



# Measles Reminder Recall Provider Training

April 30, 2025



# Vaccination Recommendations and Schedules

- It is essential to understand vaccine recommendations and schedules for patients who are due or overdue for vaccinations.
- Updated vaccination schedules can be found on the CDC's website.
- Examples of routine and catch-up immunization schedules are included on slides 3, 4, and 5.
- It is important to stay up-to-date with recommended immunization schedules, including additional considerations such as medication conditions or other indications.
- Some people should not get the MMR vaccine, or they should wait. People should check with their healthcare provider about whether they should get the vaccine, please consult this link for more details:
  - <https://www.cdc.gov/measles/vaccines/index.html>



# Child and Adolescent Immunization Schedule

**Table 1** Recommended Child and Adolescent Immunization Schedule for Ages 18 Years or Younger, United States, 2024

These recommendations must be read with the notes that follow. For those who fall behind or start late, provide catch-up vaccination at the earliest opportunity as indicated by the green bars. To determine minimum intervals between doses, see the catch-up schedule (Table 2).

Vaccine and other immunizing agents	Birth	1 mo	2 mos	4 mos	6 mos	9 mos	12 mos	15 mos	18 mos	19–23 mos	2–3 yrs	4–6 yrs	7–10 yrs	11–12 yrs	13–15 yrs	16 yrs	17–18 yrs	
Respiratory syncytial virus (RSV-mAb [Nirsevimab])	1 dose depending on maternal RSV vaccination status, See Notes			1 dose (8 through 19 months), See Notes														
Hepatitis B (HepB)	1 <sup>st</sup> dose	← 2 <sup>nd</sup> dose →			← 3 <sup>rd</sup> dose →													
Rotavirus (RV): RV1 (2-dose series), RV5 (3-dose series)			1 <sup>st</sup> dose	2 <sup>nd</sup> dose	See Notes													
Diphtheria, tetanus, acellular pertussis (DTaP <7 yrs)			1 <sup>st</sup> dose	2 <sup>nd</sup> dose	3 <sup>rd</sup> dose			← 4 <sup>th</sup> dose →			5 <sup>th</sup> dose							
Haemophilus influenzae type b (Hib)			1 <sup>st</sup> dose	2 <sup>nd</sup> dose	See Notes		← 3 <sup>rd</sup> or 4 <sup>th</sup> dose, See Notes →											
Pneumococcal conjugate (PCV15, PCV20)			1 <sup>st</sup> dose	2 <sup>nd</sup> dose	3 <sup>rd</sup> dose			← 4 <sup>th</sup> dose →										
Inactivated poliovirus (IPV <18 yrs)			1 <sup>st</sup> dose	2 <sup>nd</sup> dose	← 3 <sup>rd</sup> dose →						4 <sup>th</sup> dose							
COVID-19 (1vCOV-mRNA, 1vCOV-aP5)	1 or more doses of updated (2023–2024 Formula) vaccine (See Notes)																	
Influenza (IIV4)	Annual vaccination 1 or 2 doses										Annual vaccination 1 dose only							
Influenza (LAIV4)	Annual vaccination 1 or 2 doses										Annual vaccination 1 dose only							
Measles, mumps, rubella (MMR)					See Notes		← 1 <sup>st</sup> dose →				2 <sup>nd</sup> dose							
Varicella (VAR)					See Notes		← 1 <sup>st</sup> dose →				2 <sup>nd</sup> dose							
Hepatitis A (HepA)					See Notes		2-dose series, See Notes											
Tetanus, diphtheria, acellular pertussis (Tdap ≥7 yrs)											1 dose							
Human papillomavirus (HPV)											See Notes							
Meningococcal (MenACWY-CRM ≥2 mos, MenACWY-TT ≥2 years)											See Notes							
Meningococcal B (MenB-4C, MenB-FHbp)											See Notes							
Respiratory syncytial virus vaccine (RSV [Abrysvo])											Seasonal administration during pregnancy, See Notes							
Dengue (DEN4CYD; 9–16 yrs)											Seropositive in endemic dengue areas (See Notes)							
Mpox																		

Range of recommended ages for all children
  Range of recommended ages for catch-up vaccination
  Range of recommended ages for certain high-risk groups
  Recommended vaccination can begin in this age group
  Recommended vaccination based on shared clinical decision-making
  No recommendation/not applicable

## MMR

Children need 2 doses of MMR vaccines:

12–15 months old	1st dose
4–6 years old	2nd dose



# Child and Adolescent Catch-up Immunization Schedule

**Table 2** Recommended Catch-up Immunization Schedule for Children and Adolescents Who Start Late or Who Are More than 1 Month Behind, United States, 2025

The table below provides catch-up schedules and minimum intervals between doses for children whose vaccinations have been delayed. A vaccine series does not need to be restarted, regardless of the time that has elapsed between doses. Use the section appropriate for the child's age. **Always use this table in conjunction with Table 1 and the Notes that follow.**

Vaccine	Minimum Age for Dose 1	Children age 4 months through 6 years			
		Dose 1 to Dose 2	Dose 2 to Dose 3	Dose 3 to Dose 4	Dose 4 to Dose 5
Hepatitis B	Birth	4 weeks	8 weeks <b>and</b> at least 16 weeks after first dose minimum age for the final dose is 24 weeks		
Rotavirus	6 weeks Maximum age for first dose is 14 weeks, 6 days.	4 weeks	4 weeks maximum age for final dose is 8 months, 0 days		
Diphtheria, tetanus, and acellular pertussis	6 weeks	4 weeks	4 weeks	6 months	6 months A fifth dose is not necessary if the fourth dose was administered at age 4 years or older <b>and</b> at least 6 months after dose 3
<i>Haemophilus influenzae</i> type b	6 weeks	No further doses needed if first dose was administered at age 15 months or older. 4 weeks if first dose was administered before the 1st birthday. 8 weeks (as final dose) if first dose was administered at age 12 through 14 months.	No further doses needed if previous dose was administered at age 15 months or older 4 weeks if current age is younger than 12 months <b>and</b> first dose was administered at younger than age 7 months <b>and</b> at least 1 previous dose was PRP-T (ActHib, Pentacel, Hiberix), Vaxelis or unknown 8 weeks <b>and</b> age 12 through 59 months (as final dose) if current age is younger than 12 months <b>and</b> first dose was administered at age 7 through 11 months; <b>OR</b> if current age is 12 through 59 months <b>and</b> first dose was administered before the 1st birthday <b>and</b> second dose was administered at younger than 15 months; <b>OR</b> if both doses were PedvaxHIB and were administered before the 1st birthday	8 weeks (as final dose) This dose only necessary for children age 12 through 59 months who received 3 doses before the 1st birthday.	
Pneumococcal conjugate	6 weeks	No further doses needed for healthy children if first dose was administered at age 24 months or older 4 weeks if first dose was administered before the 1st birthday 8 weeks (as final dose for healthy children) if first dose was administered at the 1st birthday or after	No further doses needed for healthy children if previous dose was administered at age 24 months or older 4 weeks if current age is younger than 12 months <b>and</b> previous dose was administered at <7 months old 8 weeks (as final dose for healthy children) if previous dose was administered between 7–11 months (wait until at least 12 months old); <b>OR</b> if current age is 12 months or older <b>and</b> at least 1 dose was administered before age 12 months	8 weeks (as final dose) This dose is only necessary for children age 12 through 59 months regardless of risk, or age 60 through 71 months with any risk, who received 3 doses before age 12 months.	
Inactivated poliovirus	6 weeks	4 weeks	4 weeks if current age is <4 years 6 months (as final dose) if current age is 4 years or older	6 months (minimum age 4 years for final dose)	
Measles, mumps, rubella	12 months	4 weeks			
Varicella	12 months	3 months			
Hepatitis A	12 months	6 months			
Meningococcal ACWY	2 months MenACWY-CRM 2 years MenACWY-TT	8 weeks	See Notes	See Notes	
Children and adolescents age 7 through 18 years					
Meningococcal ACWY	Not applicable (N/A)	8 weeks			
Tetanus, diphtheria, tetanus, diphtheria, and acellular pertussis	7 years	4 weeks	4 weeks if first dose of DTaP/DT was administered before the 1st birthday 6 months (as final dose) if first dose of DTaP/DT or Tdap/Td was administered at or after the 1st birthday	6 months if first dose of DTaP/DT was administered before the 1st birthday	
Human papillomavirus	9 years	Routine dosing intervals are recommended.			
Hepatitis A	N/A	6 months			
Hepatitis B	N/A	4 weeks	8 weeks <b>and</b> at least 16 weeks after first dose		
Inactivated poliovirus	N/A	4 weeks	6 months A fourth dose is not necessary if the third dose was administered at age 4 years or older <b>and</b> at least 6 months after the previous dose.	A fourth dose of IPV is indicated if all previous doses were administered at <4 years <b>OR</b> if the third dose was administered <6 months after the second dose.	
Measles, mumps, rubella	N/A	4 weeks			
Varicella	N/A	3 months if younger than age 13 years. 4 weeks if age 13 years or older			
Dengue	9 years	6 months	6 months		



# Adult Immunization Schedule

**Table 1** Recommended Adult Immunization Schedule by Age Group, United States, 2024

Vaccine	19–26 years	27–49 years	50–64 years	≥65 years
COVID-19	1 or more doses of updated (2023-2024 Formula) vaccine (See Notes)			
Influenza inactivated (IIV4) or Influenza recombinant (RIV4)	1 dose annually			
Influenza live, attenuated (LAIV4)				
Respiratory Syncytial Virus (RSV)	Seasonal administration during pregnancy. See Notes.			≥60 years
Tetanus, diphtheria, pertussis (Tdap or Td)	1 dose Tdap each pregnancy; 1 dose Td/Tdap for wound management (see notes)			
	1 dose Tdap, then Td or Tdap booster every 10 years			
Measles, mumps, rubella (MMR)	1 or 2 doses depending on indication (if born in 1957 or later)			For healthcare personnel, see notes
Varicella (VAR)	2 doses (if born in 1980 or later)		2 doses	
Zoster recombinant (RZV)	2 doses for immunocompromising conditions (see notes)		2 doses	
Human papillomavirus (HPV)	2 or 3 doses depending on age at initial vaccination or condition	27 through 45 years		
Pneumococcal (PCV15, PCV20, PPSV23)				See Notes
				See Notes
Hepatitis A (HepA)	2, 3, or 4 doses depending on vaccine			
Hepatitis B (HepB)	2, 3, or 4 doses depending on vaccine or condition			
Meningococcal A, C, W, Y (MenACWY)	1 or 2 doses depending on indication, see notes for booster recommendations			
Meningococcal B (MenB)	19 through 23 years	2 or 3 doses depending on vaccine and indication, see notes for booster recommendations		
Haemophilus influenzae type b (Hib)	1 or 3 doses depending on indication			
Mpox				

Recommended vaccination for adults who meet age requirement, lack documentation of vaccination, or lack evidence of immunity

Recommended vaccination for adults with an additional risk factor or another indication

Recommended vaccination based on shared clinical decision-making

No recommendation/ Not applicable



# Measles International Travel Recommendations

## Protect yourself against measles

- The best way to protect yourself and your loved ones is by getting the [measles, mumps, and rubella \(MMR\) vaccine](#). You should plan to be fully vaccinated against measles at least **2 weeks before you depart**.
  - Two doses of MMR vaccine provide 97% protection against measles.
  - One dose provides 93% protection.

## Infants under 12 months old traveling

- Get an **early infant dose** at 6 through 11 months.
- Follow the recommended schedule and get:
  - Another dose at 12 through 15 months.
  - A final dose at 4 through 6 years

## Children over 12 months old

- Get **first dose immediately**.
- Get **second dose 28 days** after first dose

## Teens & adults with no evidence of immunity\*

- Get **first dose immediately**.
- Get **second dose 28 days** after first dose.

\*Acceptable evidence of immunity against measles includes at least one of the following:

- Written documentation of adequate vaccination
- Laboratory evidence of immunity
- Laboratory confirmation of measles
- Birth in the United States before 1957



# Measles in 2025

- As of April 24, 2025, a total of 884 confirmed\* measles cases were reported by 30 jurisdictions in the US in 2025. 97% of cases have been unvaccinated or have unknown vaccine status.
- CDPH is encouraging all eligible children ages 12 months and older to get their measles, mumps, and rubella (MMR) vaccinations using routine or catch-up schedules in order to be protected from the measles virus.
- Thus far, there have been a total of 2 pediatric deaths in unvaccinated patients in 2025, making it ever more important to ensure our children get vaccinated.



# ★ Reminder Recall

- Reminder recall is a helpful tool for ensuring that patients who are due or overdue for vaccinations are notified
  - Reminder:** immunizations are coming due
  - Recall:** immunizations are past due
- I-CARE can be utilized to see which patients are due/overdue for their MMR vaccination
- There are two reports in I-CARE that can be utilized to generate vaccination reminder recall letters:
  - Customize Letters**
  - Reminder Recall**

Group	<input checked="" type="checkbox"/>	# Vaccine	Lot Number	Date	Status
	<input type="checkbox"/>	<a href="#">Dose</a>			
	<input type="checkbox"/>	9: FLU	--	09/01/2023	⚠ Due
<a href="#">PNE</a>	<input type="checkbox"/>	<a href="#">1: pneumococcal polysaccharide PPV23</a>	L013428	10/03/2015	✓ Valid
	<input type="checkbox"/>	<a href="#">2: PNEUMOVAX 23</a>	MO38359	03/20/2017	✗ Invalid
	<input type="checkbox"/>	<a href="#">3: Prevnar 13</a>	X13847	10/22/2018	✓ Valid
	<input type="checkbox"/>	<a href="#">4: PREVNAR 20</a>	FJ2605	09/30/2022	✓ Valid
<a href="#">RSV</a>	<input type="checkbox"/>	1: RSV	--	04/10/2012	⚠ Due
<a href="#">Tdap</a>	<input type="checkbox"/>	<a href="#">1: BOOSTRIX</a>	57GJ2	09/09/2021	✓ Valid
<a href="#">Td</a>	<input type="checkbox"/>	1: Td	--	10/07/2021	⚠ Due
<a href="#">VAR</a>	<input type="checkbox"/>	1: VAR	--	04/10/1953	⚠ Due
<a href="#">ZOS</a>	<input type="checkbox"/>	1: ZOS	--	04/10/2002	⚠ Due
<a href="#">COVID-19</a>	<input type="checkbox"/>	<a href="#">1: Pfizer-BioNTech COVID-19 Vaccine</a>	EW0164 (317) <a href="#">317 Inventory</a>	05/01/2021	✓ Valid
	<input type="checkbox"/>	<a href="#">2: Pfizer-BioNTech COVID-19 Vaccine</a>	EW0164 (317) <a href="#">317 Inventory</a>	05/22/2021	✓ Valid
	<input type="checkbox"/>	<a href="#">3: Pfizer-BioNTech COVID-19 Vaccine</a>	33025BD (317) <a href="#">317 Inventory</a>	12/21/2021	✓ Valid
	<input type="checkbox"/>	4: COVID-19	--	09/12/2023	⚠ Due





# What is the difference between customize letters and reminder recall?

- **Customize letters** lets providers design their own letters in I-CARE that they want to send out to patients
- **Reminder Recall** allows providers to generate letters and postcards that match a specific search criteria



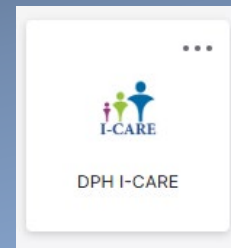
# ★ Accessing I-CARE



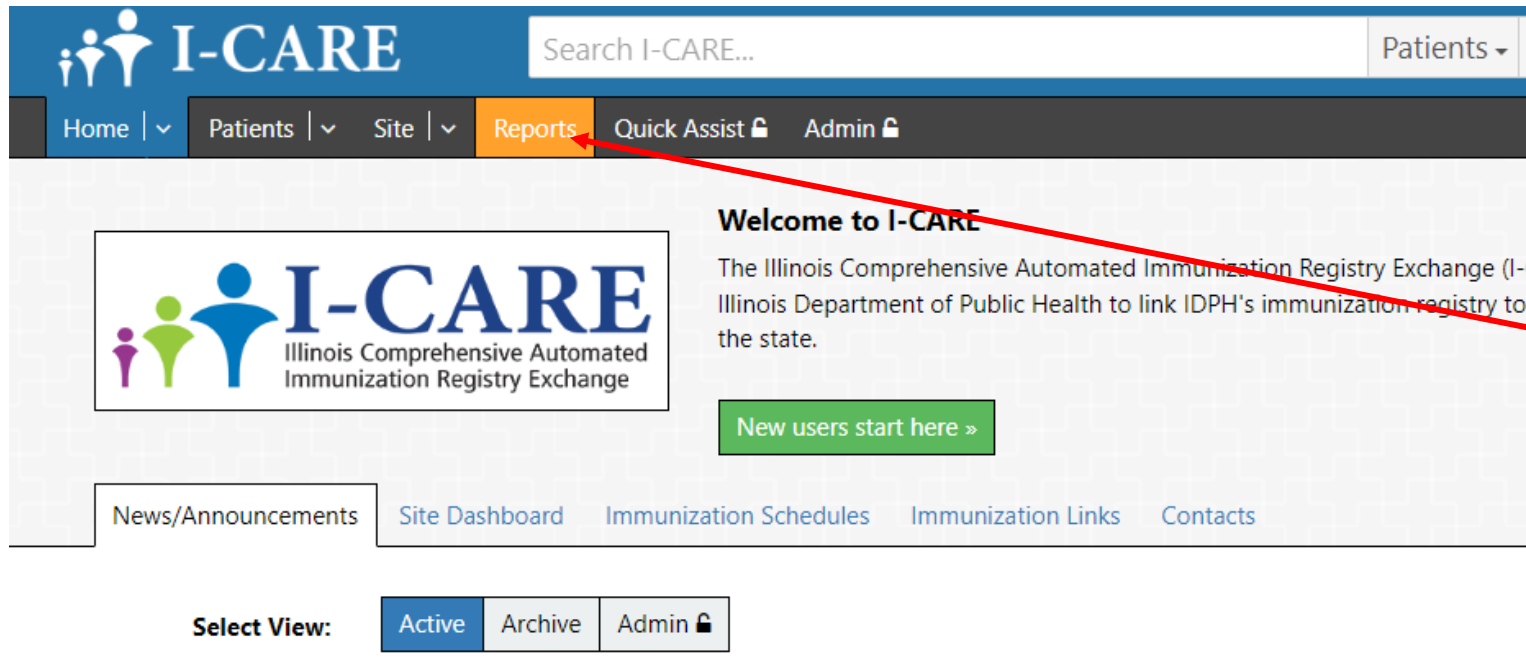
1. Navigate to the <https://ilpartner.illinois.gov/>

2. Log in using your username and password

3. Select the “DPH I-CARE”  
Icon under the My apps section > [I-CARE](#)



# ★ Navigate to Reports



The screenshot shows the I-CARE website interface. At the top left is the I-CARE logo. To its right is a search bar labeled 'Search I-CARE...' and a 'Patients' dropdown menu. Below this is a dark navigation bar with several tabs: 'Home', 'Patients', 'Site', 'Reports' (highlighted in orange), 'Quick Assist', and 'Admin'. A red arrow points from the 'Reports' tab to a blue callout box on the right. The main content area features a large I-CARE logo on the left and a 'Welcome to I-CARE' message on the right, followed by a 'New users start here' button. At the bottom of the main content area, there are links for 'News/Announcements', 'Site Dashboard', 'Immunization Schedules', 'Immunization Links', and 'Contacts'. Below these links is a 'Select View:' section with buttons for 'Active', 'Archive', and 'Admin'.

On the I-CARE landing page, navigate to the “Reports” tab on the menu in the upper left-hand corner



## COVID Fact Sheet Updates (Updated 10/19)

News

Published: 10/19/2023 3:00 PM

The following COVID-19 Recipient/Caregiver Fact Sheets have been updated by the CDC and are now available...

# ★ Find Reminder Recall Reports – Customize Letters

Once on the “Reports” page, navigate to the **Reminder/Recall** section to find the two reports we want to run

Customize Letters

Reminder Recall

The screenshot shows the I-CARE web application interface. At the top, there is a navigation bar with the I-CARE logo, a search bar, and a 'Patients' dropdown menu. Below the navigation bar, there are tabs for 'Home', 'Patients', 'Site', 'Reports', 'Quick Assist', and 'Admin'. The 'Reports' tab is selected, and the page content displays the following sections:

- View: Reports**  
**Site: IMMUNIZATION PROGRAM AT WSCDC**
- Reports** (selected) | [Background Report Results](#) | [Admin](#)
- Coverage Level Reports**
  - [Coverage Level Report](#) – Generate a standard coverage level report.
  - [Coverage Level Patient List](#) – Generate a list of patients that match the search criteria.
  - [Coverage Level Adolescent](#) – Generate adolescent immunization coverage levels on active patients which match the search criteria, with People 2020 Goals.
  - [Coverage Level Childhood](#) – Generate childhood immunization coverage levels on active patients which match the search criteria, with People 2020 Goals.
  - [MenB Coverage Levels](#) – Generate MenB coverage levels on active patients which match the search criteria.
- COVID Reports**
  - [COVID Aggregate Report](#) – Generate a COVID Aggregate report.
  - [COVID Duplicate Doses](#) – Generate a list of COVID Duplicate doses.
  - [COVID Exclusions](#) – Report that helps identify incorrect COVID immunization data.
  - [COVID Immunization Activity](#) – Generate a summary list of all patient COVID-19 immunizations given that match the search criteria.
  - [COVID Immunizations Due](#) – Generate a list of all patient COVID-19 immunizations due that match the search criteria.
- Ad Hoc Reports**
  - [Ad-Hoc](#) – Generate a list of site patients (and immunizations, if desired) that match the search criteria.
- Reminder/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.

# ★ Customized Letter Report

- This report lets providers design their own letters to send to patients
- Letters can be used to provide a reminder for patients who are due or overdue for a vaccine
- New letters can be added here OR existing letters can be edited or added in a new language

Home | Patients | Site | Reports | Quick Assist | Admin

Report: Reminder/Recall Letters

Reminder Letter

I-CARE strongly advises sites to use the "Refresh List" functionality to clean up their patient lists before generating Reminder / Recall letters. See information.

Multiple languages may be entered for each letter. Letters will print in the primary language of the patient if available, or English if not. To add a new letter, click the "Add New Letter" button. To edit a letter, click the language of the letter you wish to edit. To add a new language to an existing letter, click the "Add Language" link for the letter.

Action: [Add New Letter](#) \*ADD NEW LETTER HERE

Site: IMMUNIZATION PROGRAM AT WSCDC

Letter Name	Status	Language		
COVID-19 Reminder (booster)	Inactive Inactive	<a href="#">English</a> <a href="#">Spanish</a>	*EDIT EXISTING LETTER HERE	<a href="#">Add Language</a>
Flu Recall	Inactive Inactive	<a href="#">English</a> <a href="#">Spanish</a>		<a href="#">Add Language</a>
Flu Reminder	Inactive Inactive	<a href="#">English</a> <a href="#">Spanish</a>		<a href="#">Add Language</a>
Monkeypox Reminder	Active	<a href="#">English</a>		<a href="#">Add Language</a>
TEST	Active	<a href="#">English</a>		<a href="#">Add Language</a>
VFC Reminder Letter	Active	<a href="#">English</a>		<a href="#">Add Language</a>

\*ADD  
LANGUAGE  
HERE

# ★ Customized Letter Report

- **Letter:** Title of your letter (e.g. Pediatric Flu Vaccine Reminder)
- **Salutation:** Greeting (e.g. Hello, Dear Resident, Dear Parent/Guardian)
- **Body:** Unique content that site wants to share with patients or parents/guardians
- **Signature:** Site or Provider Name
- **Save letter once complete**

The screenshot shows a web application interface for creating a customized letter. The top navigation bar includes 'Home', 'Patients', 'Site', 'Reports', 'Quick Assist', and 'Admin'. The main heading is 'Reminder Recall Custom Letter'. A 'Letter Edit' button is visible. The form fields are as follows:

- Site:** IMMUNIZATION PROGRAM AT WSCDC
- Letter:** [Empty text box]
- Language:** English
- Status:** Active
- Salutation:** [Empty text box]
- Body:** [Rich text editor with a toolbar containing icons for Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, and Print]
- Signature:** [Empty text box]

At the bottom, there is a 'Select an Action:' label with 'Save' and 'Cancel' buttons.

# ★ Customized Letter Report

- Once you hit save, a preview of your letter will be generated in the next page

RR Letter: MMR Recall

Select an Action:

Edit RR Letter

Return

**Site:** IMMUNIZATION PROGRAM AT WSCDC

**Letter:** MMR Recall

**Language:** English

**Status:** Active

**Salutation:** Hello,

**Body:** In light of the recent measles outbreaks in the country, the Chicago Department of Public Health is encouraging children from ages 12 months to 7 years to get their measles, mumps and rubella (MMR) vaccination in order to be protected from the virus. MMR vaccination is a two-dose series - if you were not fully vaccinated during childhood, please consider receiving both doses to be protected.

Measles is highly contagious. An infected person can spread the virus up to 90% of the people close to them if those contacts aren't immune, and people can remain contagious for roughly eight days.

Our records indicate that you are overdue for your MMR vaccination. Please reach out to your provider to make an MMR vaccination appointment or schedule an appointment at a CDPH Walk-in Clinic using the QR code below. It is important to receive the recommended vaccination at the recommended intervals as set forth by the Center for Disease Control. We thank you for your efforts as we work toward improved health outcomes for all Chicago residents.

**Signature:** IMMUNIZATION PROGRAM AT WSCDC

# ★ Find Reminder Recall Reports – Reminder Recall

Once on the “Reports” page, navigate to the **Reminder/Recall** section to find the two reports we want to run

Customize Letters

Reminder Recall

The screenshot shows the I-CARE web application interface. At the top, there is a navigation bar with the I-CARE logo, a search bar, and a 'Patients' dropdown menu. Below the navigation bar, there are tabs for 'Home', 'Patients', 'Site', 'Reports', 'Quick Assist', and 'Admin'. The 'Reports' tab is selected, and the page content displays the following information:

**View:** Reports  
**Site:** IMMUNIZATION PROGRAM AT WSCDC

Below this, there are two buttons: 'Reports' and 'Background Report Results Admin'.

The main content area is divided into several sections:

- Coverage Level Reports**
  - [Coverage Level Report](#) – Generate a standard coverage level report.
  - [Coverage Level Patient List](#) – Generate a list of patients that match the search criteria.
  - [Coverage Level Adolescent](#) – Generate adolescent immunization coverage levels on active patients which match the search criteria, with People 2020 Goals.
  - [Coverage Level Childhood](#) – Generate childhood immunization coverage levels on active patients which match the search criteria, with People 2020 Goals.
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  - [COVID Exclusions](#) – Report that helps identify incorrect COVID immunization data.
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  - [Ad-Hoc](#) – Generate a list of site patients (and immunizations, if desired) that match the search criteria.
- Reminder/Recall Reports**
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  - [Reminder Recall](#) – Generate Reminder/Recall letters/postcards for patients that match the search criteria.



# ★ Reminder Recall Report

- The reminder/recall report lets providers generate letters that match a specific search criteria
- \*Note: ensure that you are choosing the correct type of report (Reminder or Recall)
- Select the Recall option for immunizations past due
- Input the patient date of birth range desired (12 months to 7 years old)
- Select MMR in the vaccine group
- Ensure that you fill out all relevant fields
- Select “Submit Background Report” once finished

**Report:** Reminder Recall Reports

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

**County:**

**Zip Code:**

**Group:**

**Site:** BCBS CDPH CARE VAN 1

**Date of Birth:**    
From To

**Groups:**  All  DTP  HIB  HAV  HBV  HPV  FLU  H1N1  MMR  MEN  MEN-B  PNE  POL  ROT  RSV  Tdap  Td  
 VAR  ZOS  COVID-19  ORTHOPOX  FLU-Avian-H5  Other

**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:**

**Select an Action:**



# ★ Reminder Recall Background Report

- You will receive an email when the report is completed. This will generate options for providers to send out **reminder types** such as letters and postcards
- Select which **reminder type** you would like to send
- Select which letter you would like to send from the drop-down
- You also will have the option to include immunization due dates
- **Select “Print” when finished to generate letters**

<b>Background Report:</b>	Reminder - Letters, Postcards, Labels  1765749301
<b>Background Status:</b>	--
<b>Status Date:</b>	04/21/2025 02:56:15 PM

<b>Select an Action:</b>	<input type="button" value="Print"/> <input type="button" value="Return"/>
<b>Select Reminder Type:</b>	<input type="radio"/> Address Labels (Avery 5160) <input type="radio"/> Patient List Export <input checked="" type="radio"/> Letters <input type="radio"/> Postcards
<b>Letter to Print:</b>	<input type="text" value="MMR Recall"/>

<b>Report:</b>	Reminder - Letters, Postcards, Labels
<b>Background Parameters:</b>	Report Type: RECALL County Code Admin:



# ★ Reminder Recall Letters

- A PDF of unique reminder/recall letters will be generated after selecting “Print”
- You now have a list of personalized letters to send out to patients who have upcoming vaccines or who are overdue for vaccines (Perform the vaccination reminder or recall)

11/13/2023

PROVIDER SITE  
ADDRESS  
CHICAGO, IL

PATIENT NAME  
PATIENT ADDRESS

Hello,

In light of the recent measles outbreaks in the country, the Chicago Department of Public Health is encouraging children from ages 12 months to 7 years to get their measles, mumps and rubella (MMR) vaccination in order to be protected from the virus. MMR vaccination is a two-dose series - if you were not fully vaccinated during childhood, please consider receiving both doses to be protected. Measles is highly contagious. An infected person can spread the virus up to 90% of the people close to them if those contacts aren't immune, and people can remain contagious for roughly eight days. Our records indicate that you are overdue for your MMR vaccination. Please reach out to your provider to make an MMR vaccination appointment or schedule an appointment at a CDPH Walk-in Clinic using the QR code below. It is important to receive the recommended vaccination at the recommended intervals as set forth by the Center for Disease Control. We thank you for your efforts as we work toward improved health outcomes for all Chicago residents.

IMMUNIZATION PROGRAM AT WSCDC

# ★ Reminder Recall Address Labels

- Address labels to mail the personalized reminder/recall letters can also be created in I-CARE
- Using the same background report, you can select the option for “Address Labels” and then hit “Print”
- This will create a PDF document of labels with patient Name and Address that can be printed onto labels

**Background Report:** Reminder - Letters, Postcards, Labels 🔒 1673969874

**Background Status:** --

**Status Date:** 11/13/2023 11:00:52 AM

Criteria

**Select an Action:**

**Select Reminder Type:**  Address Labels (Avery 5160)  Patient List Export  Letters  Postcards

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**Report:** Reminder - Letters, Postcards, Labels

**Background Parameters:** Report Type: RECALL  
County Code Admin:  
Zip Code Admin:  
Group Id Admin:  
Group Name:  
Site Id Admin: 193  
Site Name: IMMUNIZATION PROGRAM AT WSCDC  
Dob From: 2019-11-13T00:00:00  
Dob To: 2023-11-13T00:00:00  
Shot From:  
Shot To:  
Vaccine Groups: FLU  
Patient Status:  
Background Notify Code: EMAIL



# Generate and Export Patient List

- Navigate to the same Reminder/Recall Background report
- A list of patients who are due/overdue for vaccinations can be generated using this same report
- On the background report, select “Patient List Export” and then “Print”
- This will generate an Excel file with relevant patient information that can be downloaded and used in a mail merge to create unique letters

<b>Background Report:</b>	Reminder - Letters, Postcards, Labels  1673969874
<b>Background Status:</b>	--
<b>Status Date:</b>	11/13/2023 11:00:52 AM

Criteria

Select an Action:

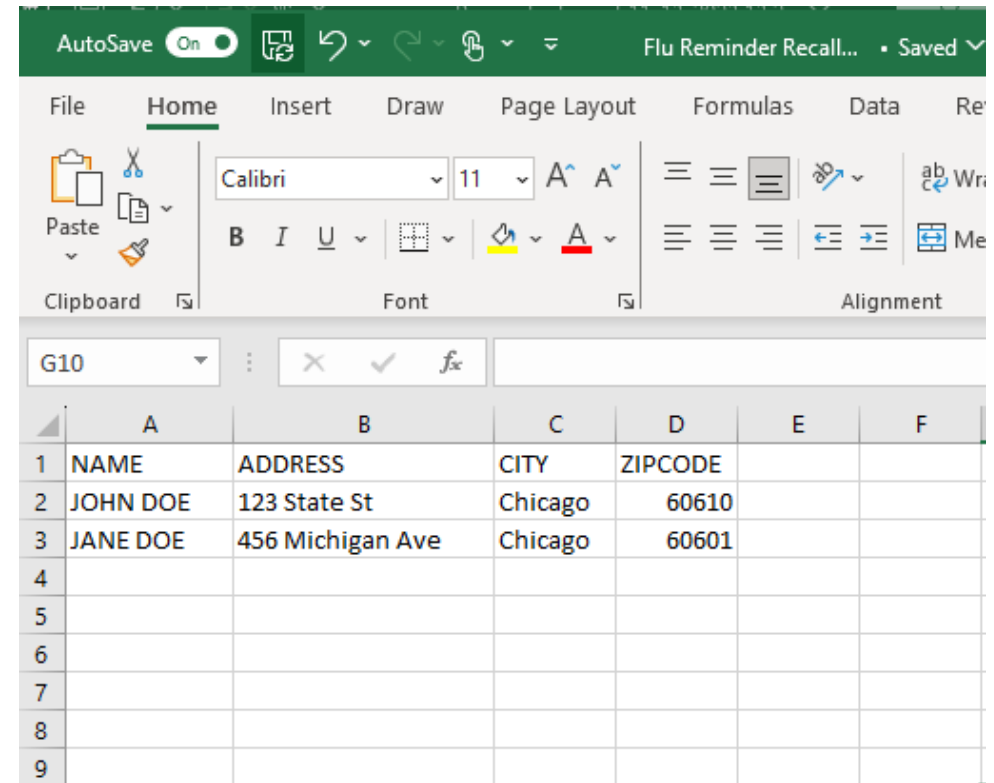
Select Reminder Type:  Address Labels (Avery 5160)  Patient List Export  Letters  Postcards

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<b>Report:</b>	Reminder - Letters, Postcards, Labels
<b>Background Parameters:</b>	Report Type: RECALL County Code Admin: Zip Code Admin: Group Id Admin: Group Name: Site Id Admin: 193 Site Name: IMMUNIZATION PROGRAM AT WSCDC Dob From: 2019-11-13T00:00:00 Dob To: 2023-11-13T00:00:00 Shot From: Shot To: Vaccine Groups: FLU Patient Status: Background Notify Code: EMAIL

# ★ Edit and Save Spreadsheet File

- The exported spreadsheet file will act as the list of individuals you are sending letters to
- Open the spreadsheet file
- Add column names to relevant fields such as Name, Address, Email, Zip code, etc.
- Save spreadsheet file
- This file can be used for mail merge, outreach to patients, send text reminders, etc.



The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home', and the 'Font' and 'Alignment' groups are visible. The spreadsheet contains the following data:

	A	B	C	D	E	F
1	NAME	ADDRESS	CITY	ZIPCODE		
2	JOHN DOE	123 State St	Chicago	60610		
3	JANE DOE	456 Michigan Ave	Chicago	60601		
4						
5						
6						
7						
8						
9						



# Recap of Reminder Recall

- Reminder recall is a helpful tool for ensuring that patients who are due or overdue for vaccinations are notified
- You can customize letters to send out to patients
- You can generate letters and postcards that match a specific search criteria
- You can generate address labels and export a patient list
- It is important for patients to stay up-to-date with recommended immunization schedules



**Thank you for doing your part in  
protecting Chicago children from  
Measles**



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