

The Reminder/Recall functionality in ImmuNet provides organizations with a list of patients who are due or overdue for their vaccinations. This functionality can generate reminder letters, mailing labels, patient query listings and custom letters for patients or their parents or guardians. This report includes patients that meet the following conditions in the ImmuNet demographics screen:

- The patient's **ImmuNet status** is **Active** for your organization.
- The ImmuNet field “**Allow Reminder and Recall Contact?**” indicates **Yes**.
- The patient’s “**Address Information**” is **complete**.

You can select the criteria for the Reminder/Recall report. The criteria includes: vaccine tracking schedule associated with each patient or all patients, specific vaccine groups, target vaccination date range or birth date range, and how the report should be sorted. Local Health Departments may be able to filter by school, city, or zip code.

When the report is completed, a summary page will show two tables: (1) the Reminder Request Process Summary which displays the number of patients in the search and the number of patients who met the defined criteria, and (2) the Reminder Request Output Options which includes links to the Reminder Letter, Mailing Labels, Patient Query Listing, and Custom Letter.

Reminder Request Process Summary		
Step	Criteria Evaluated at this Step	Patients
1	Patients associated with IR Physicians.	7789
2	Patients immunized by IR Physicians.	7505
3	Patients that are active within IR Physicians and allow Reminder & Recall Contact . Additional criteria includes: <ul style="list-style-type: none"> • Birthdate range is not specified; • County is not specified; • School is not specified; • Provider is not specified; • Weeks Since Last Notice is not specified. 	7349
4	Patients that have a Valid Address . Additional criteria includes: <ul style="list-style-type: none"> • City is not specified • Zip Code is not specified. 	6266
5	Patients that meet the following criteria regarding vaccination status: <ul style="list-style-type: none"> • Patients that are Recommended or Overdue for one or more vaccinations as of 05/08/2020; • Use the following vaccine groups: DTP/aP, HPV, HepB, MMR, Pneumococcal, Polio, Rotavirus, Tdap, Varicella and ; • Use ACIP for all patients. • Exclude Overdue Reminders is not specified. 	6185
Total Number of Patients Eligible for Reminder		6185

Reminder Request Output Options		
Output	Description	Additional Input
Reminder Letter	Standard Reminder Letter.	Report Name <input type="text"/> Free Text <input type="text"/> Phone # <input type="text"/>
Mailing Labels	Avery Mailing Labels.	Report Name <input type="text"/>
Patient Query Listing	A list of patients based on the report criteria.	Report Name <input type="text"/>
Custom Letter	Custom Letter.	Report Name <input type="text"/>

Whether you want to generate a list of patients and/or customize a reminder letter to contact them via phone or email, the Reminder/Recall functionality in ImmuNet will enable you to keep track of your patients who are due or overdue for vaccinations.

To learn how to navigate ImmuNet, click on ‘**Resources**’ then click [ImmuNet Quick Reference Guide](#) and [ImmuNet Training Videos](#).

Contact **ImmuNet Support** ([here](#)) with any questions.