

# Quick Reference Guide – Men B Reminder Recall

1. Place the age range in the box. (16-18 years old)

Who do you want to Contact?

Patient Location: ISDH TEST IRMS (99) x TEST FAC x  
 Organization (IRMS) Group x Facility Group x

Patient Age Range 16 Years x 18 Years x  
 Patient Birth Date From Through  
 Patient Gender Limit To...  
 Exclude patients who were sent a notification in the last:  
 # of Days  Weeks  Months  Years

Advanced

2. Select "CUSTOM" in the drop down box. Check Meningococcal B. Place check in the box due for all selected vaccines.

Which vaccines would you like to include?

CUSTOM x

Check the box to select vaccine(s): Enter a dose number (optional):

<input type="checkbox"/>	DTap/D1Tq	
<input type="checkbox"/>	HIB	
<input type="checkbox"/>	POUO	
<input type="checkbox"/>	HEP-B 3 DOSE	
<input type="checkbox"/>	MMR	
<input type="checkbox"/>	VARICELLA	
<input type="checkbox"/>	MENINGOCOCCAL	
<input type="checkbox"/>	HEPA	
<input type="checkbox"/>	FLU	
<input type="checkbox"/>	PNEUMO (PCV)	
<input type="checkbox"/>	HEP-B 2 DOSE	
<input type="checkbox"/>	ROTAVIRUS	
<input type="checkbox"/>	HPV	
<input type="checkbox"/>	HERPES ZOSTER	
<input type="checkbox"/>	Tdap	
<input checked="" type="checkbox"/>	MENINGOCOCCAL B	

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

Clear Submit Patient List

3. Click Patient List. Check the box for addresses.

What patients do you want to add to your recall group?

Remove Patients who don't have an available:  
 Name  Phone  Address  Email

Remove Patients who have received more than  notifications.

Last	First	Age	Vaccines Due	Action/Contact	R/R Attempts	Reason for Inactivation	
<input checked="" type="checkbox"/>	ABBOTT	ASHLEY	17	5	<input type="checkbox"/>	0	Select
<input checked="" type="checkbox"/>	ABBOTT	MADISON	17	5	<input type="checkbox"/>	0	Select
<input checked="" type="checkbox"/>	ABBOTT	MEGAN	17	3	<input type="checkbox"/>	0	Select
<input checked="" type="checkbox"/>	ABEL	KAYLA	16	5	<input type="checkbox"/>	2	Select
<input checked="" type="checkbox"/>	ADAMS	JAMIE	17	4	<input type="checkbox"/>	5	Select
<input checked="" type="checkbox"/>	ADAMS	JAMIE	17	4	<input type="checkbox"/>	5	Select
<input checked="" type="checkbox"/>	ACTON	NOAH	17	4	<input type="checkbox"/>	3	Select
<input checked="" type="checkbox"/>	ADAMONS	AMBER	17	5	<input type="checkbox"/>	0	Select
<input checked="" type="checkbox"/>	ADAMS	AUTUMN	16	8	<input type="checkbox"/>	0	Select
<input checked="" type="checkbox"/>	ADAMS	CHRISTOPHER	17	5	<input type="checkbox"/>	1	Select

Showing 1 to 10 of 1,006 entries

Report Data Print Submit

4. Select "Generate a patient list."

Reminder/Recall

2793 2793 2637 126 154

What do you want to do with your selected recall group?

Generate a Patient List  
 Print Letters  
 Generate Auto-Dialer Content  
 Generate Mail-Merge  
 Create Custom Post Cards  
 Create Avery 6887 Postcards  
 Print Labels  
 Save As a Patient Group Label  
 Send Email