Reminder Recall COVID-19

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Principle 1: Reminder
Recall COVID-19
Reminder Recall Report

**What**
- The Reminder Recall report is intended to target patients in your population who are overdue for a vaccine dose

**When**
- We will want to run this report periodically to target our patients who are overdue for shots. This will capture patients who only have one dose of COVID-19 on their record and need to return for their 2\textsuperscript{nd} dose.

**Why**
- We want patients to adhere to the CDC recommended vaccine schedule and get their dose at the suggested interval. We also want to increase our coverage levels during outbreak to increase immunity across the population
Navigate to Reports

**Remainder/Recall Reports**

- [Customize Letters](#) Edit Reminder/Recall letter & postcard text for the site.
- [Reminder Recall](#) Generate Reminder/Recall letters/postcards for patients that match the search criteria.
Input criteria on this screen to generate the desired report.

Recall to notify patients who are overdue for a vaccination dose.

- **Report Type:**
  - Reminder - Send reminder notices (for immunizations due)
  - Recall - Send recall notices (for immunizations past due)

- **County:**

- **Zip Code:**

- **Group:**

- **Site:** IMMUNIZATION PROGRAM AT WSCDC

- **Date of Birth:**
  - 01/01/1900
  - 08/10/2021

- **Groups:**
  - All
  - DTP
  - Hib
  - HAV
  - HBV
  - HPV
  - FLU
  - H1N1
  - MMR
  - MEN
  - MEN-B
  - PNE
  - POL
  - ROT
  - Tdap
  - Td
  - VAR
  - ZOST
  - COVID-19
  - Other
  - Ebola

- **Patient Status:**
  - Active
  - Inactive
  - Inactive-Lost to follow-up
  - Inactive-Moved or gone elsewhere
  - Inactive-Permanently inactive (deceased)
  - Other/unspecified
  - Unknown

- **Report Notification:**
  - E-mail
  - None

- **Notification Email:**
  - david.juen@cityofchicago.org

- **Select an Action:**
  - Submit Background Report
Criteria for report Summary

1. Report Type = Recall
2. Site = Your Reporting Site
3. Date of Birth = 1900-Today’s date
4. Groups = COVID-19
5. Patient Status = Active
6. Then submit the report

The birth date from and to captures the patients that you are looking to generate on the report.

Date of Birth: 01/01/1900 - 08/10/2021

We want to cast a wide net so going back to 1900 will generate all possible patients within the immunization registry.
The report will run in the background and will send an email when complete. You can click the refresh my reports button, or wait for the confirmation email to generate. Once generated you can click on the report to launch it.
Report Complete

The report generates and then gives you additional options. Here you decide to print labels, letters, postcards, or export into Excel. Click print to generate the selection.
Address Labels

The report generates a PDF with address labels.
Possible example phone script to reach patients via the telephone

- “Hello, I’m calling on behalf of [insert organization name] with some important information about your child’s vaccines. Our records indicate that you may have a child who may have missed a recommended vaccine. Please contact your child’s doctor or health clinic to check that your child is up-to-date with all recommended vaccine shots.”
Possible example letter to send to parents

Dear Parent/Guardian,

You can help prevent potentially life-threatening childhood diseases—wherever they may be hiding—by making sure your child gets CDC-recommended vaccinations.

Records show that your child may have missed a vaccination.

Please contact your child’s doctor to find out if you need to schedule an appointment.

It's important to keep your child up to date on CDC-recommended vaccinations.
Example Letter 2

Possible example letter for 1st birthday

Dear Parent/Guardian,

Your child’s first birthday is time for celebration—and it’s also time for an important checkup at the doctor’s office.

Our records show that it is time to schedule your child’s 12-month checkup.

If your child does not have a checkup scheduled, please contact your child’s doctor soon.

At this milestone appointment, your child will get weighed and measured, have a full physical exam, and may receive CDC-recommended vaccinations.
For questions or help please call the Vaccine Management Unit (VMU) at 312-746-5385
Or email chicagovfc@cityofchicago.org

Chicago.gov/Health
@ChicagoPublicHealth

HealthyChicago@cityofchicago.org
@ChiPublicHealth