



Reminder/Recall Mini Guide

Respiratory Illness Vaccine Season



The **Reminder/Recall Report** provides a list of patients who are due or overdue for a recommended vaccine. Running Reminder/Recall Reports regularly is an evidence-based strategy to improve immunization rates at your practice and is especially important during respiratory illness season when vaccines for flu, COVID-19, RSV, and pneumococcal disease are available.

Proactive outreach through Reminder/Recall not only helps ensure timely protection but also builds vaccine confidence by reinforcing the importance of immunizations through trusted communication.

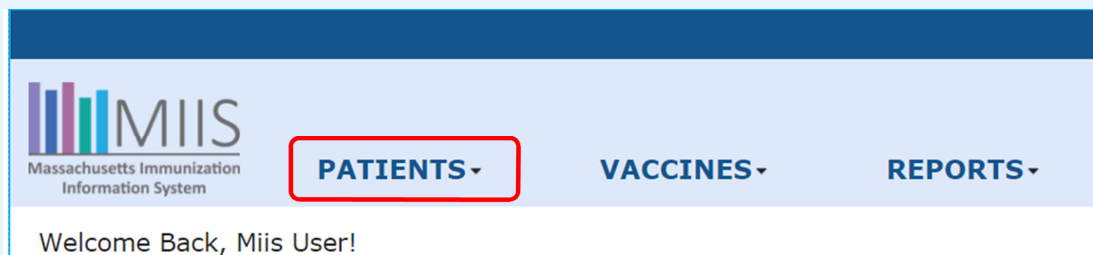
- Reminders are created for patients who will soon be due for a particular immunization.
- Recalls are created for patients who are currently overdue for an immunization.
- Once the Reminder/Recall Report is run, you can choose to print letters, postcards, and/or address labels for the resulting list of patients. If your organization uses a text messaging service, export the Excel file for upload to that service provider.
- This guide also provides sample language you can use for your Reminder/Recall messaging for respiratory disease vaccine season.

Step 1: Navigation

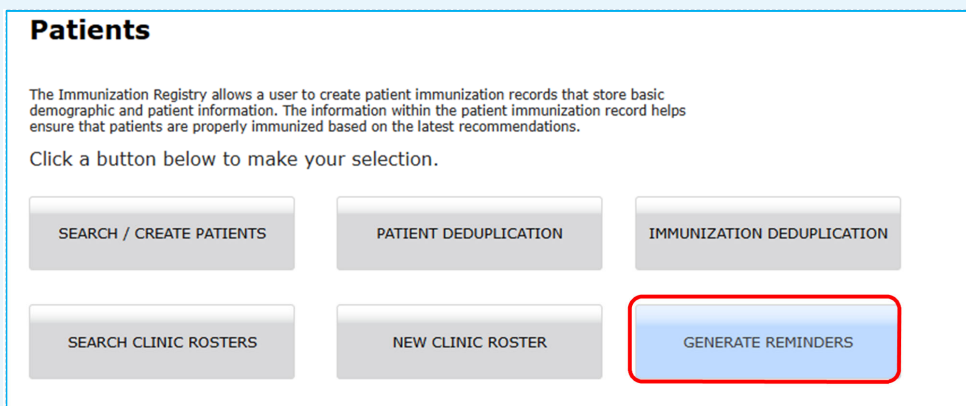
There are two ways to access the **Reminder/Recall** report.

Option 1

- 1) Log in to the MIIS and click **Patients** from the menu

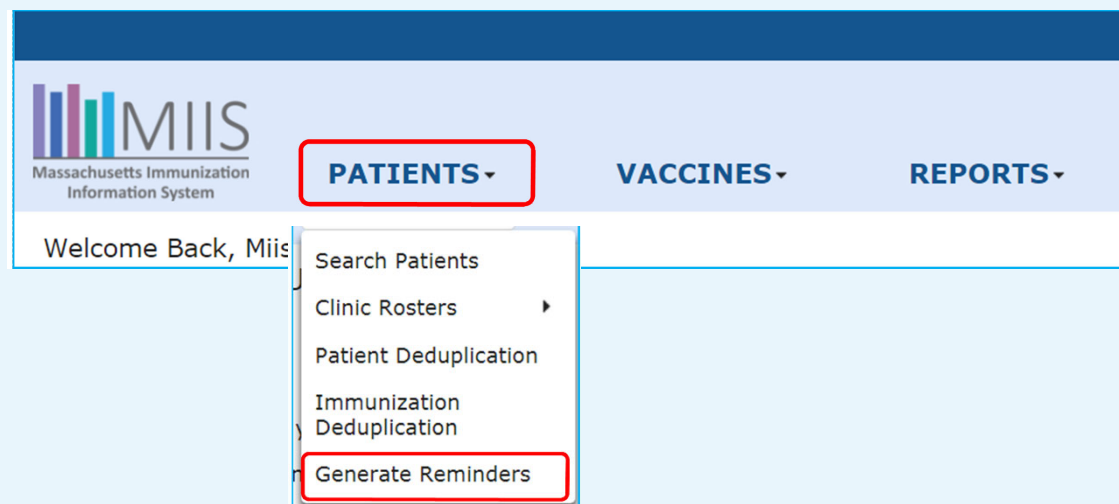


- 2) On the **Patients** landing page, click on the **GENERATE REMINDERS** page



Option 2

1. Log in to the MIIS and hover over **Patients** from the menu
2. Select **Generate Reminders** from the dropdown



Step 2: Input Parameters

After selecting **Generate Reminders**, the **Reminder/Recall Report Input Parameters** is displayed.

When selecting vaccine groups, select flu, RSV, COVID-19 or pneumococcal depending on the eligibility of your patient or patient population.

If your site has departments, you have the option to filter this report to one or more department.

At a minimum you must enter the required parameters:

- Age Range
- Age as of Date
- Immunization Due Date Time Frame

Further limit your report by:

- Patient Information
- Immunization Information
- Provider Site Information

You can select additional criteria such as:

- Due Date Range
- Vaccine Groups.
 - Flu
 - RSV
 - COVID-19
 - Pneumococcal
- Special Indications

The screenshot shows the 'Reminder / Recall Report Input Parameters' form. It includes sections for 'Available Departments', 'Selected Departments', 'Include Patients within range (choose one)', 'Available Due/Overdue Vaccine Groups', 'Available Special Indications', 'Limit Report By Patient Information', 'Limit Report By Immunization Information', 'Limit Report By Provider Site Information', 'Output Format', and a 'Submit' button. Red arrows point from the explanatory text boxes to specific parts of the form: one to the 'Available Departments' section, one to the 'Include Patients within range' section, one to the 'Submit' button, and one to the 'Selected Vaccine Groups' section.

Reminder / Recall Report Input Parameters

This report provides users with recommended vaccines, a history and summary of vaccines received and a reminder of the next dose for all patients selected based on the input parameters, which include an immunization due date timeframe and either Age or Birth date range.

Report Name:

Available Departments:

- Department 1
- Department 2
- Department 3

Selected Departments:

Include Patients within range (choose one):

☒ Age Range ☐ Birth Date Range

*Age Range (FROM): Month(s) * (TO): Month(s)

*Age as of Date: 05/29/2025

*Immunization Due Date Time Frame: Due Now Custom Due Date Range (FROM): mm/dd/yyyy (TO): mm/dd/yyyy

Available Due/Overdue Vaccine Groups:

***Selected Vaccine Groups:**

- Adeno
- Anthrax
- BCG
- COVID-19 Vaccine
- Chikungunya
- Cholera
- Dengue
- Diphtheria Tetanus Pertussis

Available Special Indications:

- MMR vaccine - high risk (health care worker student traveler international traveler) - 2-dose series
- Meningococcal ACWY vaccine high risk condition (eg: asplenia, sickle cell) - primary series (based on age) with boosters
- Meningococcal ACWY vaccine high risk condition: complement deficiency - primary series (based on age) with boosters
- Meningococcal ACWY vaccine limited exposure (eg: military, travel, outbreak) time limited exposure - primary dose/series without boosters
- Meningococcal ACWY vaccine new residential college student through 21 years old

Selected Special Indications:

Limit Report By Patient Information:

Limit Report By Immunization Information:

Limit Report By Provider Site Information:

Output Format: Patient Listing

Submit

[Cancel](#)

Once all desired report parameters are entered, click the **Submit** button to run the report.

Step 3: Reminder Recall Report Options

After parameters are entered and you click **Submit**, a new window or tab will open and display your chosen report parameters and a list of all patients that meet the criteria.

On this page, you can complete the following actions:

Letters, Postcards, Labels:

Print letters, postcards, or labels by selecting the patients who you would like to receive the Reminder/Recall, then click the desired format button at the top of results screen (see page 4 for more information).

See additional details on page 6

Print Listing PDF:

Print a list of all patients meeting your report criteria in a PDF format

Print Listing Excel:

Print a list of all patients meeting your report criteria in Excel format.

This can be utilized for offline Reminder/Recall or for upload to a text messaging service if your organization subscribes to one.

Patient Listing PDF

Patient Listing Excel

Letters

Postcards

Labels

Reminder Recall Report

Selected Site PIN: 60013

Provider Name: AIRA Testing

Age Range: 0

Months - 65

Years (Inclusive)

Age as of: 05/29/2025

Immunization Due Date Time Frame: Due Now

Selected Parameters:

Selected Vaccine Groups: All Vaccines

Patient Status: Active

Additional Text:
(Optional, to be added to each letter)

☐ Select/Deselect All

Patient Listing

Total Patients: 1240

Note: Patient records where an address is not complete are not available to be selected for printing.

LAST NAME	FIRST NAME	MIDDLE NAME	BIRTH DATE	AGE	DUE/OVERDUE GROUPS	FORECAST	TEXT LANGUAGE	PHONE NUMBER	REMINDER RECALL ADDRESS	SELECT TO PRINT
...	...	...	...	4 yr 0 mo	HepA, HepB, Hib, MMR, PneumoPCV, Polio, Varicella	View	English	...	...	☐

Additional Text:

Enter more content into the "Additional Text" box on the results screen to be included in your Reminder/Recall letters.

See examples of language to use for respiratory season on

Forecast:

View more details about the due or overdue immunizations of a particular patient in your list by clicking the View hyperlink under the Forecast column of your Patient Listing table.

Text Language:

Specify the printing language (Spanish or English) of your Reminder/Recall letters or postcards for each selected patient (or parent/guardian).

Sample Messaging for Respiratory Disease Vaccines

Use this sample language to populate your reminder/recall messaging in the “**Additional Text**” portion in the **Report Options**

REMINDER LETTERS

- Our records show that [NAME] is or will be due for one or more respiratory disease immunization(s) as of [DATE]. The immunization history that we have on record appears below. If [NAME] has received immunizations from another health care provider that are not listed below, please call our office at (111) 111-1111 so that we can update [HIS/HER] record. Otherwise, please schedule an appointment for [NAME] to receive them.

GENERIC

- Have you received your recommended immunizations yet this fall? There's still time. Flu, COVID-19, RSV, and pneumococcal disease can result in serious disease, especially each fall and winter. Your provider will help you decide which respiratory vaccines to receive. Schedule your appointment through our secure online patient portal or by calling our office at [PHONE NUMBER] today!
- Our records show that you're due for [INSERT VACCINE(S)]. As respiratory illness season approaches now is the time to get protected. Vaccines for flu, COVID-19, RSV, and pneumococcal disease are available and help safeguard you and those around you from serious illness. Talk to your doctor to find out which vaccines you need and are eligible to receive.

PEDIATRIC

- Our records indicate your child may still need some of their recommended immunizations this fall. There's still time. Respiratory viruses that cause illnesses like flu, COVID-19, and RSV spread each fall and winter. These viruses always have the potential to circulate and cause serious illness. That's why immunizations are so important. Your pediatrician can help you decide which immunizations are right for your child and discuss ways to help keep them healthy. Please schedule your appointment through our secure online patient portal or by calling our office at [PHONE NUMBER] today!

Step 4: Printing Letters, Postcards, and Labels

Individual patient postcards, letters, or labels are opened as PDF documents in a separate window in your browser. To print Reminders/Recalls in one of these formats, use your browser's printing function, which is found under the **File** menu, or click the print icon. After printing, click the **Close Tab** button (the "X") in the browser's tab set to return to the Immunizations Tab.

Letters

Parent or Guardian of

Post Cards

- Pre-populated postcards can be printed for patients who are due or overdue for immunizations with a reminder to schedule an appointment.
- Use standard Avery 5½ x 4¼ 4-cards per sheet, perforated stock; Double-Window Envelope (4⅛" x 9½").

Sincerely, AIRA Testing	
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Labels

- A set of address labels can be printed for patients (or parents/guardians) who are due or overdue for immunizations.

JOE DEMO 78 WINSON AVENUE CAMBRIDGE, MA 13571	PETER PATIENT 1 SOMETHING STREET SOUTHWICK, MA 01077
JANE DEMO 34 BELAIRE ROAD SALEM, MA 02118	PATRICIA PATIENT 1 MAIN STREET SPRINGFIELD, MA 01000
JANE DOE 1 MAIN STREET SPRINGFIELD, MA 01000	SALLY SMITH 1 SOMETHING STREET SOUTHWICK, MA 01007
JANE DOE 1 SOMETHING STREET SOUTHWICK, MA 01077	SALLY SMITH 1 SOMETHING STREET SOUTHWICK, MA 01077