

ASIIS Reminder/Recall Report

Select the **Reminder/Recall** drop-down from the left-hand menu in ASIIS, then click **Reminder/Recall** to navigate to the **Reminder/Recall** page

- ▶ Organization
- ▶ Facilities
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- ▶ Inventory Management
- ▶ Registration Forms
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- ▶ **Reminder/Recall**
 - ▶ Reminder/Recall
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Reminder/Recall

1 2 3

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:

State Level Status:
County Level Status:
County / Parish:

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

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

How do you want to run this Reminder/Recall?



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

Reminder/Recall 1 2 3

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: **Due Now**

State Level Status: Select...

County Level Status: All active

County / Parish: All active with inactive Organizational Level Status, All unknown

Due Now

Custom

3 Months or More Past Due

2 Months or More Past Due

1 Month or More Past Due

Due Now

Due In 1 Month or Less

Due In 2 Month or Less

Due In 3 Month or Less

- 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 which 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?



Who do you want to Contact?

Patient Location: 0000_ADHS INTERNAL US..x Facility Facility Group

Select one or the other

Patient Age Range 24 Months x 35 Months x
 Patient Birth Date From Through

Patient Gender Limit To...

Exclude patients who were sent a notification in the last:

of Days Weeks Months Years

Advanced

Who do you want to Contact?

Patient Location: 0000_ADHS INTERNAL US..x Facility Facility Group

Select one or the other

Patient Age Range 11 Years x 18 Years x
 Patient Birth Date From Through

Patient Gender Limit To...

Exclude patients who were sent a notification in the last:

of Days Weeks Months Years

Advanced

- 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.

Which vaccines would you like to include?



Which vaccines would you like to include?

4:3:1:3:3:1:4

Vaccine Group	4:3:1:3:3:1:4 Number of doses in this series
DTaP/DT/Td	4
HIB	3
POLIO	3
HEP-B 3 DOSE	3
MMR	1
VARICELLA	1
PNEUMO (PCV)	4

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**

- 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



Which vaccines would you like to include?

CUSTOM

Check the box to select vaccine(s): Enter a dose number (optional):

<input checked="" type="checkbox"/>	DTaP/DT/Td	5
<input type="checkbox"/>	HIB	
<input checked="" type="checkbox"/>	POLIO	4
<input type="checkbox"/>	HEP-B 3 DOSE	
<input checked="" type="checkbox"/>	MMR	2
<input type="checkbox"/>	VARICELLA	
<input checked="" type="checkbox"/>	MENINGOCOCCAL	2
<input type="checkbox"/>	HEP-A	
<input type="checkbox"/>	FLU	
<input type="checkbox"/>	PNEUMO (PCV)	
<input type="checkbox"/>	HEP-B 2 DOSE	
<input type="checkbox"/>	ROTAVIRUS	
<input type="checkbox"/>	HPV	
<input type="checkbox"/>	ZOSTER	
<input type="checkbox"/>	Tdap	
<input type="checkbox"/>	MENINGOCOCCAL B, RECOMBINANT	
<input type="checkbox"/>	MENINGOCOCCAL B, OMV	
<input type="checkbox"/>	Coronavirus (SARS-CoV-2)(COVID-19)	
<input type="checkbox"/>	DENGUE	
<input type="checkbox"/>	ORTHOPOXVIRUS	

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**

- 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



Patient Age Range

Which vaccines would you like to include?

CUSTOM

Check the box to select vaccine(s): Enter a dose number (optional):

<input type="checkbox"/>	DTaP/DT/Td	<input type="text"/>
<input type="checkbox"/>	HIB	<input type="text"/>
<input type="checkbox"/>	POLIO	<input type="text"/>
<input type="checkbox"/>	HEP-B 3 DOSE	<input type="text"/>
<input type="checkbox"/>	MMR	<input type="text"/>
<input type="checkbox"/>	VARICELLA	<input type="text"/>
<input type="checkbox"/>	MENINGOCOCCAL	<input type="text"/>
<input type="checkbox"/>	HEP-A	<input type="text"/>
<input type="checkbox"/>	FLU	<input type="text"/>
<input type="checkbox"/>	PNEUMO (PCV)	<input type="text"/>
<input type="checkbox"/>	HEP-B 2 DOSE	<input type="text"/>
<input type="checkbox"/>	ROTAVIRUS	<input type="text"/>
<input type="checkbox"/>	HPV	<input type="text"/>
<input type="checkbox"/>	ZOSTER	<input type="text"/>
<input type="checkbox"/>	Tdap	<input type="text"/>
<input checked="" type="checkbox"/>	MENINGOCOCCAL B, RECOMBINANT	<input type="text"/>
<input checked="" type="checkbox"/>	MENINGOCOCCAL B, OMV	<input type="text"/>
<input type="checkbox"/>	Coronavirus (SARS-CoV-2)(COVID-19)	<input type="text"/>
<input type="checkbox"/>	DENGUE	<input type="text"/>
<input type="checkbox"/>	ORTHOPOXVIRUS	<input type="text"/>

I only want to see my patients who are:

Due for all selected vaccines

One dose away

One visit to complete the series

- *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

<input type="button" value="VIEW"/>	Meningococcal B, Omv Bexsero® (10pk) SKB 10 pack - SYRINGES NDC: 46028-0114-01	54321	01/12/23	VFC	Happy Tests
<input type="button" value="VIEW"/>	Meningococcal B, Recombinant Trumenba® PFR 10 pack - SYRINGES NDC: 00005-0100-10	12345	05/14/2023	VFC	Happy Tests

Not sure which Meningococcal B to select? Check your reconciliation page in VOMS 2.0 to determine which type of Meningococcal B your clinic is administering.

Meningococcal B Recall Report & Patient Record

Patient Recall Group Listing by Ownership

Report Criteria Report Date: January 23, 2023

Organization: _____ **Facility:** All
Recall Date: _____ **Health Plan:** All
Birth Date Range: _____ **Physician:** All
Include Inactive Patients: No **Program:** All
State: All **County/Parish:** All
High Risk Category: All **Zip Code:** All
Deferred Vaccinations Only: No **District/Region Number:** All
Vacc. Groups: MENINGOCOCCAL B, RECOMBINANT, MENINGOCOCCAL B, OMV

Total Patients Selected: 1

Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	Chart Number

Vaccine Group Name	Dose Number	Recommended Date	Minimum Date
MENINGOCOCCAL B, RECOMBINANT	1	05/05/2021	05/05/2015
MENINGOCOCCAL B, OMV	1	05/05/2021	05/05/2015

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?

Reminder/Recall 1 > 2 > 3

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 Select notifications.

✓	Last	First	Age	Vaccines Due	Available Contact Methods	R/R Attempts	Reason for Inactivation
✓	Patient 1		12	2		0	<input checked="" type="checkbox"/> Select <input type="checkbox"/> Inactive <input type="checkbox"/> Deceased
✓	Patient 2		12	2		0	
✓	Patient 3		17	3		0	
✓	Patient 4		14	2		0	

Showing 1 to 4 of 4 entries PreviousNext

Export Patient List
Submit

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



Reminder/Recall

1 2 3

10 9 0 0 0

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

Numbered icons indicate number of patients in ASIIS:

- In your recall group
- with an address
- with any phone number
- with a cell number
- with 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



Reminder/Recall

Instructions

Notes:
Selecting to generate a patient list will display the reminder recall criteria, total patients from the generated final patient list, and list of vaccines due for each patient.


Click **Run** to generate the patient recall list.

Make this count towards number of recall attempts

Save as Template

Run

- 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



Patient Recall Group Listing by Ownership						
Report Criteria						Report Date: January 23, 2023
Organization (IRMS):			Facility:			
Recall Date:			Health Plan: All			
Birth Date Range: through			Physician: All			
Include Inactive Patients: No			Program: All			
State: All			County/Parish: All			
High Risk Category: All			Zip Code: All			
Deferred Vaccinations Only: No			District/Region Number: All			
Vacc. Families: DTaP/DT/Td, HEP-B 3 DOSE, HIB, MMR, PNEUMO (PCV), POLIO, VARICELLA						
Total Patients Selected: 23						
Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Chart Number
	Vaccine Family Name		Dose Number		Recommended Date	Minimum Date
	HIB		3		11/29/2016	11/29/2016
	MMR		1		11/29/2016	11/29/2016
	VARICELLA		1		11/29/2016	11/29/2016
	PNEUMO (PCV)		4		11/29/2016	11/29/2016
	DTaP/DT/Td		4		12/23/2016	12/23/2016

- Vaccines series
- Patients in recall group
- Patient demographics
- Missing vaccine(s), dose, recommended & minimum dates vaccine is/was due in ASIIS

Adolescent Reminder Recall report



Patient Recall Group Listing by Ownership							
Report Criteria							Report Date: January 23, 2023
Organization: 0000 ADHS INTERNAL USE				Facility: All			
Recall Date: through				Health Plan: All			
Birth Date Range: through				Physician: All			
Include Inactive Patients: No				Program: All			
State: All				County/Parish: All			
High Risk Category: All				Zip Code: All			
Deferred Vaccinations Only: No				District/Region Number: All			
Vacc. Groups: MENINGOCOCCAL, HPV, Tdap							
Total Patients Selected: 9							
Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	Chart Number
	Vaccine Group Name		Dose Number		Recommended Date	Minimum Date	
	Tdap		1		01/07/2018	01/07/2018	
	MENINGOCOCCAL		1		01/07/2022	01/07/2022	
	HPV		1		01/07/2022	01/07/2020	
Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	Chart Number
	Vaccine Group Name		Dose Number		Recommended Date	Minimum Date	
	Tdap		2	09/12/2013	09/12/2020	09/12/2020	
Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	Chart Number
	Vaccine Group Name		Dose Number		Recommended Date	Minimum Date	
	Tdap		B	01/01/2011	09/12/2020	09/12/2020	

- 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)