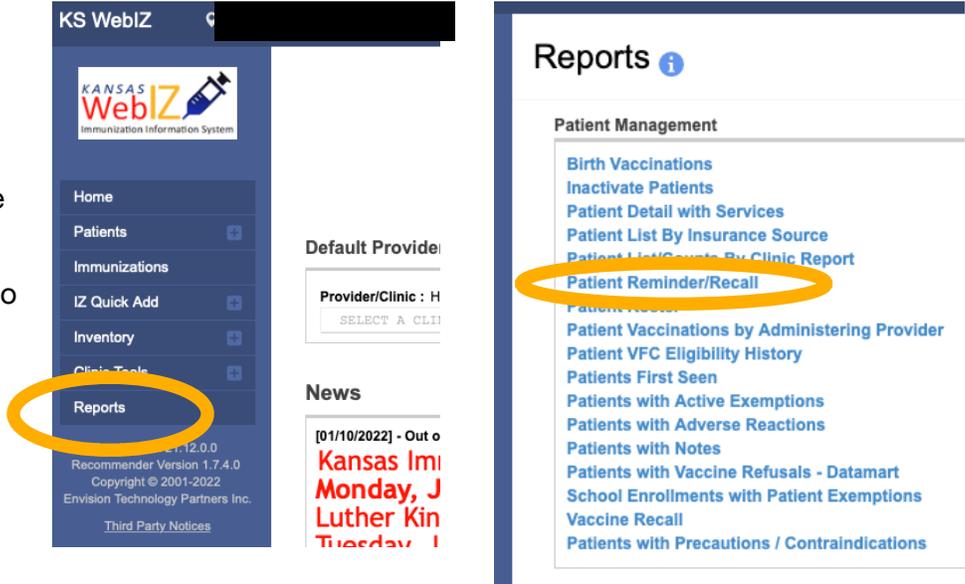


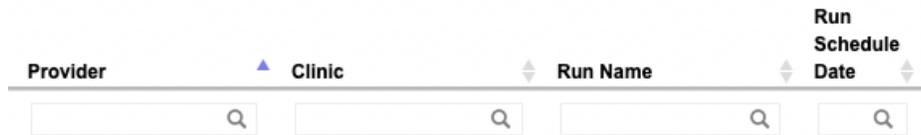
Kansas WebIZ - Reminder/Recall Report Tutorial

This report can be used by vaccination providers to find patients who are coming up due (reminder) or overdue (recall) for a specific vaccine or vaccines. Once generated, the report can be reviewed online and patients called, or used to print address labels or postcards. Please note that because the report uses substantial resources, it needs to be scheduled and will run overnight on the date it is scheduled. The report is then available for viewing the next day after it is scheduled.

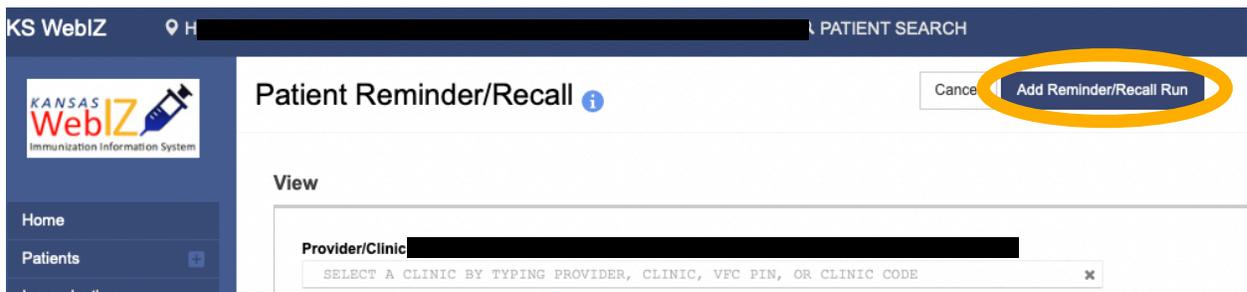
1. Select "Reports" in main menu, then select "Patient Reminder/Recall"
2. Ensure your clinic name is correct in the "Provider/Clinic" selection. If your account has access to multiple clinics, you can select between them by typing the name of the clinic.



3. Once your clinic is selected, you are able to view all of the previous reminder/recall reports your pharmacy has run in the past. Previous reports can be sorted by clicking the arrows to the right of the column name or searched using the search boxes.



4. To add a new report, use the "Add Reminder/Recall Run" button on the top middle of your screen.



5. Build the report using the following criteria, edited to your clinic's information and needs:

Run Name Name the run - recommend something that helps ID what the run is looking for, e.g. "Due for 2nd Shingrix"

Provider/Clinic : XXXXXXXXXX

SELECT A CLINIC BY TYPING PROVIDER, CLINIC, VFC PIN, OR CLINIC CODE ✕

Report Type

Patient Default Clinic
 Vaccination Clinic

Run Schedule Date * **Run Completed Date** Schedule the run - the report will run overnight on the date

MM/DD/YYYY MM/DD/YYYY

Reminder/Recall Date Range * Your look-back period - the report will examine all patients have received one or more of your selected vaccines in the

From: MM/DD/YYYY Through: MM/DD/YYYY

Age Range *

From: Through: UOM: MONTHS

Date of Birth Date Range * Either patient age or DOB range needs to be filled in, you do not have to fill in both.

From: MM/DD/YYYY Through: MM/DD/YYYY

Strongly recommend don't check this - either WebIZ or a provider selected this option for the patient to opt out of reminders

Ignore Setting For "Do Not Include Patient in Reminder/Recall"?

Only Include Patients With Address (i.e., Street Address, City, State, Zip)? Check this only if using report for a printed mailer such as labels or postcards

Increment Patient Reminders/Recall Count?

Exclude Patients After Number of Reminders/Recalls Without Subsequent Vaccination

Generate Reminder/Recall Event?

Include Patients Due For Vaccinations (Reminders)? Select one or both of these - if overdue selected, need to specify days past due

Include Patients Overdue For Vaccinations (Recalls)?

Minimum Number Of Days Past Due To Include Maximum Number Of Days Past Due To Include

Only include patients with 2 or more non- Influenza/H1N1-09/COVID-19 vaccinations?

Exclude patients with one or more vaccine refusals?

Vaccine Series and Optional Dose (Note: Leave Dose blank to include all doses in series)

<input type="checkbox"/>	Vaccine Series	Dose Number	
<input checked="" type="checkbox"/>	COVID-19	<input type="text"/>	
<input checked="" type="checkbox"/>	DTaP/TD/Tdap	Select at least one vaccination to target for the report. Recommend 1-2 to keep report straightforward and targeted for follow up messaging. e.g. COVID-19 Dose Number 3 will give you all patients at your clinic who received dose 1 and 2 are due/overdue for getting their third dose of any COVID-19 vaccine.	
<input checked="" type="checkbox"/>	H1N1-09		
<input checked="" type="checkbox"/>	HEPA		
<input checked="" type="checkbox"/>	HEPB		
<input checked="" type="checkbox"/>	Hib		<input type="text"/>
<input checked="" type="checkbox"/>	HPV		<input type="text"/>