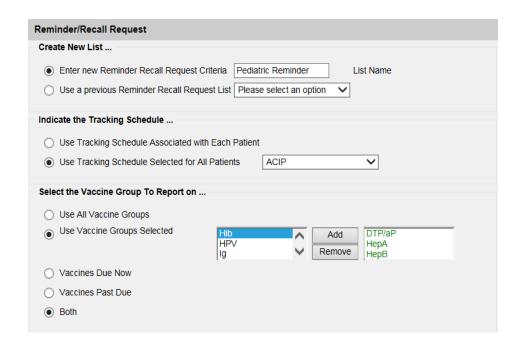


Immunization Registry Information System (IRIS) Reminder/Recall Instructions February 2016

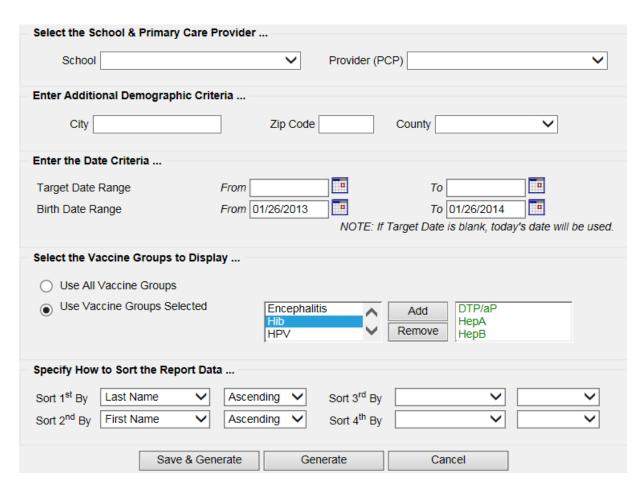
Reminder/Recall

The following instructions allow IRIS users to generate reminder/recall reports for patients who are due or past due for specific immunizations. If you have questions regarding these reports, call the IRIS Help Desk at 800-374-3958.

- 1. After logging into IRIS, select the 'reminder/recall' link found in the Reports section of the menu panel.
- The Reminder/Recall request screen will display two options. The first option allows the user to create a new Reminder/Recall request criteria, name and save the list for later use. The second option allows providers to use a previously created Reminder/Recall request. Select either option.
- 3. Select 'Use Tracking Schedule Selected for All Patients' radio button under the tracking schedule section and select 'ACIP' from the dropdown menu.
- 4. The reminder/recall report can be run for all or specific vaccines.
 - a. If running the report for all vaccines, select 'Use All Vaccine Groups'.
 - b. If running the report for specific vaccines, select 'Use Vaccine Groups Selected'. Scroll through the list and either select the vaccine(s) to run the report for and select 'Add' or double click the vaccine, which will move it to the box on the right.
- 5. The report can also be run for vaccines due now, vaccines past due or both. The best option is to select 'Both' to run the report for vaccines due now and past due.



- 6. The next section allows data to be filtered to show patients who are due or past due for vaccines by school, primary care physician, city, zip code or county. If you do not want the data to be filtered, the fields can be left blank.
- 7. The 'Enter the Date Criteria' section allows users to filter by a specific immunization due date or by birth date. The best option is to run the report by a specific birth date range which can be broken down by pediatric patients, adolescents or adults. The 'From' field contains the oldest birth date being returned, and the 'To' field is the youngest birth date being returned.
 - a. Example: if the report was generated for all two year olds as of January 26, 2016, the 'From' field would be 01/26/2013 and the 'To' field should contain 01/26/2014.
- 8. Next, complete the 'Select the Vaccine Groups to Display'. Usually this should match the option selected above.
 - a. If running the report for all vaccines, select 'Use All Vaccine Groups'.
 - b. If running the report for specific vaccines, select 'Use Vaccine Groups Selected'. _Scroll through the list and either select the vaccine(s) to run the report for and select 'Add', or double click the vaccine, which will move it to the box on the right.
- 9. Select 'Save & Generate' to generate the report and save the criteria for later use.



10. The Reminder Request Status page will display. To refresh the status of the report, select the 'Refresh' button or click the check reminder status link under the reports section of the menu panel. Once the status is at 100%, select the link under the 'Started' column.

Reminder Request Status							
Started	Completed	Limited	Status	Patients	Target From	Target To	Cancel
01/26/2016 11:49 AM	01/26/2016 11:49 AM	100 %		3	01/26/2016	01/26/2016	

11. The results page will display with eligible patients on the report. Several output options are available, including Reminder Letter, Reminder Card, Mailing Labels, Patient Query Listing, Extract Client Data, or Custom Reminder Letter. Select the link for the preferred output option.



12. Once an output option is selected, the Reminder Request Status page will display or a new window will open. To refresh the status of the report, select the 'Refresh' button. Once complete, there will be a link to view the output option.

Reminder Request Status							
Started	Completed	Limited	Status	Patients	Target From	Target To	Cancel
12/05/2014 11:15 AM	12/05/2014 11:15 AM	100 %		5	12/05/2014	12/05/2014	

Reminder Output Status									
Name	Туре	Requested	Started	Completed	Status				
Custom Letter	Custom Letter	12/05/2014 11:16 AM	12/05/2014 11:16 AM	12/05/2014 11:16 AM	Ready				
Client XLS	Client XLS	12/05/2014 11:16 AM	12/05/2014 11:16 AM	12/05/2014 11:16 AM	Ready				
Patient List	Patient List	12/05/2014 11:16 AM	12/05/2014 11:16 AM	12/05/2014 11:16 AM	Ready				
Mailing Labels	Mailing Labels	12/05/2014 11:16 AM	12/05/2014 11:16 AM	12/05/2014 11:16 AM	Ready				
Reminder Card	Reminder Card	12/05/2014 11:16 AM	12/05/2014 11:16 AM	12/05/2014 11:16 AM	Ready				
Reminder Letter	Reminder Letter	12/05/2014 11:15 AM	12/05/2014 11:15 AM	12/05/2014 11:15 AM	Ready				

Below are examples of each output option.

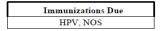
 If the Reminder Letter link is selected, it will open in a PDF and there will be a Reminder Letter for each patient on the report, including the patient's immunization history and vaccinations they are due to receive.

Dear Parent/Guardian of Test Zehner,

Our records indicate that Test Zehner, has received the following immunizations:

Immunizations Record			Tracking Schedule: ACIP			
Immunization	Date Administered		Series			
HPV	08/21/2013		1 of 3			

Our records also show that Test may be due for the following immunizations. If Test received these or other immunizations from another health care provider, please call our office so that we can update Test's record. Otherwise please take Test to a health care provider to receive them.



The number for our office is: 1-800-374-3958

Iowa Training Organization - Doctor's Office

November 14th, 2013

2. If the **Reminder Card** link is selected, it will open in a PDF and there will be a Reminder Card for each patient on the report, which details the patient's name, address and the provider organization's phone number.

12/05/2014 Joey Training Org Testi The person listed below is due 1234 FAKE AVENUE for an immunization: DAVENPORT, IA 52803 Test Zehner You can contact us at: (909) 576-8345 Please bring your immunization To the parent/guardian of Test Zehner record to every visit. 123 FAKE ST. DES MOINES, LA 50310 Thank you, Joey Training Org Testi Address Correction Requested

 If the Mailing Labels link is selected, it will open in a PDF and there will be a Mailing Label for each patient on the report, which details the patient's name and address. The labels are intended to accompany the Reminder Letters.

To the Parent/Guardian of:

KYLER K ZEHNER

321 FAKE ST.

DES MOINES IA 50321

To the Parent/Guardian of:

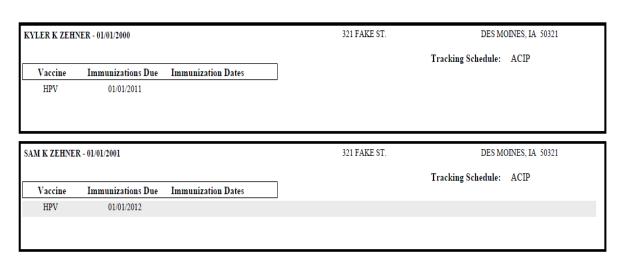
SAM K ZEHNER

321 FAKE ST.

DES MOINES IA 50321

DES MOINES IA 50321

4. If the **Patient List** link is selected, it will open in a PDF and there will be a listing for each patient on the report, which includes the patient's name, phone number, address, immunizations due, and if the patient was immunized previously, the previous immunization dates will display.



5. If the **Client XLS** link is selected, it will open in an Excel spreadsheet. The spreadsheet will contain the patient's name, address, phone number, and immunization history.

	В	С	Н		J	K	N	0	R	AK
1	Last Name	First Name	Street Address Line	City Name	State Code	Zip	Area Code	Phone	Immunization Date	Vaccine Name
7	ZEHNER	KYLER	321 FAKE ST.	DES MOINES	IA	50321	515	333-6666	2013-09-24	HPV
12	ZEHNER	TEST	123 FAKE ST.	DES MOINES	IA	50310	515	444-5555		

6. If the **Custom Letter** link is selected, it will open in a PDF and there will be a Custom Reminder Letter for each patient on the report, including the patient's immunization history and what vaccinations they are due to receive.

