

ASIIS

REMiNDER



Run Reminder Recall Reports

Add Historical Data

Inactivate patients no longer with clinic

Recall patients missing immunisations



Reports



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Reminder Recall Page



- Log into ASIIS
- Select Reminder Recall
- **Click Reminder Recall**

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:

Who do you want to Contact?

Patient Location: Facility

Facility Group

Patient Age Range # of Select # of Select

Patient Birth Date From Through

Patient Gender

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

Advanced

Which vaccines would you like to include?

Select a series

I only want to see my patients who are:

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

Clear

Step 1; 1st Box

“How Do You Want To Run This Reminder Recall”?

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

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

- **“For All Patients You Own” should be selected**
- **Everything else stays the same, or...**



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.



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Step 1; 2nd Box

“Who Do You Want to Contact”?

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

- Your practice should be listed under “Location Name”
- “Patient Age Range” enter any age range: 12m-23m, 24m-35m (TDLR) or 11y-18y, (ADOL) patients, etc.
- Or use a DOB range instead: mm/02/1997 - mm/01/2003 (ADOL) or mm/02/2013 – mm/01/2014 (TDLR) patients



To make it easier, focus on one age group at a time. For instance you can select for patients at the age of 11 for those going into the 6th grade and recall for Tdap, MCV, HPV, or select your patients 4 years of age for their kindergarten shots. The choice is yours.



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Step 1; 3rd Box

“Which Vaccine Would You Like To Include”?

Which vaccines would you like to include?

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

Vaccine Family	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**

CUSTOM
1 HPV
1 MCV
1 TDAP
1 TDAP; 1MCV; 3HPV
2 HEP A
2 HPV
2 MCV
2 MMR
2 MMR, 3 HEP B, 1 FLU
3 HEP B
3 HEP B, 2 MMR
3 HPV
ADULT ZOSTER; FLU
FLU
PPSV 1 DOSE
PPSV 2 DOSE
ROTAVIRUS
SCHOOL GRADE 6-12
SCHOOL GRADE K-5
ZOSTER
4:3:1:3:3:1:4
COMPLETION REPORT

- **Select Antigen(s) for your report: 1Tdap, 1MCV, 3HPV (ADOL), 4:3:1:3:3:1:4 (TDLR), etc**
- **Section automatically populated**
- **“Due For All Selected Vaccines” automatically selected**
- **Click on “Generate Patient List”**



You decide what 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 or not receive their MMR dose of vaccine.



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...Continued

“Creating Customized Report”

Which vaccines would you like to include?

CUSTOM x ?

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 checked="" type="checkbox"/> VARICELLA	2
<input type="checkbox"/> MENINGOCOCCAL	
<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"/> HERPES ZOSTER	
<input type="checkbox"/> Tdap	
<input type="checkbox"/> MENINGOCOCCAL B	

I only want to see my patients who are:

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

- **Select “Custom”**
- **Check box to select vaccine(s)**
- **Enter dose number for select vaccine(s)**
- **Create your report**



Step 2; Box 1

“What Patients Do You Want To Add To Your Recall Group”?

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	Vaccines Due	Available Contact Methods	R/R Attempts	Reason for Inactivation
<input checked="" type="checkbox"/>	A	R	2	3	   	0	Select
<input checked="" type="checkbox"/>	B	R	2	9	   	1	Address Incorrect
<input checked="" type="checkbox"/>	F	L	2	5	   	0	Deceased
<input checked="" type="checkbox"/>	C	A	2	4	   	0	Delivery Unsuccessful
<input checked="" type="checkbox"/>	G	U	2	3	   	0	Moved Out of State
<input checked="" type="checkbox"/>	N	N	2	8	   	0	Moved or Gone Elsewhere
<input checked="" type="checkbox"/>	V	M	2	4	   	0	No Postal Forward on File
<input checked="" type="checkbox"/>	O	I	2	2	   	1	Other
<input checked="" type="checkbox"/>	Z	D	2	8	   	0	Postal Forward Order Expired
<input checked="" type="checkbox"/>	V	V	2	8	   	2	Select

 Export Patient List  Submit

- Removal of patients with previous notification
- **Patients Demographics, name, age, etc**
- **Highlighted icons, patients w/address, phone, cell, or email in ASIIS**
- “Inactivate” multiple patients no longer at your clinic/practice.
- “Export to Patient List” creates Excel spreadsheet of data
- **Click “Submit” to create report**



ONLY Inactivate patients if they have moved or are no longer receiving services at your practice/clinic.



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Step 3

“What Do You Want To Do With Your Selected Recall Group”?

The screenshot shows a software interface for managing recall groups. At the top, it says "Reminder/Recall" and has a progress bar with steps 1, 2, and 3. Below this is a row of icons with patient counts: a person icon (130), a house icon (117), a telephone icon (119), a smartphone icon (0), and an email icon (0). A blue banner below asks "What do you want to do with your selected recall group?". Below the banner is a grid of action buttons: "Generate A Patient List" (highlighted with a red box), "Print Letters", "Generate Auto-Dialer Content", "Generate Mail-Merge", "Create Avery 8387 Postcards", "Print Labels", "Save As a Patient Group (Cohort)", and "Send Email".

ASIS Icon Example

of patients in

- Recall group
- w/address
- w/phone
- w/cell
- w/email

Other functions available

- Print letters, postcards, labels, send email, etc.
- **Click “Generate a Patient List” to create recall report**

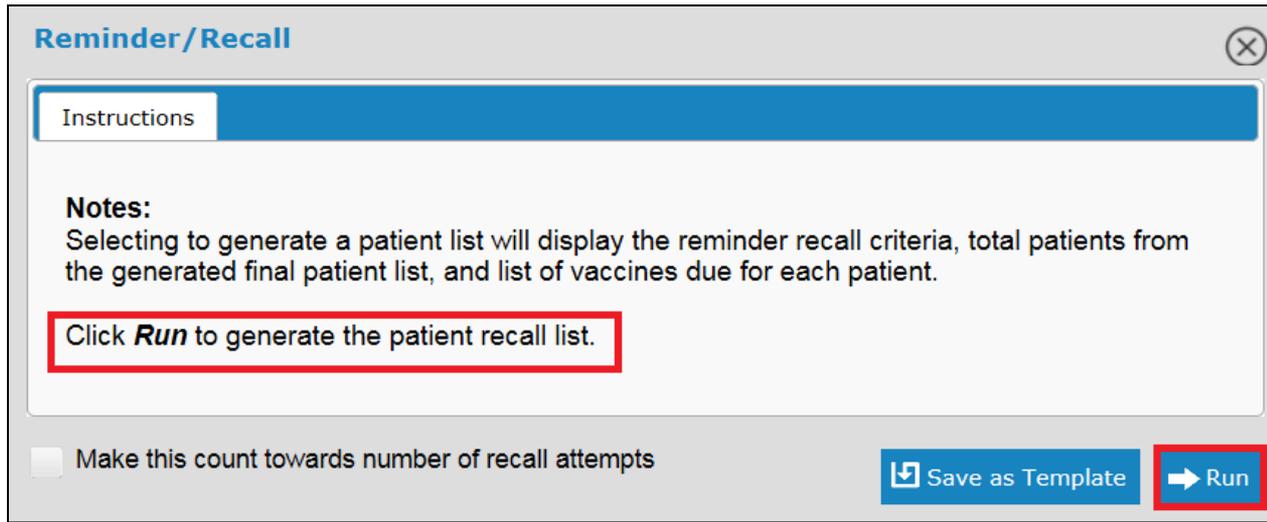


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Step 3

“What Do You Want To Do With Your Selected Recall Group”?



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

- You will receive the above window and message
- 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.



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Reminder Recall Report

“Up Close”

Patient Recall Group Listing by Ownership

Report Criteria

Report Date: April 21, 2016

Organization (IRMS): Recall Date: 01/01/1900
through 04/21/2016

Facility:
Health Plan: All

Birth Date Range: 04/22/2013 through 04/21/2014

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: 11

Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	Chart Number
	PATIENT		NAME	06/30/2013			

Vaccine Family Name	Dose Number	Recommended Date	Minimum Date
DTaP/DT/Td	2	11/06/2013	10/04/2013
HIB	2	11/06/2013	10/04/2013
POLIO	2	11/06/2013	10/04/2013
PNEUMO (PCV)	2	11/06/2013	10/04/2013
HEP-B 3 DOSE	3	12/30/2013	12/15/2013
MMR	1	06/30/2014	06/30/2014
VARICELLA	1	06/30/2014	06/30/2014

- Vaccines selected for report
- Total # of patients in recall group
- Patient demographics; ID, name, dob, etc
- Missing vaccine in ASIS; antigen, dose, recommended and minimum dates vaccine can be given



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Reminder Recall Report



- Add Historical Immunizations to ASIIS if you have them
- Recall patients (phone call, letters, post cards, etc.) that need to come back, and get them Up To Date.
- ONLY inactivate patients that have moved or no longer receiving services in your practice/clinic



Contact Us



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