

# Florida SHOTS™

# REMINDER RECALL

## FAST & EASY STEPS

### Boost Immunization Levels

Reminder Recall is one of the many Florida SHOTS™ tools that help you boost immunization levels in your practice. With Florida SHOTS, your office can run reports that show a list of your patients who are due or overdue for immunizations. Reminder Recall allows you to sort and store shot records in a variety of ways (e.g., by type of shot) and print patient information on mailing labels to send reminder notices to parents specifying the shot that is due or overdue.



Bureau of  
Immunization



[www.flshots.com](http://www.flshots.com) • 877-888-SHOT

# REMINDER RECALL

## To Get Started:

1. Click **“Reminder Recall”** from the main menu. You can click on this screen with or without an active patient record in use.
2. Click **“Recall Patients.”**
  - a. If you have run a Reminder Recall previously, a **“Reminder Recall Log”** will appear, displaying previously created lists.
  - b. If you have never run a Reminder Recall, you will be prompted to create a Reminder Recall list.
3. Create a new Reminder Recall list by clicking **“Create New List.”**

REMINDER RECALL LOG Show Help Text

Created	Status	Description	Service Site	Total Patients	
03/29/2006	Complete	Due or overdue by 04/28/2006	ALL	7	Delete List
03/29/2006	Complete	Due or overdue by 03/29/2006	ALL	7	Delete List

Click on a row above to open an existing Reminder Recall patient list.

[Create New List](#)

4. In the **“Reminder Recall Patient Search”** screen, select the time frame to check for patients due for shots.
5. Select the series of vaccinations you would like include in the report. If you select **“Include all series of vaccines,”** you will choose between the recommended CDC schedule and the minimum intervals between vaccine doses. If you select **“Include only specific series or vaccines,”** you must select each series/vaccine and which doses to include.

State Health Online Tracking System

Florida Shots Keeping Shots in Check

Submit Show Help Text

### REMINDER RECALL PATIENT SEARCH

Create a list of patients with one or more immunizations due within the selected time frame.

- Any immunization due in the last 30 days.
- Any immunization due within the next 30 days.
- Any immunization due within the next 60 days.
- Any immunization due within the date range specified below.

From date:  Through date:

Include all over due patients.

Include Imm Service Sites

- All
- CHD MAIN
- RURAL CLINIC

Include all series and vaccines

- Use Recommended Interval
- Use Minimum Interval
- Include only specific series or vaccines

[Start Search](#)

State Health Online Tracking System

Florida Shots Keeping Shots in Check

Submit

- Include all series and vaccines
- Include only specific series or vaccines

Series	Include?	Interval Type	Dose
DTAP	<input checked="" type="checkbox"/>	Minimum	4
HEP A	<input type="checkbox"/>	Recommended	Any dose
HEP B	<input type="checkbox"/>	Recommended	Any dose
HIB	<input type="checkbox"/>	Recommended	Any dose
HPV	<input type="checkbox"/>	Recommended	Any dose
MEASLES	<input type="checkbox"/>	Recommended	Any dose
MUMPS	<input type="checkbox"/>	Recommended	Any dose
PNEUCON	<input type="checkbox"/>	Recommended	Any dose
POLIO	<input type="checkbox"/>	Recommended	Any dose
ROTAVIRUS	<input type="checkbox"/>	Recommended	Any dose
RUBELLA	<input type="checkbox"/>	Recommended	Any dose
VZV	<input type="checkbox"/>	Recommended	Any dose
MENACTRA	<input type="checkbox"/>		

[Start Search](#)

# REMINDER RECALL

6. Click **“Start Search.”**
7. The **“Reminder Recall Patient”** screen will display the search results.
8. You can now narrow your search by clicking on **“Refine Patient List Options.”** You can choose from the following categories to narrow the search results:
  - a. Age
  - b. Vaccine series
  - c. Complete address information
  - d. Include or don't include WIC/Private Provider or inactive patients (*only applies to CHDs*)

**REMINDER RECALL PATIENT LIST** [Show Help Text](#)

Patients age 0 through 35 months old due or overdue on 06/05/2009 for the recommended interval for any series any dose  
6 patients selected.

**Refine Patient List Options:**

Only patients with age between \* 0 and \* 35 months

Only due for \*  Any series  
 DTAP  
 HEP A  
 HEP B  
 HIB  
 dose Any dose

Include patients with \* Any address values

**Include status \* Active**

Sort by \* Patient Name

**Refine Patient List**

Update Contact Attempts

--- Select ---

**Print Report**

**Create Labels**

**Download to Excel**

**Return to Log page**

Patient Name	DOB	Series	Dose	Due Date	Guardian Name	Home Phone	Address
Service Site	Age				(Relationship)	Work Phone	
CHILD, HAPPY CHD MAIN 7000688522	06/07/2008 (11 months)	HEP B PNEUCON 1	3 1	01/11/2009 01/07/2009	MOM CHILD (MOTHER)	(111)111-1111	333 TIGER LILY TRAIL SOMEWHERE, FL 00001
INFANT, ISABELLA CHD MAIN	12/12/2008 (5 months)	DTAP HEP B	1 2	02/12/2009 02/12/2009		(444)444-4444	357951 RUE DU PETIT LIMAL, FL 03030

# REMINDER RECALL

9. You can now sort how the records will display in your report based on the following criteria:
  - a. Name
  - b. Age
  - c. Date of birth
  - d. First series due date
  - e. Zip code
10. Print the report if needed by clicking **“Print Report.”**
11. To create mailing labels click **“Create Labels.”** Select the first line of the label and the type of label you will be printing on. Florida SHOTS is only compatible with Avery standard 5260, 5261, and 5262 labels. Use **“Sort labels by”** to specify how labels will be sorted. Click **“Display labels”** to preview the labels before printing. If labels look correct, click **“Print.”**

REMINDER RECALL LABEL FORMAT Show Help Text

Patients age 0 through 9999 months old with any series (any dose) due or overdue on 02/27/2006.

Create mailing labels with the following format

First line of address label:  'TO THE PARENTS AT'

[guardian or mother's name]

Label type:  Avery standard 5260 1 by 2.63 inches, 3 columns by 10 rows

Avery standard 5261 1 by 4 inches, 2 columns by 10 rows

Avery standard 5262 1.33 by 4 inches, 2 columns by 7 rows

Sort labels by:  Patient name (Last, First)

Date of birth

First series due date

Zip code

REMINDER RECALL PRINT LABELS Show Help Text

Patients age 0 through 9999 months old with any series (any dose) due or overdue on 12/15/2005.

2 patients with complete address information selected.

Please use the Internet Explorer 'File' menu, 'Page Setup' option to:

1. Remove all Header and Footer text.
2. Set the page orientation to portrait.
3. Set the Left, Right, Top and Bottom margins to .5 inches.

Print options

TO THE PARENTS AT 1234 HAPPY HAPPY HILL TALLAHASSEE, FL 32301	TO THE PARENTS AT 12345 HAPPY TIME LN. TALLAHASSEE, FL 32301
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12. Go back to the **“Reminder Recall Patient List”** screen to export records to Excel. Click **“Download to Excel”** and save on your desktop for future reference. To save the file, in the Excel screen, click **“File”** then **“Save As”** to save to your desktop.