

New Mexico State Immunization Information System (NMSIIS) Reminder

February 06, 2020

Reminder Criteria

Reminder Run Name: TRN TEST Run Schedule Date: 02/20/2019 Run Completed Date: 02/20/2019

 Reminder Date From:
 01/01/2019
 Reminder Date Through:
 01/31/2019

 # of Patients in Run:
 0
 # of Patients Assessed:
 0

of Patients in Run: 0
Vaccine Series: H1N1-09 - All

Other Criteria: Only Include Patients With Address (i.e., Street Address, City, State, Zip)? Y

Include Patients Due For Vaccinations (Reminders)? Y Include Patients Overdue For Vaccinations (Recalls)? Y

Provider: DR. POISON IVY

Clinic: TEST CLINIC Age Range From (years): 18 Age Range Through (years): 32

School Dist: ALL SCHOOL DISTRICTS School:ALL SCHOOLS VFC Eligibility:

City: County: Zip: Gender:Both

Home Phone: Work Phone: Cell Phone:

Email:

Gender: Primary Contact: Relationship:

Reminder Date: Age At Date: Most Recent Refusal: VFC Eligibility: Primary Insurance:

County:

Default Clinic: ()

Most Recent Immunization Date: Most Recent Immunization Clinic:

Immunization History:

Name Contact Info Immunization Recommendations

Reminder/Recall Vaccine Summary

Vaccine Number

Total Remaining Vaccinations Due:

Total Patients Remaining Due for Vaccinations: Total Patients with New Vaccinations: Total Patients Combined or Marked as Deleted:

Total Patients Originally Due for Vaccinations:

NOTE: Patients Combined or Marked as Deleted are not displayed.



New Mexico State Immunization Information System (NMSIIS)

Unvaccinated Report

February 06, 2020

Reminder Criteria

Run Schedule Date: 02/20/2019 Reminder Date From: 01/01/2019 Run Completed Date: 02/20/2019 Reminder Date Through: 01/31/2019 Reminder Run Name: TRN TEST

of Patients in Run: 0 # of Patients Assessed: 0

Vaccine Series: H1N1-09 - All

Other Criteria: Only Include Patients With Address (i.e., Street Address, City, State, Zip)? Y Include Patients Due For Vaccinations (Reminders)? Y

Include Patients Overdue For Vaccinations (Recalls)? Y

Provider: DR. POISON IVY

Clinic: TEST CLINIC Age Range From (years): 18 Age Range Through (years): 32

School Dist: ALL SCHOOL DISTRICTS VFC Eligibility: Zip: School:ALL SCHOOLS Gender:Both City: County:

Home Phone:

Work Phone:

County: Cell Phone:

Email:

Primary Contact: Relationship: Gender:

Most Recent Refusal: Reminder Date: Age At Date: VFC Eligibility: Primary Insurance:

Default Clinic: ()

Most Recent Immunization Date: Most Recent Immunization Clinic:

Immunization History:

Contact Info Immunization Recommendations Name

Reminder/Recall Vaccine Summary

Number Vaccine

Total Remaining Vaccinations Due:

Total Patients Remaining Due for Vaccinations:

Total Patients with New Vaccinations:

Total Patients Combined or Marked as Deleted:

Total Inactive Patients:

Total Patients Originally Due for Vaccinations:

NOTE: Only Patients Remaining Due for Vaccinations are displayed.

About the Report

The Patient Reminder/Recall report is used to identify patients that have missed or are coming due for scheduled vaccinations. It is a tool for providers to improve their vaccination coverage rate by identifying patients in need for immunization services. The Patient Reminder/Recall report provides a static snapshot of the data during a specified time. Immunizations administered after the Patient Reminder/Recall report has been generated will not be reflected on that particular run. Please keep this in mind when sending out information to patients based off this report.

This report can be run by all clinic users who have been granted permission to run the report. Clinics may need to undergo a data quality review in order to be allowed permission to run the report. To assist in the data quality review process, it is helpful to run the *Possible Duplicate Patient Vaccinations, Vaccines Added but Not Administered, Patient Roster*, and the *Possible Patients Duplicates* report prior to running the *Reminder/Recall* report. Once a reminder/recall has been scheduled, it will run as a nightly job to prevent the webIZ from slowdowns during regular business hours. Reminder/Recalls are most effective when carried out regularly and consistently.

A version of this report is available to local public health agencies (LPAs) and schools. LPAs can run this report for patients in specific counties or zip codes. Please contact the NMSIIS Helpdesk for more information at 1-833-882-6454 or 505-827-6454

Running the Report

The main screen of this report lists all previous reminder/recall lists. This is displayed chronologically with the most recent report appearing first. Once again, please note, all *Reminder/Recall* reports are run overnight and are available to users the following day.

To create a new reminder/recall follow the steps below:

- **Step 1**: Click on the "Add Reminder/Recall Run" button to guide you to a new screen.
- **Step 2**: Enter a "Run Name." This is used to identify a specific reminder/recall run on the main reminder/recall listing screen.
- **Step 3**: Verify the correct "Provider" and "Clinic" are selected from the drop-down menu. Users may have access to more than one provider or clinic depending on their settings in CIIS.
- **Step 4**: Enter a date in the "Run Scheduled Date." Please note, the "Run Complete Date" is a read-only, system populated date when the report is completed. This field cannot be changed.

Step 5: Enter a date into the "From" and "Through" fields of the "Reminder/Recall Date Range." These fields restrict the list of patients to only those who need a vaccination within these parameters.

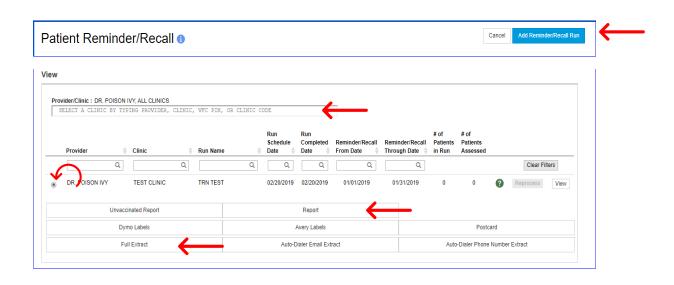
Step 6: Specify an "Age Range" by entering a value in the "From" and "Through" fields in this section. Use the drop-down menu to select a Unit of Measurement (UOM). The UOM can be in months or years.

Step 7: Use the "Options to Target Patients Included for Reminder/Recall" section to restrict the reminder/recall to specific user defined parameters.

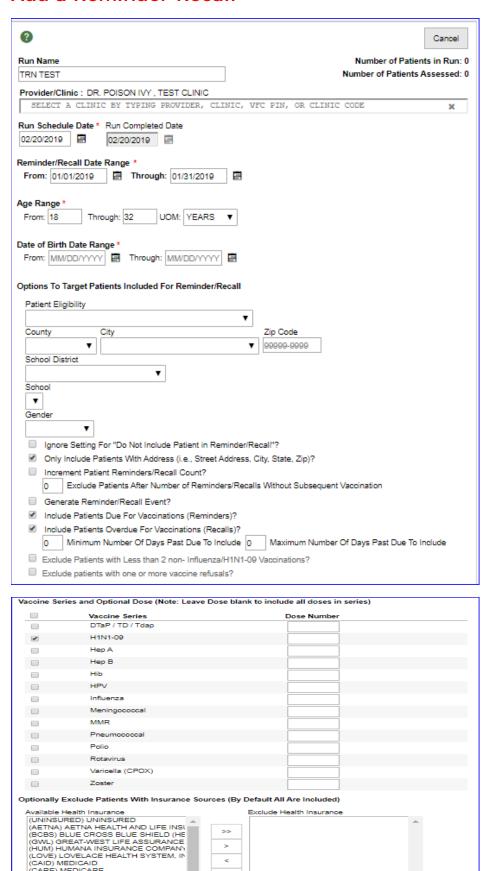
This section includes the following options:

- > Gender: Male or Female
- ➤ Ignore Settings for the "Do not Include Patients in Reminder/Recall" This references patient with the "Do not Include Patients in the Reminder/Recall" option checked in the patient's demographic screen in CIIS. Selecting this option overrides this setting and includes these patients in the Reminder/Recall report.
- > Only Include Patients with Address: Limits the patient list to those who have complete addresses on file.
- Increment Patient Reminders/Recall Count: Select this option to indicate that this reminder/recall should be included when counting the number of Reminder/Recalls for a patient. The number of "countable" reminder/recalls are utilized in other areas of the application that provide functionality to inactivate patients or exclude patients with "X" number of reminder/recalls without a response.
- Exclude Patients after a Number of Reminder/Recalls without Subsequent Vaccination: Enter a number into this field to indicate that patients with "X" number of reminder/recalls without a vaccination will be excluded from the reminder/recall. This ties into the option to Increment Patient Reminder/Recall Count. Only those reminder/recalls that are counted towards the patient reminder/recall total will be examined here.
- ➤ Generate Reminder/Recall Event?: If selected, the reminder/recall processing will create a system-generated event on the Patient Events screen for each patient included in the results.
- Include Patients Due for Vaccinations (Reminders)? Check this to include patients coming due for one or more vaccinations within the minimum and maximum date range selected. To run the Reminder/Recall report, you must select Reminder, Recalls, or both.
- ➤ Include Patients Overdue for Vaccinations (Recalls)? Check this option to include patients who are overdue for one or more vaccinations within the minimum and maximum date ranges specified by the user. This feature has an optional field to narrow the report to patients that fall into the "Minimum Number of Days Past Due Include" to the "Maximum Number of Days Past Due Include" range. To run the Reminder/Recall report, you must select Reminder, Recalls, or both.
- Exclude Patients with less than 2 Non-Influenza/H1N1 Vaccinations? This selection is automatically check-marked and

- will exclude patients that do not have at least two non-influenza or H1N1 vaccinations from the report. Users can choose to remove this check mark to include these patients in the results.
- > Exclude Patients With One or More Vaccine Refusals? By selecting this checkbox, patients that have one or more vaccine refusals in WebIZ will be excluded from the results.
- ➤ Vaccine Series and Optional Dose selects the vaccine series that should be assessed in the Reminder/Recall report. Only patients needing an immunization from the selected series will be included. Optionally, you can specify the specific dose within the series. In this case, only patients who needed dose "X" of the vaccine will be included in the report (e.g. selecting Varicella series and entering "2" in the dose field, will restrict the results to patients needing a second dose of the Varicella vaccine). Leave the dose field blank to include patients who need a vaccine from the indicated series without restricting the results to a specific dose.



Add a Reminder Recall



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Cancel

(CARE) MEDICARE
(PRES) PRESBYTERIAN HEALTH PLAN,
(TRI) TRICARE WEST INSURANCE

Oelete

Report Output

This report has a number of options available to the user. See below for a description of each option.

- ➤ Unvaccinated Report: Includes patients who have not returned or received their immunizations since the last reminder/recall.
- > Report (Reminder/Recall): A detailed listing of all patients included in the reminder/recall.
- ➤ Dymo Labels: Generates a list of patient addresses designed to be printed on Dymo address labels.
- ➤ Avery Labels: Generates a list of patient addresses designed to be printed on Avery 5160 style labels.
- ➤ *Postcard*: Generates a list of patients to be printed on preformatted mailer postcards.
- > Full Extract: Generates a patient list in a CSV file format.
- ➤ Auto-Dialer Email Extract: Generates a patient list, including the patient email address, in a comma delimited format that can be opened in Excel for mail merge or other uses.
- ➤ Auto-Dialer Phone Number Extract: Generates a patient list, including patient phone numbers, in a comma delimited format that can be opened in Excel for mail merge or other uses.