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”
- By State and County levels the Reminder / Recall can be run for patients that are: All active, All active with inactive Organizational Level Status, All unknown

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 11 years-18 years
  - IQIP assesses 24 mos. - 35 mos. & 13 years of age, but you may want to expand your focus

- Patient DOB: mm/dd/yyyy – mm/dd/yyyy
  - You can use [this tool](#) for calculating patient ages based on birth dates

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 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 vaccine is considered a “permissive” vaccine by the CDC. This means that providers should decide on an individual basis whether or not this vaccine is right for a particular patient. Patients who need ANY dose of Meningococcal B, including the first dose, will 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**

<table>
<thead>
<tr>
<th>Patient ID</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Birthday 11/20/2015</th>
<th>Guardian F.N.</th>
<th>Chart Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Vaccine Family Name</th>
<th>Dose Number</th>
<th>Recommended Date</th>
<th>Minimum Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP/DT/Td</td>
<td>4</td>
<td>12/23/2016</td>
<td>12/23/2016</td>
</tr>
</tbody>
</table>
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 602-364-3630 and ask to speak with an Immunization Program Specialist, or contact your Immunization Program Specialist directly.