind by selecting specific criteria, you are able to control the number of recall attempts on a patient, select different age ranges and antigens of patients you want recalled.
Toddler Reminder Recall Report

- Vaccines series
- Patients in recall group
- Patient demographics
- Missing vaccine(s), dose, recommended & minimum dates vaccine due in ASIIS
Adolescent Reminder Recall Report

- Vaccines series
- Patients in recall group
- Patient demographics
- Missing vaccine(s), dose, recommended & minimum dates vaccine due in ASIIS
- Recall Report also includes MCV #2 and Tdap #B (booster)
Questions?

Contact the Arizona Immunization Program Office at 602-364-3642 and ask to speak with an Immunization Program Specialist (IPS), or contact your IPS directly.