

## How to do Reminder Recall in WAIS for overdue 2<sup>nd</sup> Men B vaccine

### \* These directions were created by a WA clinic and provided only as a suggestion

1. Go to reminder recall
2. Due Now
3. Age 17 years to 18 years
4. Exclude those with recall in last 6 months
5. Custom
6. Men B OMV; dose 2 or Men B, Recombinant; dose 2
7. "Due for all selected vaccines" (we need to select this option for the Men B list to work)
8. This generates a list of patients
9. Submit the list
10. Print patient list
11. Print recall letters:
  - a. use the letter script to put in the body of the letter
  - b. remove the header and footer (do this in Print Preview)
  - c. make sure the address and phone number for the letter are correct
12. Print address labels (check the box to make this count as a recall)
13. Prepare envelopes, put in recall letter, add postage and send

### Letter Script:

Dear Parent or Guardian,

Our records indicate that your teen is due for their 2nd Meningitis B immunization. Meningitis B immunization is critical in protecting your teen from meningitis and sepsis (serious brain and blood infections).

Please contact the clinic (phone: ) to schedule an appointment to get your teen vaccinated. If it's been more than 1 year since the annual "well child visit", please schedule that visit as well.

If your teen has been vaccinated by another provider, has moved out of state or is no longer a patient of this clinic, or you feel this message is in error, please call us to update our records.

We've taken many measures to ensure your safety from COVID-19 while in our clinic. Here are some of the safety measures we have in place:

- Children with respiratory illness and/or fever are being seen in a different clinic/building than the well children
- We are screening all patients over the phone and at entry, and are screening all staff and providers daily for any COVID-19 symptoms
- We are limiting visitors to reduce the number of people in the clinic
- There is mandatory masking for all patients, visitors, and staff
- We have rigorous cleaning protocols and frequently disinfect high-touch surfaces
- We've adapted our sites to accommodate physical distancing

We look forward to hearing from you soon.

Sincerely,

INFORMATION SYSTEM Organization:  Date: May 20, 2020

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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: Due Now

Who do you want to Contact?

Patient Location: [Redacted]  
 Patient Age Range 17 Years 19  
 Patient Birth Date From  Through   
 Patient Gender Limit To...  
 Exclude patients who were sent a notification in the last:  
  Days  Weeks  Months  Years

Advanced

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"/> PNEUMO (PPSV)	<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 type="checkbox"/> MENINGOCOCCAL B, RECOMBINANT	<input type="text"/>
<input checked="" type="checkbox"/> MENINGOCOCCAL B, OMV	2

I only want to see my patients who are:  
 Due for all selected vaccines  
 One dose away  
 One visit to complete the series

Click [here](#) to go to previous results from run on May 20, 2020 6:21:41 PM.

Clear

Schedule

→ Generate Patient List