

## **Reminder/Recall Overview**

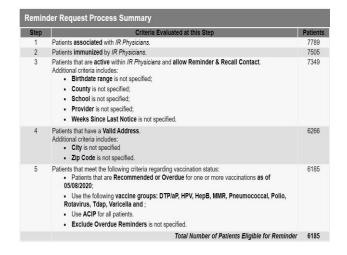


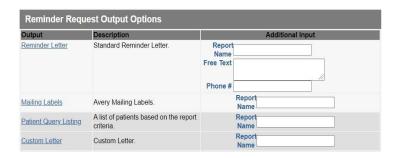
The Reminder/Recall functionality in ImmuNet provides organizations with a list of patients who are due or overdue for their vaccinations. The functionality can generate reminder letters, mailing labels, patient query listings and custom letters for patients or their parents or guardians. This report includes patients that meet the following conditions in the ImmuNet demographics screen:

- The patient's **ImmuNet status** is **Active** for your organization.
- The ImmuNet field "Allow Reminder and Recall Contact?" indicates Yes.
- The patient's "Address Information" is complete.

You can select the criteria for the Reminder/Recall report. The criteria includes: vaccine tracking schedule associated with each patient or all patients, specific vaccine groups, target vaccination date range or birth date range, and how the report should be sorted. Local Health Departments may be able to filter by school, city, or zip code.

When the report is completed, a summary page will show two tables: (1) the Reminder Request Process Summary which displays the number of patients in the search and the number of patients who met the defined criteria, and (2) the Reminder Request Output Options which includes links to the Reminder Letter, Mailing Labels, Patient Query Listing, and Custom Letter.





Whether you want to generate a list of patients and/or customize a reminder letter to contact them via phone or email, the Reminder/Recall functionality in ImmuNet will enable you to keep track of your patients who are due or overdue for vaccinations. For step-by-step directions on using the functionality, refer to the **Quick Reference Guide** posted on the ImmuNet webpage at <a href="http://www.mdimmunet.org/">http://www.mdimmunet.org/</a>.