MCIR USER REFERENCE GUIDE:

REMINDER/RECALL (R/R)

Table of Contents:

Reports included in this reference guide have a retention period of 10 days from the date of generation. Once a report is generated, necessary actions (e.g., printed, exported or mailed) must be performed before the end of 10 days or the system will automatically delete the report.

Information and instructions included in this reference guide periodically change with system updates and are subject to annual review. Please be advised: Images and directions may no longer replicate current system function.

REMINDER/RECALL (R/R)

Overview

Reminder/Recall is the ability to generate notices or mailing labels to notify persons coming due (i.e., a Reminder) or overdue (i.e., a Recall) for immunizations.

Things to Know:

- Based on the time of day the report was submitted and the size of the report (i.e., the number of persons included), it may not process until after 5 p.m.
- Properly maintaining a Roster is imperative to ensuring quality data when generating Roster-based reports. For additional information and instruction on creating and maintaining a Roster, please see the MCIR User Reference Guide: Person Module

Type of Reminder Notices & Reports

- Notice: Happy Birthday Reminder Notice (1 year)
- Notice: Kindergarten Reminder Notice (5 year)
- Notice: Adolescent Reminder Notice (11 year)
- Notice: High Risk Reminder Notice (for Influenza)
- Report: Number of People Receiving Reminders

Reminder Parameters

Reminder notices and reports can be generated on any/all the below parameters:
- Provider ID or Patient Roster
- Generate Labels (vs. notices)
- Generate CSV extract file
- Zip Code

Type of Recall Notices & Reports

- Notice: Recall based on selected parameters (listed below)
- Report: People Not Responded to 3 Recalls
- Report: Number of People Receiving Recalls
- Report: Number of Vaccinations Resulting from Recalls

Recall Parameters

Recall notices and reports can be generated on any/all the below parameters:
- Age
- Provider ID, Patient Roster or County/Jurisdiction by Local Health Departments (LHDs)
- include/exclude Migrant persons
- Vaccine Series and/or Dose Number
- Zip Code

Provider (Site) ID vs Roster

Provider (Site) ID the system-defined Medical Home and the **Point of Contact (POC) for R/R** are all the same and defined by the Medical Home Rules (next section of this document). To remove the site as the POC for R/R, please reference the Point of Contact for Reminder/Recall section of this reference guide.

Roster is entirely controlled by the site. The site can add/remove persons, as necessary. For additional information and instruction on creating and maintaining a Roster, please see the MCIR User Reference Guide: Person Module
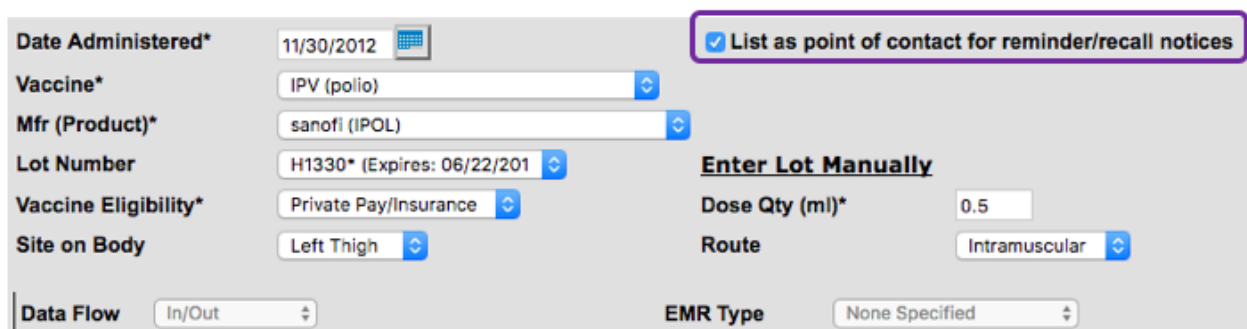
Medical Home Rules

The system will automatically designate your provider office as the person's system-defined Medical Home if:

1. the most current administered vaccine documented in the person's MCIR record is associated to your provider office.
    - Doses reported as Historical and/or non-vaccine administrations (Ex: refusals or titers) do not count towards this rule.
    - Health Departments, Regional MCIR and State level users have access to immunizations reported by schools/childcares which are not viewable by provider offices and do not count towards this rule.
2. the most current vaccine reported is <u>not</u> a birth dose of Hepatitis B, a Seasonal Influenza, or an H1N1 Influenza.

Point of Contact (POC) and R/R

When immunizations are added to a person's record, the facility reporting the immunizations will automatically be flagged as the **Point of Contact (POC) for R/R notices**. To remove the POC flag, the facility must edit the immunization(s).

For information on editing immunizations your facility reported to a person's record, please reference the MCIR User Reference Guide: Person Module.

Date Administered*	11/30/2012	☑ List as point of contact for reminder/recall notices
Vaccine*	IPV (polio)	
Mfr (Product)*	sanofi (IPOL)	**Enter Lot Manually**
Lot Number	H1330* (Expires: 06/22/201	
Vaccine Eligibility*	Private Pay/Insurance	Dose Qty (ml)* 0.5
Site on Body	Left Thigh	Route Intramuscular
Data Flow In/Out		EMR Type None Specified

Things to Know about POC and R/R:

- Removing your facility as the POC on a person's record will remove the person from R/R notices being generated by your Provider ID. It does not remove the site as the system-defined Medical Home.
- If LHDs or Private Providers generate recall notices by Provider ID for Seasonal influenza, report results will include persons who were **already** connected by the Medical Home designation.
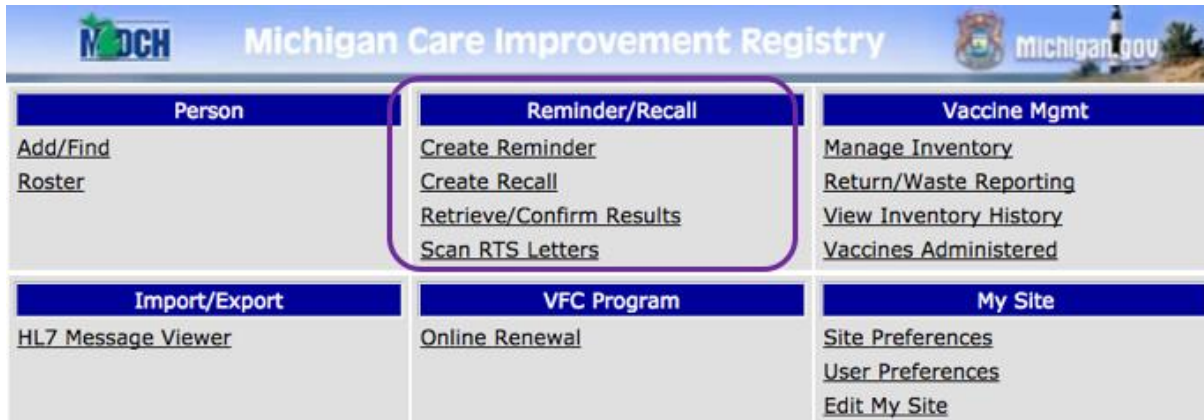
Patient Provider Statuses and Effects on R/R

The **Patient Provider Status** designations are defined by national Immunization Information Systems (IIS) standards as a means for assisting provider offices/local health departments in managing their patient population. The MCIR Patient Status currently assigned to an individual's MCIR record impacts whether the person is included in a R/R effort. Refer to the below chart to see who will (not) be included.

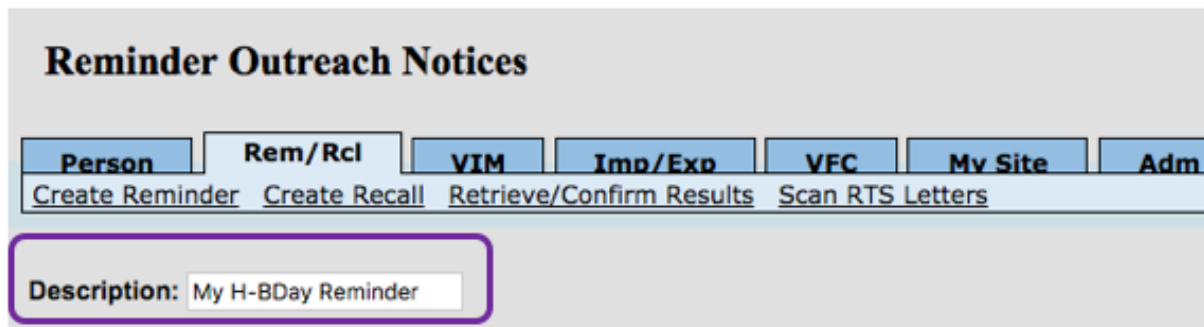| MCIR Patient Provider Status	Patient Provider Status Defined	R/R Notices
Active	Auto-assigned by the system if the client's most recent immunization(s) were documented using the Admin vaccine administration Type. This rule excludes the birth dose of Hep B and any Influenza doses reported.	Included
Inactive-Moved or Gone Elsewhere	A provider office is required to document one or more of the following reasons before changing a Person's status to Inactive-Moved or Gone Elsewhere: • person confirms receiving healthcare elsewhere. • person was discharged from practice. • mailed notices returned due to no forwarding address • person is confirmed as No Longer Receiving Medical Care in Michigan	Excluded
Inactive-Lost to Follow-Up	A provider office should attempt to notify a person three times before changing the person's status to Inactive-Lost to Follow-up. One of these documented attempts must be a mailed R/R notice stamped as Return to Sender. Other attempts may include: • a phone call • a request for forwarding address from post office • additional mailing attempts, with return receipts • a home visit • an inquiry with other public health programs	Excluded
Inactive-Deceased	Person is documented as deceased.	Excluded
Inactive-unknown	This designation is not an available Patient Provider Status choice for Practices. Person records bearing this status were auto-flagged by MCIR, prior to 3/10/2011.	Included

REMINDER

Creating Reminder Notices

Step One: Click on the **Create Reminder** link, under the **Reminder/Recall** section of the MCIR landing page ("home screen").

Step Two: It is recommended to change the system-designated **Description** to make it easier to locate later.

Step Three: Choose the type of Reminder notices to generate.

Step Four: Choose the parameters (filters) to include when generating Reminder notices. Reference the below table for parameter definitions.

Parameter	Default Report Setting	Parameter Definition
Type of Reminder Notice	Happy Birthday Reminder Notice (1 year)	Select the type of Reminder Notice to generate.
Generate Notice based on options: Use only patient roster	*none*	Not selecting this option will result in notices being generated by Provider ID. Note: Selecting the **Use only patient roster** option will generate notice for all persons who: 1.) meet all selected parameters, and 2.) are included in the Roster, regardless of whether they are current patients. Please refer to the Provider (Site) ID vs. Roster section of this reference guide for additional information on the Provider ID and Patient Roster.
Generate Notice based on options: Generate labels (Avery 5960)	*none*	Check this box to generate mailing labels instead of notices.
Generate Notice based on options: Generate CSV extract file	*none*	Check this box to create an exportable file to use for your own Reminder initiative.
Generate Notice based geography: ZIP Code	*none*	Choosing a specific zip code will force Reminder notices to only generate for persons residing within that zip code.
Provider Message	*none*	The provider can enter a message to be included at the bottom of the Reminder notices. There is a character limit of 260.
Maximum people to be included in the result	300	By choosing a number, you are limiting the number of persons to be included in the Reminder run.

<u>Step Five:</u> Click on the **Preview Report** link, in the top right corner of the screen, for a sample notice (example, next page).

Sample Reminder Notice

February 28, 2017

MCIR ID   1234567890
Date of Birth 02/28/1995
Age of Child   **22 Years exactly**

TEST TESTER
300 CHANDLER PLAZA
LANSING, MI 48900

Happy First Birthday to Test Tester!

This is a reminder letter that Test will need to have the following shots on the dates listed below.

Immunization Status and Shots Needed		
Vaccine	**Next Dose Due**	**Recommended Date**
DTP/DTaP/DT/Td		
Hib		
Polio		
MMR		
Hepatitis B		
Varicella		
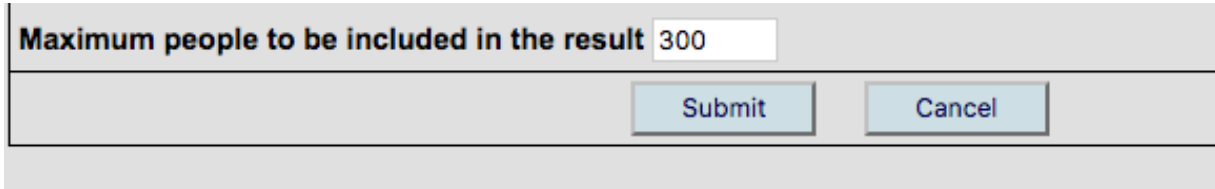
History of Vaccinations Given by Series							
Vaccine Series	**Dose#1**	**Dose#2**	**Dose#3**	**Dose#4**	**Dose#5**	**Dose#6**	**Dose#7**
DTP/DTaP/DT/Td							
Hib							
Polio							
MMR							
Hepatitis B							
Varicella							
Non-Administrations/Titers/Immunity							
Series/Antigen		**Date**			**Reason**		

Please call the Allegan Medical Clinic at (269) 686-5800 to schedule an appointment for immunizations for your child. We look forward to hearing from you.

Sponsored by Michigan Department of Community Health
If you have any questions about this letter call your healthcare provider or Region #888-217-390#

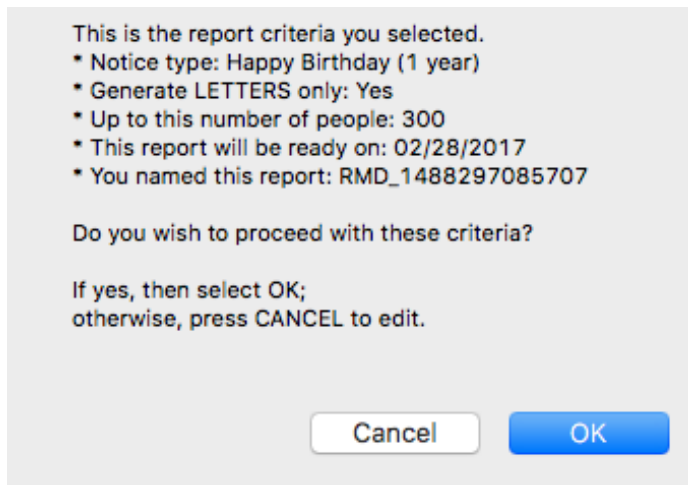Step Six: To close out of the preview window click the "X" in the top right corner of the screen.

Step Seven: Click the **Submit** button to submit the report for processing.

Maximum people to be included in the result	300	
	Submit	Cancel

Step Eight: The system will prompt verification of the parameters you have selected. Click **OK** to proceed.

This is the report criteria you selected.
* Notice type: Happy Birthday (1 year)
* Generate LETTERS only: Yes
* Up to this number of people: 300
* This report will be ready on: 02/28/2017
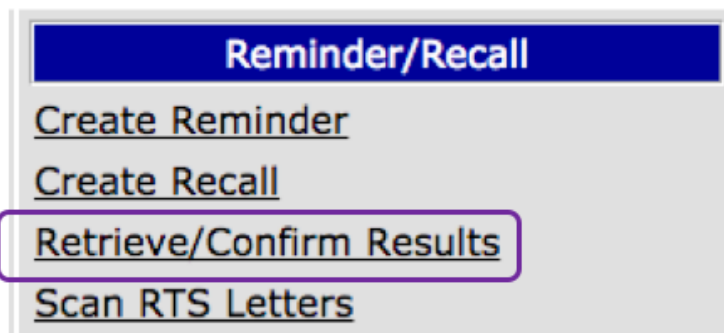* You named this report: RMD_1488297085707

Do you wish to proceed with these criteria?

If yes, then select OK;
otherwise, press CANCEL to edit.

Cancel   OK

Step Nine: The system will return you to the MCIR landing page. The Reminder notices are now being created.

Step Ten: To retrieve the Reminder notices, click on the **Retrieve/Confirm Results** link, under the **Reminder/Recall** section of the MCIR landing page ("home screen").

Reminder/Recall
Create Reminder
Create Recall
Retrieve/Confirm Results
Scan RTS Letters

<u>Step Eleven:</u> Find the report in the **Reminder/Recall Runs** report queue. Once the report is done processing, click on the **Retrieve Report** link to access the report. The report will contain all Reminder notices based on the parameters chosen when the report was created. The last few pages of the report will contain a **Matched People Summary** and a **Non Matched People Summary**. These summary lists indicate the persons who were (not) included in the system-generated Reminder notices.

| Person | Rem/Rcl | VIM | Imp/Exp | VFC | My Site | Adm | Rpts | Oth |

Create Reminder   Create Recall   Retrieve/Confirm Results   Scan RTS Letters

Note: Please press the Refresh button after retrieving a report to update the status.   [Refresh]

☐ Show All

Description	User	Target Dt	
My H-BDay Reminder	clarkj2000	02/28/2017	Retrieve Report
Status:Waiting to be mailed.			

<u>Step Twelve:</u> Print the notices by clicking the **Print** link at the top of the screen. Once you have printed the notices, exit the print window. The system will return you to the **Reminder/Recall Runs** report queue.

<u>Step Thirteen:</u> Click the **Refresh** button to update the status for the Reminder notices you just printed. Notice the Retrieve Report link has been replaced by four new links (options): **Mailed**, **Not Mailed**, **Edit** and **Retrieve Results**.

| Person | Rem/Rcl | VIM | Imp/Exp | VFC | My Site | Adm | Rpts | Oth |

Create Reminder   Create Recall   Retrieve/Confirm Results   Scan RTS Letters

Note: Please press the Refresh button after retrieving a report to update the status.   [Refresh]

☐ Show All

Description	User	Target Dt	
My H-BDay Reminder	clarkj2000	02/28/2017	Mailed Not Mailed Edit Retrieve Report
Status:Waiting to be mailed.			

<u>Step Fourteen:</u> Select the link (status) which corresponds with the required Reminder initiative. Reference the table on the next page for definitions and processing instructions.
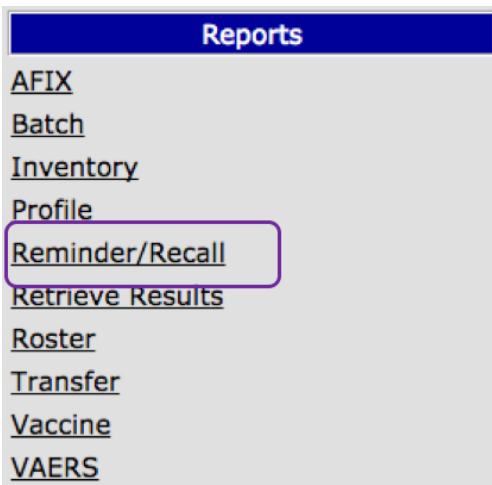
Please note:

- Before you click **Mailed**, it is imperative you **Edit** out any persons you do not wish to include in the Reminder initiative (notifications). Once the report has been **Mailed**, it can no longer be viewed.
- It is considered a misuse of the system to mail records associated to a:
    - o "Not Mailed" initiative and/or
    - o person removed (edited) from a R/R report (initiative).

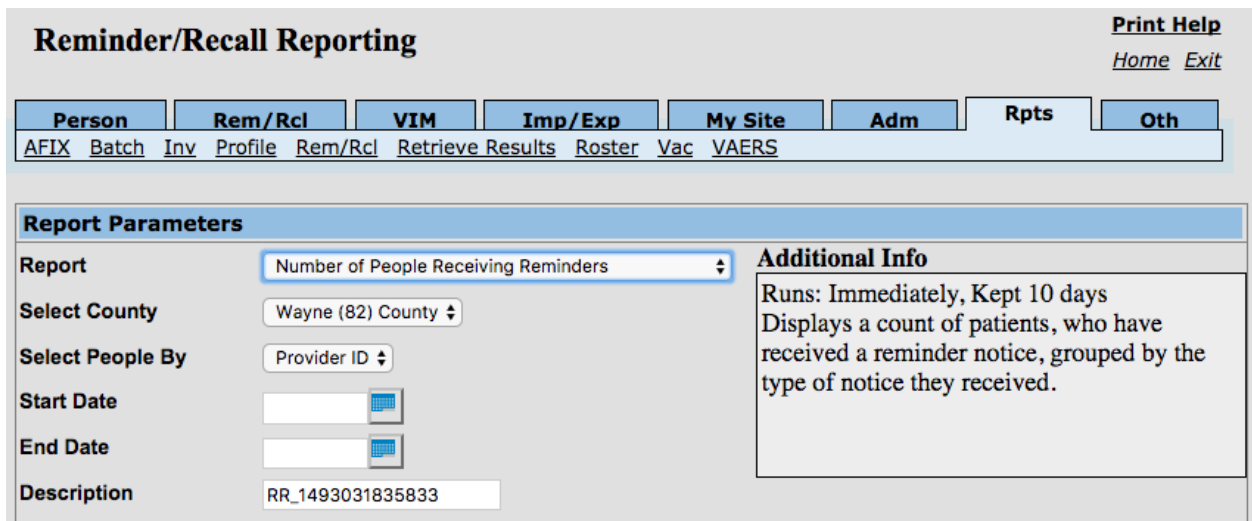| Status	Definition
Mailed	Persons included in a Mailed initiative will not be eligible to receive another Reminder/Recall (R/R) notice for 60 days.
Not Mailed*	The entire Reminder will be purged and all persons will become immediately available for another R/R initiative. Once Not Mailed has been selected, the report will no longer be available from the **Reminder/Recall Runs** report queue.
Edit*	Persons edited out of notice are released from the 60-day hold, effectively making them eligible to be retrieved by another R/R initiative immediately. It is imperative that you remove persons you do not intend to notify of due/overdue immunizations. Printed records for persons you are removing from ("editing out of") the initiative should be disposed of in accordance with HIPAA and the handling of Personal Health Information (PHI).
Retrieve Report	To view the notices again. Click Retrieve Report. Note: Those persons Edited out of the report, will continue to display in the report, even though their notices will not be mailed and should be disposed of accordingly*.
*Any persons' records associated to the **Not Mailed** or **Edit** function should be disposed of in accordance with HIPAA and the handling of Personal Health Information (PHI).	

Generating the Number of People Receiving Reminders Report

This report displays the number of persons who have received Reminder notices, grouped by type of notice.

S̲tep One:̲ Click on **Reminder/Recall** link, under the **Reports** section of the MCIR landing page ("home screen").

Reports
AFIX
Batch
Inventory
Profile
Reminder/Recall
Retrieve Results
Roster
Transfer
Vaccine
VAERS

S̲tep Two:̲ From the **Reminder/Recall Reporting** screen, select the **Number of People Receiving Reminders** report.

Reminder/Recall Reporting

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth

AFIX Batch Inv Profile Rem/Rcl Retrieve Results Roster Vac VAERS

Report Parameters

Report	Number of People Receiving Reminders
Select County	Wayne (82) County
Select People By	Provider ID
Start Date	
End Date	
Description	RR_1493031835833

Additional Info

Runs: Immediately, Kept 10 days
Displays a count of patients, who have received a reminder notice, grouped by the type of notice they received.

Step Three: Choose the parameters (filters) to include when generating the report. Reference the below table for parameter definitions.

Parameter	Default Report Setting	Parameter Definition
Select County (available at LHD level only)	Provider ID	Choosing a specific county will force data to only display for persons residing within that county
Select People By Provider ID or Roster	*none*	Please refer to the Provider (Site) ID vs. Roster section of this reference guide for additional information on the Provider ID and Patient Roster.
Start Date and End Date	*none*	The Start and End Date limit the report's data to only those persons included in Reminder initiatives performed within the selected timeframe.

Step Four: It is recommended to change the system-designated **Description** to make it easier to locate later.

Step Five: Click the **Submit** button to process the report request. The system will return you to the MCIR landing page. The report is now being generated.

Step Six: To retrieve the report, click on the **Retrieve Results** link, under the **Reports** section of the MCIR landing page ("home screen").

Step Seven: Find the report in the **Scheduled Results** report queue. Once the report is done processing, click on the **Report** link to access the report.

Step Eight: Closing out of the report will return you to the **Scheduled Results** report queue. To delete a report from the queue, first click the **Refresh** button. Once the screen has refreshed, click to **Delete** the report. Warning: Once the Delete function has been performed, the report will no longer be available from the **Scheduled Results** report queue.

RECALL

Vaccines Included in Recall

The following vaccine series are available for Recall:

- DTP/DTaP/DT/Td/Tdap
- Polio
- MMR
- HIB
- Hepatitis B
- Varicella
- Pneumococcal Conjugate
- Rotavirus
- HPV
- Hepatitis A
- Seasonal Influenza
- Pneumococcal Adult
- Meningococcal Conjugate (overdue at 12)

**Things to Know About Recall:**

- Certain Patient Statuses are excluded from Recall. Please refer to the <u>Patient Provider Status and Effects on R/R</u> table of this reference guide.
- Recall cannot be generated for anyone less than age of 6 months.
- A Recall notice will not be triggered for a person until 30 days past the overdue date.

Creating Recall Notices

Step One: Click on the **Create Recall** link, under the **Reminder/Recall** section of the MCIR landing page ("home screen").

Step Two: It is recommended to change the system-designated **Description** to make it easier to locate later.
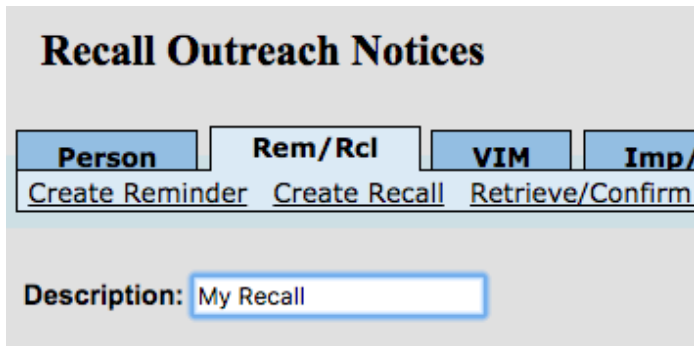
Step Three: Choose the parameters (filters) to include when generating Recall Notices and click **Submit** when done. Reference the table on the next page for definitions of the report parameters.

Parameter	Default Report Setting	Parameter Definition
Generate notices based on age of person	People of age at least **19** months but not yet of age **36** months	Select the minimum and maximum ages, by months or years, for all persons to be included in the notices.
Generate notice based on options: Use only patient roster	Provider ID	Selecting this option will result in notices being generated for all persons who: 1.) meet all the parameters selected, and 2.) are included in your Roster, regardless of whether they are your current patient or not. Please refer to the Provider (Site) ID vs. Roster section of this reference guide for additional information on the Provider ID and Patient Roster.
Generate notice based on options: Migrants	Exclude	Exclude, Include, Only
Generate notice based on options: Generate Labels (Avery 5960)	*none*	Check this box to generate mailing labels instead of notices.
Generate notice based on options: Generate CSV extract	*none*	Check this box to create an exportable file to use for your own Recall initiative, along with the system-generated notices.
Generate notices based on vaccine series and doses within series	*none for **Vaccine Series** or **Dose Number***	Select to generate notices based on a series and a dose number. Note: Selecting dose 4 of a vaccine series will only provide those persons missing 4 doses of the vaccine/ To capture those persons missing 3 doses, Recall must be by **Dose Number**: 3.
Generate notices based on geography	*none*	Choosing a specific zip code will force Recall notices to only generate for persons residing within that zip code. LHDs have the option of generating by zip code or County.
Start Date / End Date	*none*	If dates are selected, will generate notices based on the last administered shot date during the selected timeframe.

| Provider Message | *none* | The provider can enter a message to be included at the bottom of the Reminder notices. There is a character limit of 260. |
| Maximum people to be included in the result | 300 | By choosing a number, you are limiting the number of persons to be included in the Recall run. |

Step Four: Click on the **Preview Report** link, in the top right corner of the screen, for a sample notice (example, next page).

Sample Recall Notice

July 17, 2017

MCIR ID **1234567890**
Date of Birth **02/28/1995**
Age of Child **22 Years 4 Months**

TEST TESTER
300 CHANDLER PLAZA
LANSING, MI 48900

Dear Parent or Guardian,
One of the most important ways to prevent disease is through routine immunizations. The Michigan Care Improvement Registry (MCIR) indicates that Test may be due for the following immunizations: . . .

What you need to do:
- Please call your doctor or Health Department to make an appointment.
- Make sure to bring this notice with you to the appointment.
- Have your doctor or Health Department update MCIR records so all immunizations are recorded.
- Ask for a copy of the updated immunization record for you to keep at home.
- **If you think Test has already received these immunizations, please call your doctor or the Health Department, so that they can update the MCIR records.**

Please call the Allegan Medical Clinic at (269) 686-5800 to schedule an appointment for immunizations for your child. We look forward to hearing from you.

Dear Doctor:
    The Michigan Care Improvement Registry records indicated that this child is overdue for the doses listed below. MCIR records as of 07/17/2017 show the following doses have been received:
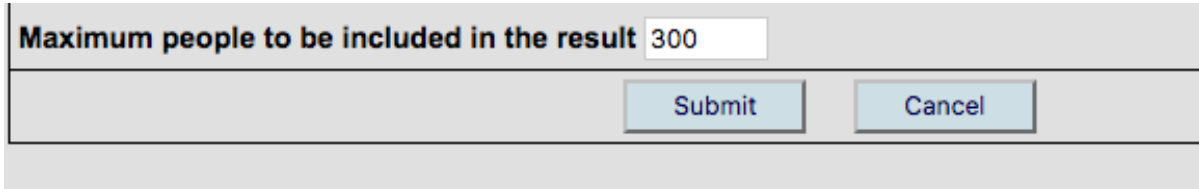
History of Vaccinations Given by Series							
Vaccine Series	**Dose#1**	**Dose#2**	**Dose#3**	**Dose#4**	**Dose#5**	**Dose#6**	**Dose#7**
DTP/DTaP/DT/Td							
Hib							
Polio							
MMR							
Hepatitis B							
Varicella							

- If your records do not agree with this summary, or new doses are administered, please ensure that the correct information is entered into MCIR.
- Please call the MCIR office at 888-217-390# if you have any questions about MCIR information.
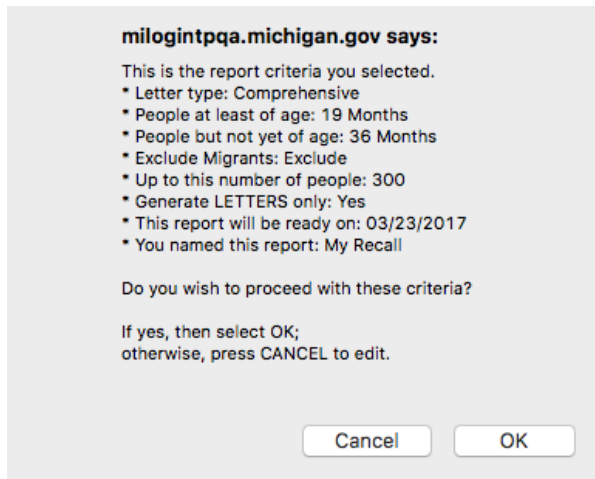
Step Six: To close out of the preview window click the "X" in the top right corner of the screen.

Step Seven: Click the **Submit** button to process the report.

Maximum people to be included in the result	300	
	Submit	Cancel

Step Eight: The system will prompt verification of the parameters you have selected. Click **OK** to proceed.

milogintpqa.michigan.gov says:
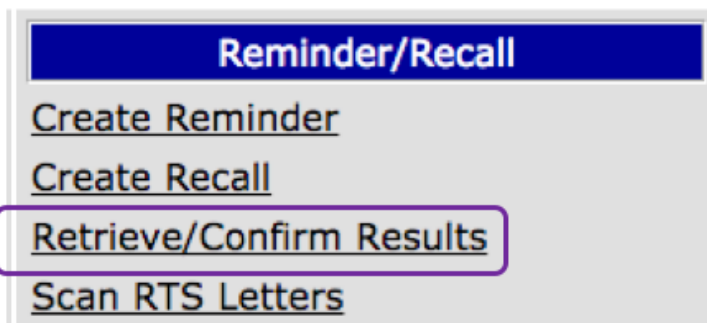
This is the report criteria you selected.
* Letter type: Comprehensive
* People at least of age: 19 Months
* People but not yet of age: 36 Months
* Exclude Migrants: Exclude
* Up to this number of people: 300
* Generate LETTERS only: Yes
* This report will be ready on: 03/23/2017
* You named this report: My Recall

Do you wish to proceed with these criteria?

If yes, then select OK;
otherwise, press CANCEL to edit.

Cancel   OK

Step Nine: The system will return you to the MCIR landing page. The Recall notices are now being created.

Step Ten: To retrieve the Recall notices, click on the **Retrieve/Confirm Results** link, under the **Reminder/Recall** section of the MCIR landing page ("home screen").
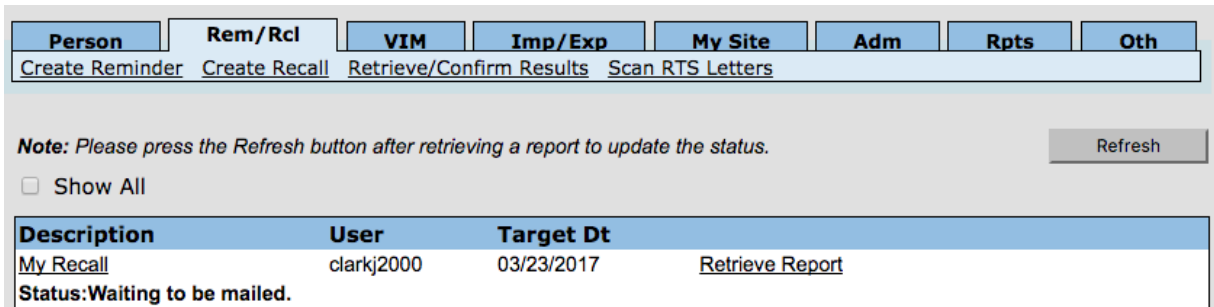
Reminder/Recall

Create Reminder

Create Recall

Retrieve/Confirm Results

Scan RTS Letters

Step Eleven: Find the report in the **Reminder/Recall Runs** report queue. Once the report is done processing, click on the **Retrieve Report** link to access the report. The report will contain results based on the parameters selected when creating the Recall. The last few pages of the report will contain a **Matched People Summary** and a **Non Matched People Summary**. These summary lists indicate the persons who were (not) included in the system-generated Recall notices.

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth

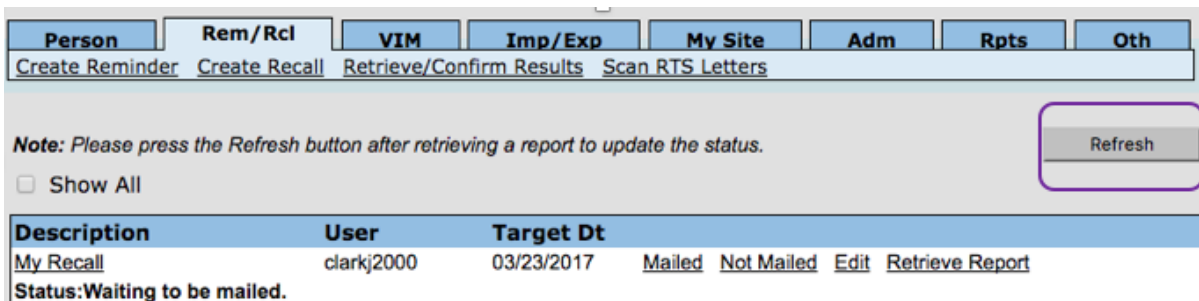Create Reminder   Create Recall   Retrieve/Confirm Results   Scan RTS Letters

Note: Please press the Refresh button after retrieving a report to update the status.   Refresh

☐ Show All

Description	User	Target Dt	
My Recall	clarkj2000	03/23/2017	Retrieve Report
Status:Waiting to be mailed.			

Step Twelve: Print the notices by clicking the **Print** link at the top of the screen. Once you have printed the notices, exit the print window. The system will return you to the **Reminder/Recall Runs** report queue.

Step Thirteen: Click the **Refresh** button to update the status for the Reminder notices you just printed. Notice the Retrieve Report link has been replaced by four new links (options): **Mailed**, **Not Mailed**, **Edit** and **Retrieve Results**.

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth

Create Reminder   Create Recall   Retrieve/Confirm Results   Scan RTS Letters

Note: Please press the Refresh button after retrieving a report to update the status.   Refresh

☐ Show All

Description	User	Target Dt	
My Recall	clarkj2000	03/23/2017	Mailed Not Mailed Edit Retrieve Report
Status:Waiting to be mailed.			

Step Fourteen: Select the link (status) which corresponds with the required Recall initiative. Please reference the table on the next page for definitions and processing instructions.

Please note:

- Before you click **Mailed**, it is imperative you **Edit** out any persons you do not wish to include in the Recall initiative (notifications). Once the report has been **Mailed**, it can no longer be viewed.
- If another recall was previously generated and still waiting to be processed (i.e., **Mailed**, **Not Mailed** or **Purged**), persons included in that report will not be included in a subsequent recall effort.
- It is considered a misuse of the system to mail records associated to a:
  - o "Not Mailed" initiative and/or
  - o person removed (edited) from a R/R report (initiative).

Status	Definition
Mailed	Persons included in a Mailed initiative will not be eligible to receive another Reminder/Recall (R/R) notice for 60 days.
Not Mailed*	The entire Recall will be purged and all persons will become immediately available for another R/R initiative. Once Not Mailed has been selected, the report will no longer be available from the **Reminder/Recall Runs** report queue.
Edit*	Persons edited out of notice are released from the 60-day hold, effectively making them eligible to be retrieved by another R/R initiative immediately. It is imperative that you remove persons you do not intend to notify of due/overdue immunizations. Printed records for persons you are removing from ("editing out of") the initiative should be disposed of in accordance with HIPAA and the handling of Personal Health Information (PHI).
Retrieve Report	To view the notices again. Click Retrieve Report. Note: Those persons Edited out of the report, will continue to display in the report, even though their notices will not be mailed and should be disposed of accordingly*.
*Any persons' records associated to the **Not Mailed** or **Edit** function should be disposed of in accordance with HIPAA and the handling of Personal Health Information (PHI).	

2D Barcode Scanning and Notices

Addresses for returned Recall notices, <u>with no forwarding address (information)</u>, can be marked as **Invalid/Incomplete** by scanning the 2D barcode that appears on the Recall notices.

February 26, 2015

MCIR ID#
Date of Birth
Age of Child   **1 Years 8 Months**

Alma MI 48801

Dear Parent or Guardian:

One of the most important ways to prevent disease is through routine immunizations. The Michigan Care Improvement Registry (MCIR) indicates that _____ may be due for one or more immunizations.

| Immunizations Status and Shots Needed			
Vaccine	Next Dose Due	Recommended Date	Overdue Date
DTaP	4	09/20/2014	01/20/2015
Polio	4	06/20/2017	06/20/2018
MMR	1	06/20/2014	09/20/2014

Scanning Recall notices:
- is a quick way to mark multiple persons' records (addresses) as Invalid/Incomplete.
- can only be performed on notices which were previously marked as **Mailed** during the Recall generation process.

For 2D scanner equipment purchasing considerations and MCIR compatibility information, please reference the MCIR User Reference Guide: 2D Vaccine Barcodes.
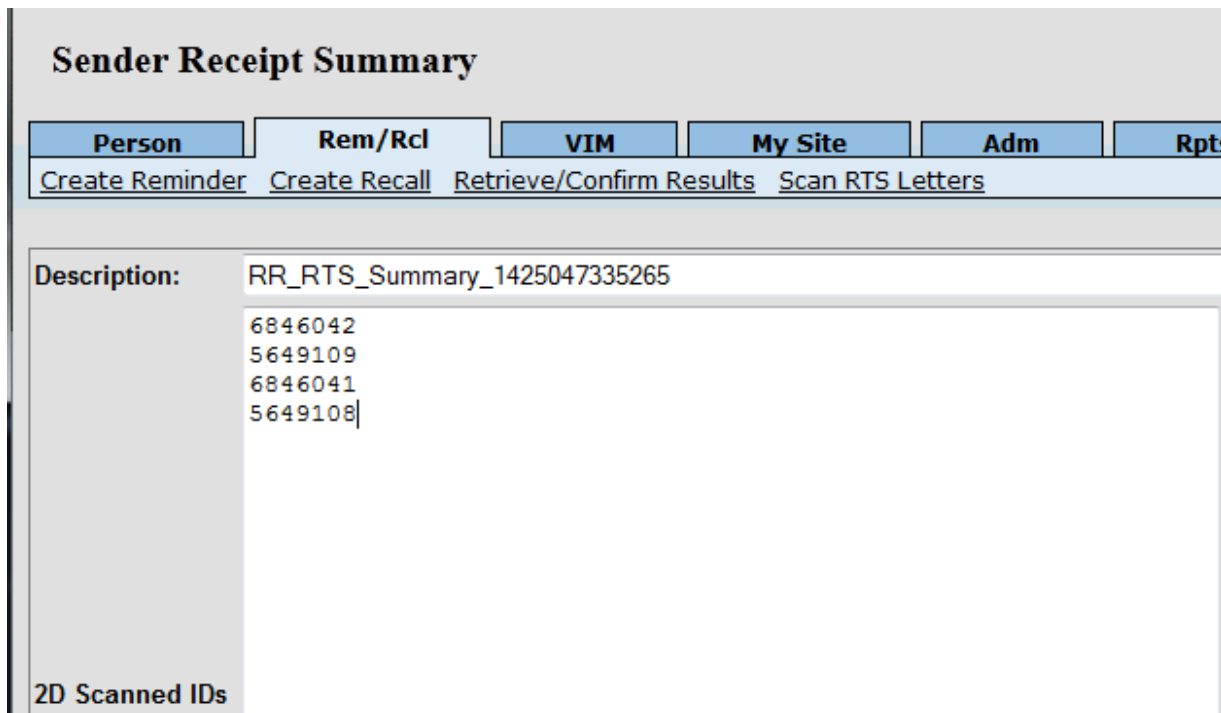
To Scan Recall Notices:

Step One: Select the Scan **RTS Letters** link from the **Reminder/Recall** section of the Landing Page ("home screen").
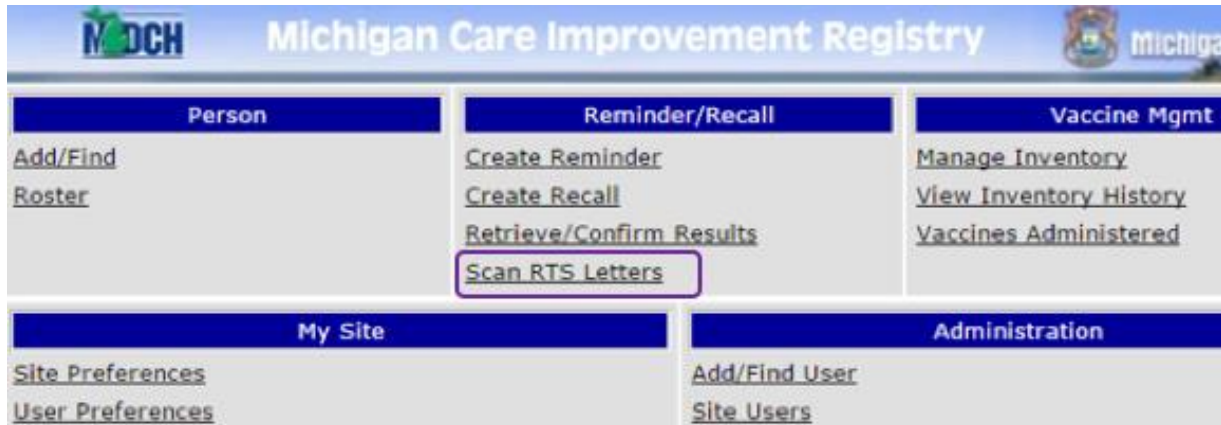
Step Two: From the **Sender Receipt Summary** page, name the summary by changing the title in the Description box. Click on the **2D Scanned IDs** box and scan the 2D barcode on a Recall notice. The numerical ID will display in the box.

Following each scan, hit **Enter** on your keyboard to separate the IDs and create a single column of data.

<u>Step Three</u>: Once all letters have been scanned, click **Preview** to view the **Recipient Summary** list - a summary of all Recall notices scanned. Click **Submit**. The persons' records are now flagged as **Invalid/Incomplete**.

Note: If an address has been updated between the date the recall was run and the date scanned, the system will <u>not</u> invalidate the address, i.e., The record will <u>not</u> display in the preview.

RECALL REPORTS

There are three Recall specific reports available in the system:

People Not Responded to 3 Recalls report displays a list of persons who have been recalled 3 times within the last year (365 business days) and have failed to respond (i.e., do not have updates to the required immunizations reported to the system).

The **Number of People Receiving Recalls** report displays a count of the number of persons who received recalls. The report is organized by the number of recalls received.

The **Number of Vaccinations Resulting from Recalls** report displays a count of vaccinations administered to a person within 2 months of a generated recall. The report is organized by vaccine type.

Generating Recall Reports

Follow the below steps to generate the **People Not Responded to 3 Recalls**, **Number of People Receiving Recalls** or **Number of Vaccinations Resulting from Recalls** report.

Step One: Click on **Reminder/Recall** link, under the **Reports** section of the MCIR landing page ("home screen").
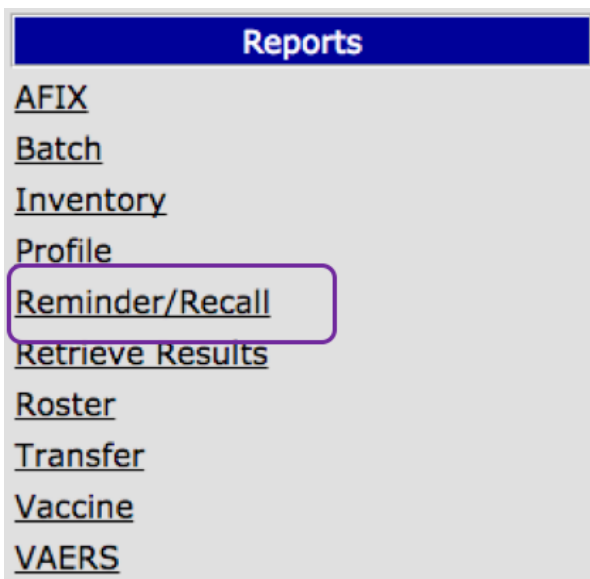
Step Two: From the **Reminder/Recall Reporting** screen, select the appropriate report.
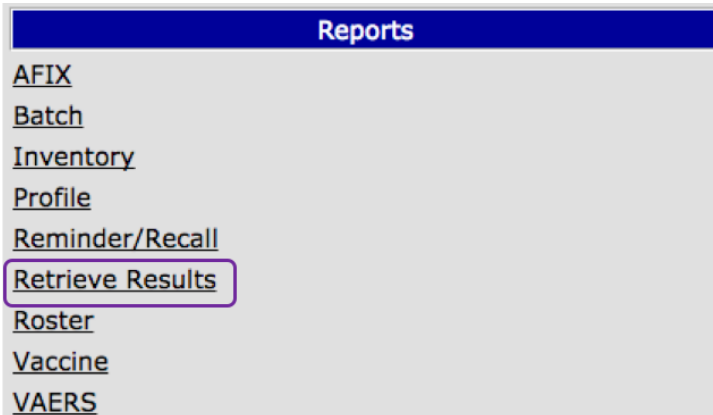

Step Three: Choose the parameters (filters) to include when generating the selected report. Reference the below table for parameter definitions.

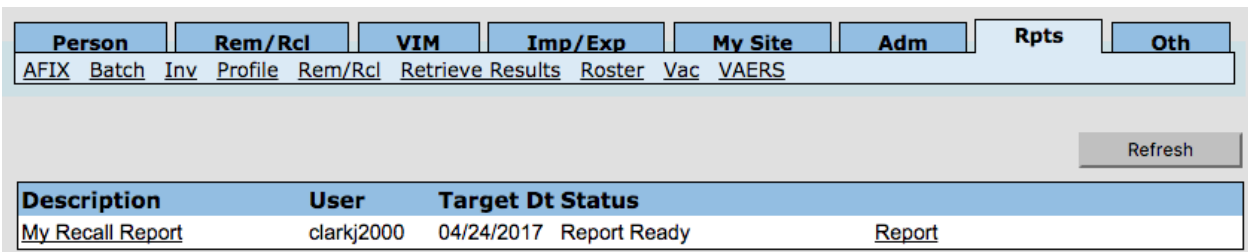| Parameter Type	Parameter Definition
Select County	Choosing a specific county will force data to only display for persons residing within that county.
Select People By Provider ID or Roster	Please refer to the Provider (Site) ID vs. Roster section of this reference guide for additional information on the Provider ID and Patient Roster.
Start Date and End Date	The Start and End Date limit the report's data to only those persons included in Reminder initiatives performed within the selected timeframe.

Step Four: It is recommended to change the system-designated **Description** to make it easier to locate later.

Step Five: Click the **Submit** button to process the report request. The system will return you to the MCIR landing page. The report is now being generated.

Step Six: To retrieve the report, click on the **Retrieve Results** link, under the **Reports** section of the MCIR landing page ("home screen").

Step Seven: Find the report in the **Scheduled Results** report queue. Once the report is done processing, click on the **Report** link to access the report.

Step Eight: Closing out of the report will return you to the **Scheduled Results** report queue. To delete a report from the queue, first click the **Refresh** button. Once the screen has refreshed, click to **Delete** the report. Warning: Once the Delete function has been performed, the report will no longer be available from the **Scheduled Results** report queue.