



NJIS

(New Jersey Immunization Information System)

REMINDER RECALL

Help Guide

Version 1.0

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Reminder/ Recall: Overview

Reminder/Recall is an ability to notify an Individual (patient) or Responsible Party (Parents/Guardian) that the individual is due now or coming due (Reminder) or is overdue (Recall) for one or more immunizations.

By using NJIIS, your facility can generate reports that show a list of patients who are due or overdue for scheduled vaccines to assist with facility outreach or call back campaigns. NJIIS generates this information by creating customized mailing labels and letters including the phone number of patients or responsible parties. Reminder/Recall functionality can be utilized for any age group of patients. The Reminder letter content is created by your facility with a custom message that is individualized to meet your current outreach objective.

It is recommended that patient reminder recall is run on a regular basis and as needed.

Intended Audience:

This guide is intended for healthcare providers who are currently in Active status and entering doses into NJIIS either manually or via the interface. Any general user attached to a healthcare facility can run these reports.

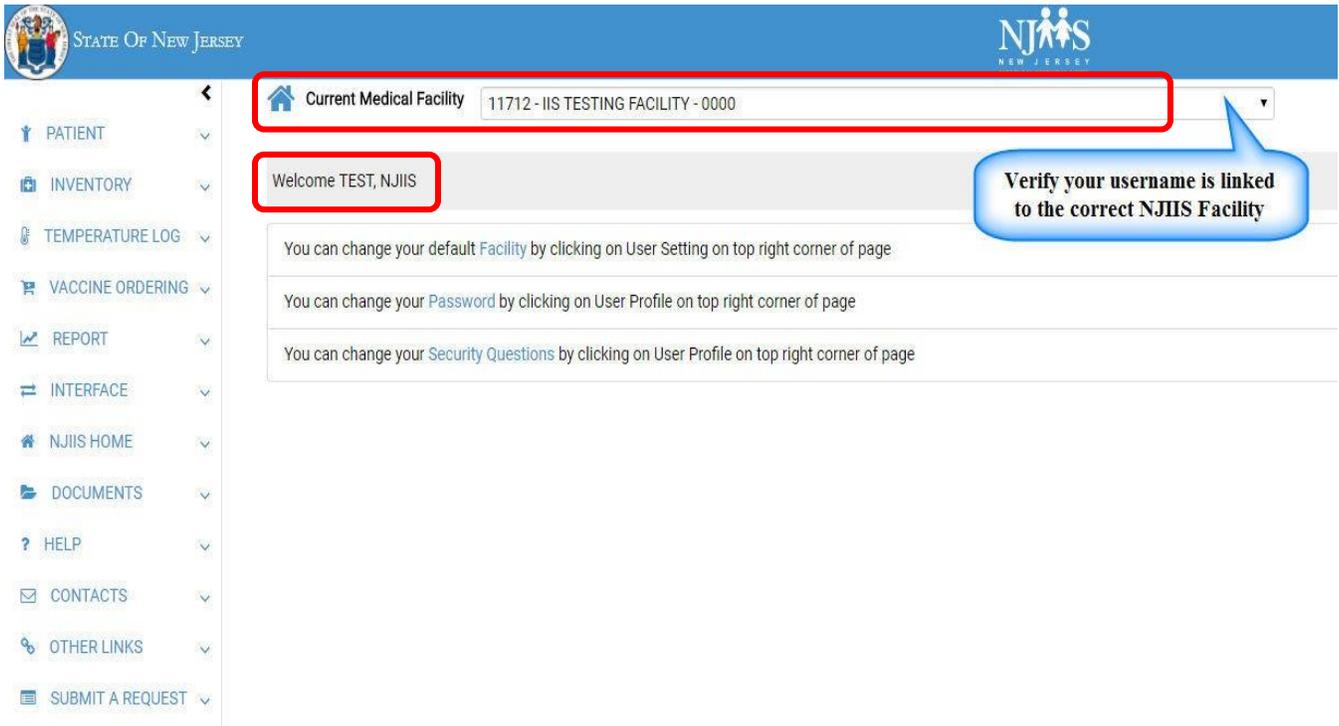
‘How To’: Log in to NJIIS

A. To log in to NJiIS, open Windows Internet Explorer (version 10.0 and higher) or any other latest browser and visit the NJiIS homepage <https://njiis.nj.gov>. On the right side of the NJiIS home page enter your username and password.



The screenshot shows the NJiIS homepage. On the left is a 'Bulletin Board' with several announcements from July, May, and April 2018. The main content area features a 'Parents' section with a list of bullet points: 'Identify unprotected populations at high risk for vaccine-preventable diseases', 'Target immunization initiatives and interventions', and 'Utilize scarce resources efficiently and effectively'. A blue arrow points from this section to a login form on the right. The login form is enclosed in a red box and contains fields for 'User Name' (with a placeholder 'Username') and 'Password', a 'Login' button, and a 'Need Login Help?' link. Below the login form is a vertical menu with icons and labels for 'About NJiIS', 'Enrollment & Training', 'Documents / Forms', 'Interface Enrollment', and 'Vaccines for Children'. The footer contains navigation links for 'Our Mission', 'Contact Us', 'VFC Contacts', 'Disclaimer Statement', 'Bulletin Board Archive', 'Related Links', 'Department: NJDOH Home', 'Topics A to Z', 'Programs/Services', and 'Notice of Privacy Practices'. It also includes a copyright notice: 'Copyright © NJDOH. All Rights Reserved. Last Reviewed : 01/31 /2018'.

B. On the Welcome page, verify that the correct NJiIS facility name is displayed in the “Current Medical Facility” section. (Note: If you are assigned to more than one NJiIS facility, select the appropriate NJiIS facility that you wish to view from the drop-down list.)



STATE OF NEW JERSEY

NEW JERSEY

Current Medical Facility 11712 - IIS TESTING FACILITY - 0000

Welcome TEST, NJIS

Verify your username is linked to the correct NJIS Facility

You can change your default Facility by clicking on User Setting on top right corner of page

You can change your Password by clicking on User Profile on top right corner of page

You can change your Security Questions by clicking on User Profile on top right corner of page

PATIENT

INVENTORY

TEMPERATURE LOG

VACCINE ORDERING

REPORT

INTERFACE

NJIS HOME

DOCUMENTS

HELP

CONTACTS

OTHER LINKS

SUBMIT A REQUEST

Section 1: How to Get Started:

Click on the **Report** option from the left side navigation menu, then click on the **Reminder/Recall Report**. The Reminder Recall page will open.

STATE OF NEW JERSEY

Current Medical Facility: 11712 - IIS TESTING FACILITY - 0000

Welcome TEST, NJIIS

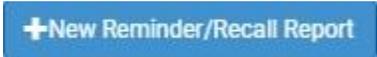
You can change your default Facility by clicking on User Setting on top right corner of page

You can change your Password by clicking on User Profile on top right corner of page

You can change your Security Questions by clicking on User Profile on top right corner of page

- PATIENT
- INVENTORY
- TEMPERATURE LOG
- VACCINE ORDERING
- REPORT**
 - Facility Reports
 - Reminder Recall Report** ← Click Here
 - Vaccine Recall Report
 - VFC Reports
 - School Reports
 - Inventory Reports
 - Interface Reports
- INTERFACE

This page will list all current and past jobs. To create a **new** Reminder/Recall report click on the



Current Medical Facility: 11712 - IIS TESTING FACILITY - 0000

Reminder/Recall Reports List

Filter table contents...

Job Created Date	Process Type	Date Range	Report Run Date	Status	Created By	View	Delete
08/08/2018 03:52:41 PM	Immunization Recall	90 Day or more Recall	08/08/2018	QUEUED	NJIIS TEST	View	Delete
08/08/2018 03:52:13 PM	Due Now		08/08/2018	QUEUED	NJIIS TEST	View	Delete
08/08/2018 03:51:29 PM	Immunization Reminder	1 Month(0-29 Day) Reminder	08/08/2018	QUEUED	NJIIS TEST	View	Delete
08/08/2018 02:23:36 PM	Due Now		08/08/2018	PROCESSED	NJIIS TEST	View	
08/01/2018 02:44:07 PM	Immunization Recall	90 Day or more Recall	08/01/2018	PROCESSED	NJIIS TEST	View	
07/23/2018 10:47:53 AM	Immunization Reminder	3 Month(60-89 Day) Reminder	07/23/2018	PROCESSED	NJIIS TEST	View	
07/23/2018 10:47:04 AM	Immunization Recall	1 Month(0-29 Day) Recall	07/23/2018	PROCESSED	NJIIS TEST	View	
07/23/2018 10:46:37 AM	Due Now		07/23/2018	PROCESSED	NJIIS TEST	View	
07/23/2018 10:46:13 AM	Immunization Reminder	3 Month(60-89 Day) Reminder	07/23/2018	PROCESSED	NJIIS TEST	View	
07/23/2018 10:45:55 AM	Immunization Reminder	2 Month(30-59 Day) Reminder	07/23/2018	PROCESSED	NJIIS TEST	View	

Showing 1- 10 of 11 record(s)

First Previous 1 2 Next Last Show 10 record(s)

Section 2: How to create a Reminder/Recall Job:

The next step is to select the appropriate Reminder/Recall options so that your search results meet your needs.

- † **Immunization Reminder:** Identify and notify the person or families whose children are due soon for one or more immunizations filtered by due date (due in the next 29 days, then choose 1 month, due in the next 30-59 days, then choose 2 months or due in the next 60-89 days, then choose 3 months).
- † **Immunization Recall:** Identify and notify the person or families whose children are already behind for one or more immunizations filtered by due date (due in the past 29 days then choose 1 month, due in the past 30-59 days then choose 2 months or due in the past 60-89 days then choose 3 months).
- † **Due now:** Identify and notify all patients who are currently due or past due vaccines.

To Create a Reminder/Recall or Due Now Report:

- 1) Select the **Process type**. You can select from setting up a Reminder, Due Now or Recall from the drop-down options.
- 2) Select the **“Date Range”** as required. You can choose a **Reminder** or **Recall** for 1,2 or 3 months.
- 3) Select the **“Series ID”** from the drop-down box. The default is set to all vaccines. There is the option to uncheck all and selecting one or multiple vaccines from the dropdown by placing check marks next to your selection.

- 4) Enter either patient **Date of Birth (DOB) Range** or **Age Range** as appropriate. In the Patient Age Range, you can set up an age range using months or years.



Please note: Each reminder/recall job can only be run for a one-year cohort. For example, you want to run for age range of 11-13 years old then you would have to create 2 jobs- one for your 11-12 years old and another for the 12-13 years old.

Manage Reminder/Recall

Due Now - All patients with past due vaccines
 Immunization Reminder - Patients with vaccines due in the future filtered by date range
 Immunization Recall - Patients with past due vaccines filtered by a date range

Process Type * Date Range * Series ID *

Immunization Reminder 3 Month(60-89 Day) Reminder 16 selected

DOB Date Range

Start Date End Date

MM/DD/YYYY MM/DD/YYYY

Age Range

From: To:

Years: * Months: * Years: * Months: *

10 0 11 0

Patients * Exclude Patients who were sent a notification in the last Report Schedule Date *

Select Patients Select Duration 08/09/2018

Submit Reset Back

5) Select the group of **Patients** from the dropdown menu for which you want to run the Reminder/Recall report.

You have 2 drop down options:

- ❖ **Patient primary to medical facility:** patients in NJIS that are recorded as primary to your medical facility.
- ❖ **Patient not primary to medical facility:** patients that have at least one vaccine that has been recorded in NJIS from your facility but do not show your facility as primary.

Please note: After running the job, NJIS will give you the opportunity to claim or un-claim any patient on the output page.

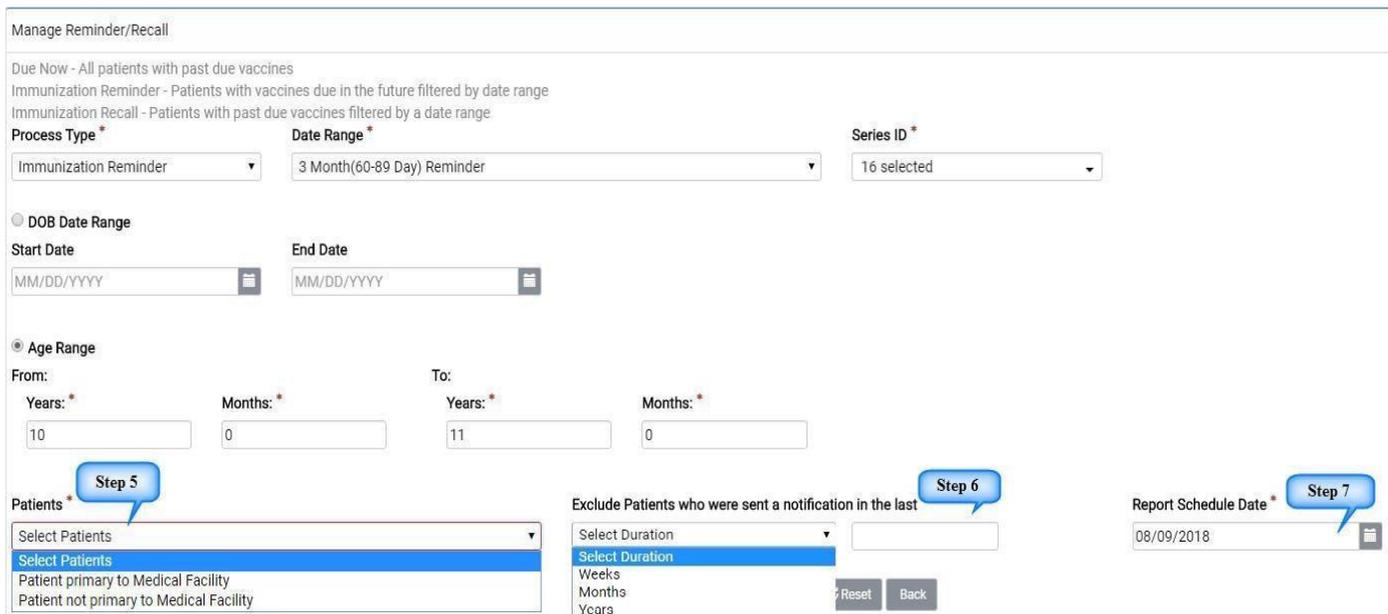
6) The **Exclude patient** dropdown will help you to exclude the cohort of patients that you already communicated in the last Reminder/Recall reports. This is an optional field **allowing you to** exclude the cohort of patients that you already identified and communicated to in the past. You can select the duration in weeks, months or years.

7) Select the next available **Scheduled Date** to run the report.

Report Schedule Date: Jobs will not run on demand and must be scheduled for a **Friday** that is listed on the calendar icon. You have the option to choose the most current Friday or a Friday in

the future (the report will run in the middle of the night on the Thursday you have chosen and will be available Friday morning).

Please note: Jobs that have successfully run will show a status of PROCESSED on the job screen.



Manage Reminder/Recall

Due Now - All patients with past due vaccines
 Immunization Reminder - Patients with vaccines due in the future filtered by date range
 Immunization Recall - Patients with past due vaccines filtered by a date range

Process Type * Date Range * Series ID *

Immunization Reminder 3 Month(60-89 Day) Reminder 16 selected

DOB Date Range

Start Date End Date

MM/DD/YYYY MM/DD/YYYY

Age Range

From: To:

Years: Months: Years: Months:

10 0 11 0

Patients * Exclude Patients who were sent a notification in the last Report Schedule Date *

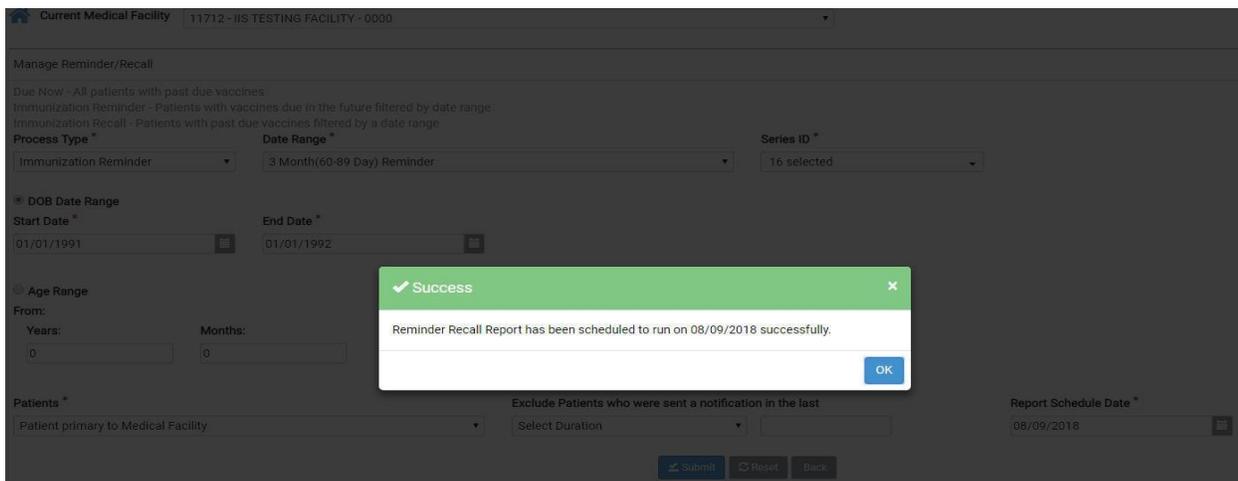
Select Patients Select Duration 08/09/2018

Select Patients Select Duration Weeks Months Years

Patient primary to Medical Facility Patient not primary to Medical Facility Reset Back

Step 5 **Step 6** **Step 7**

7) ⁸⁾ Click on **Submit** to initiate the Reminder/Recall Job. Clicking on **Reset** will reset all the fields in the Reminder/Recall Window.



Current Medical Facility | 11712 - IIS TESTING FACILITY - 0000

Manage Reminder/Recall

Due Now - All patients with past due vaccines
 Immunization Reminder - Patients with vaccines due in the future filtered by date range
 Immunization Recall - Patients with past due vaccines filtered by a date range

Process Type * Date Range * Series ID *

Immunization Reminder 3 Month(60-89 Day) Reminder 16 selected

DOB Date Range

Start Date * End Date *

01/01/1991 01/01/1992

Age Range

From: To:

Years: Months: Years: Months:

0 0

Patients * Exclude Patients who were sent a notification in the last Report Schedule Date *

Patient primary to Medical Facility Select Duration 08/09/2018

Success

Reminder Recall Report has been scheduled to run on 08/09/2018 successfully.

OK

Submit Reset Back

Section 3: Review a Reminder/Recall Report

Reminder/Recall report window will show you all past and present jobs (due) created by your facility users.

Reminder/Recall Reports List

[+New Reminder/Recall Report](#)
[Refresh](#)

Filter table contents...

Job Created Date	Process Type	Date Range	Report Run Date	Status	Created By	View	Delete
08/09/2018 03:58:07 PM	Due Now		08/09/2018	QUEUED	NJIS TEST	View	
08/09/2018 02:54:37 PM	Immunization Reminder	3 Month(60-89 Day) Reminder	08/09/2018	PROCESSED	NJIS TEST	View	
08/08/2018 03:52:41 PM	Immunization Recall	90 Day or more Recall	08/08/2018	PROCESSED	NJIS TEST	View	
08/08/2018 03:52:13 PM	Due Now		08/08/2018	PROCESSED	NJIS TEST	View	
08/08/2018 03:51:29 PM	Immunization Reminder	1 Month(0-29 Day) Reminder	08/08/2018	PROCESSED	NJIS TEST	View	

If you have scheduled a job which is currently in **Queued** status and wanted to delete it; Click on the **red trash can icon**. *Please Note:* You will only be able to delete a job before the report is processed.

Click on the **View** to open any processed reports.

View Reminder/Recall Report

Due Now - All patients with past due vaccines
 Immunization Reminer - Patients with vaccines due in the future filtered by date range
 Immunization Recall - Patients with past due vaccines filtered by a date range

Process Type
 Due Now

Series ID
 16 selected

DOB Date Range
 Start Date: 01/01/2000
 End Date: 12/31/2000

Patients
 Patient primary to Medical Facility

Exclude Patients who were sent a notification in the last: Select Duration

Report Schedule Date: 08/09/2018

List of Patient(s)

Filter table contents...

Registry Id	Last Name	First Name	Age	Parent / Legal Guardian	Phone	No. of Vaccines past due	Patient Status	Current Medical Facility	FollowUp Created Flag
3066251	TEST	PATIENT	17 yr(s) 10 month(s)	MOM, MOM		3	ACTIVE	Y	N
4451297	JERRY	TOM	18 yr(s) 0 month(s)	JERRY, PEPE	(123) 456-9874	7	ACTIVE	Y	Y

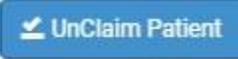
Showing 1 - 2 of 2 record(s)

Show 10 record(s)

[UnClaim Patient](#)
[Create FollowUp](#)
[Generate Label](#)
[Generate Letter](#)
[Export to Excel](#)
[Back](#)

The second reminder/recall screen lets you preview and make the following changes to your patient list:

Unclaim Patient:

If you have selected a Reminder/Recall job for “**Patient primary to Medical Facility**”, then you will be able to **Unclaim** patient in this review page by clicking on  at the bottom of the page.

This action will un-claim the patient for this job and also will remove your facility name as primary facility in NJIIS at the patient level.

View Reminder/Recall Report

Due Now - All patients with past due vaccines
 Immunization Reminder - Patients with vaccines due in the future filtered by date range
 Immunization Recall - Patients with past due vaccines filtered by a date range

Process Type: Due Now | Series ID: 16 selected

DOB Date Range: Start Date: 01/01/2000 | End Date: 12/31/2000

Patients: Patient primary to Medical Facility

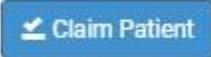
Exclude Patients who were sent a notification in the last: Select Duration | Report Schedule Date: 08/08/2018

Registry Id	Last Name	First Name	Age	Parent / Legal Guardian	Phone	No. of Vaccines past due	Patient Status	Current Medical Facility	FollowUp Created Flag
<input checked="" type="checkbox"/> 3066251	TEST	PATIENT	17 yr(s) 10 month(s)	MOM, MOM		3	ACTIVE	Y	N
<input type="checkbox"/> 4451297	JERRY	TOM	18 yr(s) 0 month(s)	JERRY, PEPE	(123) 456-9874	7	ACTIVE	Y	Y

Showing 1- 2 of 2 record(s)

UnClaim Patient | Create Followup | Generate Label | Generate Letter | Export to Excel | Back

Claim Patient:

If you have selected a Reminder/Recall job for “**Patient not primary to Medical Facility**” then you will be able to **Claim** the patient in this review page by clicking on  at the bottom of the page.

This action will claim the patient for this job and also will add your facility as primary facility in NJHS at the patient level.

View Reminder/Recall Report

Due Now - All patients with past due vaccines
 Immunization Reminder - Patients with vaccines due in the future filtered by date range
 Immunization Recall - Patients with past due vaccines filtered by a date range

Process Type: Due Now | Series ID: 16 selected

DOB Date Range: Start Date: 01/01/1991 | End Date: 12/31/1991

Patients: Patient not primary to Medical Facility | Exclude Patients who were sent a notification in the last: Select Duration | Report Schedule Date: 08/10/2018

Registry Id	Last Name	First Name	Age	Parent / Legal Guardian	Phone	No. of Vaccines past due	Patient Status	Current Medical Facility	FollowUp Created Flag
4451292	WINCHESTER	DEAN	26 yr(s) 11 month(s)	WINCHESTER, MARY	(569) 235-4789	5	ACTIVE	N	N

Showing 1-1 of 1 record(s)

Buttons: Claim Patient, Create FollowUp, Generate Label, Generate Letter, Export to Excel, Back

Review the patient status:

Review the patient status listed on the output list. Only patients listed as **ACTIVE** will be included in your report or reminder letters/labels.

If you believe this patient should be active in NJIIS you can reactive at the patient level.

View Reminder/Recall Report

Due Now - All patients with past due vaccines
 Immunization Reminder - Patients with vaccines due in the future filtered by date range
 Immunization Recall - Patients with past due vaccines filtered by a date range

Process Type: Due Now | Series ID: 16 selected

DOB Date Range: Start Date: 01/01/1991 | End Date: 12/31/1991

Patients: Patient not primary to Medical Facility | Exclude Patients who were sent a notification in the last: Select Duration | Report Schedule Date: 08/10/2018

Registry Id	Last Name	First Name	Age	Parent / Legal Guardian	Phone	No. of Vaccines past due	Patient Status	Current Medical Facility	FollowUp Created Flag
4451292	WINCHESTER	DEAN	18 yr(s) 7 month(s)	WINCHESTER, MARY	(569) 235-4789	5	ACTIVE	Y	N

Showing 1-1 of 1 record(s)

Buttons: Claim Patient, Create FollowUp, Generate Label, Generate Letter, Export to Excel, Back

Section 4: Create a Follow-Up

To create letters or labels, patients must be marked to follow-up:

- Place a check mark on the header row to include all patients
- Individually choose patients by placing a check mark next to the individual names.

Then, click on the  at the bottom of the page.



View Reminder/Recall Report

Due Now - All patients with past due vaccines
 Immunization Reminder - Patients with vaccines due in the future filtered by date range
 Immunization Recall - Patients with past due vaccines filtered by a date range

Process Type: Due Now | Series ID: 16 selected

DOB Date Range: Start Date: 01/01/2000 | End Date: 12/31/2000

Patients: Patient primary to Medical Facility | Exclude Patients who were sent a notification in the last: Select Duration | Report Schedule Date: 08/08/2018

List of Patient(s)

Registry Id	Last Name	First Name	Age	Parent / Legal Guardian	Phone	No. of Vaccines past due	Patient Status	Current Medical Facility	FollowUp Created Flag
<input type="checkbox"/> 3066251	TEST	PATIENT	17 yr(s) 10 month(s)	MOM, MOM		3	ACTIVE	Y	N
<input type="checkbox"/> 4451297	JERRY	TOM	18 yr(s) 0 month(s)	JERRY, PEPE	(123) 456-9874	7	ACTIVE	Y	Y

Buttons: UnClaim Patient, Create FollowUp, Generate Label, Generate Letter, Export to Excel, Back

Annotations: Step 1: Check the boxes here to select patient. Step 2: Click Here to Create a Follow-Up

Once you create the “Follow-Up”, the “Follow-Up Flag” will change from N to Y.

View Reminder/Recall Report

Due Now - All patients with past due vaccines
 Immunization Reminder - Patients with vaccines due in the future filtered by date range
 Immunization Recall - Patients with past due vaccines filtered by a date range

Process Type: Due Now | Series ID: 16 selected

DOB Date Range: Start Date: 01/01/2000 | End Date: 12/31/2000

Patients: Patient primary to Medical Facility | Exclude Patients who were sent a notification in the last: Select Duration | Report Schedule Date: 08/08/2018

List of Patient(s)

Registry Id	Last Name	First Name	Age	Parent / Legal Guardian	Phone	No. of Vaccines past due	Patient Status	Current Medical Facility	FollowUp Created Flag
<input checked="" type="checkbox"/> 3066251	TEST	PATIENT	17 yr(s) 10 month(s)	MOM, MOM		3	ACTIVE	Y	N FollowUp has not created
<input type="checkbox"/> 4451297	JERRY	TOM	18 yr(s) 0 month(s)	JERRY, PEPE	(123) 456-9874	7	ACTIVE	Y	Y FollowUp has created

Showing 1-2 of 2 record(s)

Buttons: UnClaim Patient, Create FollowUp, Generate Label, Generate Letter, Export to Excel, Back



Please Note: The following criteria must be fulfilled before you can create a followup.

- † Patient Status must be **ACTIVE**.
- † Logged in Facility is the **Current Medical Facility**.
- † Follow-Up has not already been created already.



Section 5: Generate Labels and Letters

Once you create a Follow-up, you will be able to generate Labels and Letters for individual or group of patients.

To generate a **Label**, click on the “**Generate Label**” and click **Yes** on the confirmation window.

The screenshot shows the 'View Reminder/Recall Report' page with a confirmation dialog box titled 'Confirmation'. The dialog box contains the following text:

Reminder/Recall label(s) will be generated for selected patient(s) only if -

- Patient Status is ACTIVE
- Logged in Facility is the Current Medical Facility
- FollowUp is created

Do you wish to continue?

There are 'Yes' and 'No' buttons, with a blue arrow pointing to the 'Yes' button.

To generate **Letter**, click on the “**Generate Letter**” and click **Yes** on the confirmation window.

Enter the content of the letter in to the display box and click on the “**Generate Letter**” button. You will get a prompt to download a PDF copy of the letter.

The screenshot shows the 'View Reminder/Recall Report' page with a dialog box titled 'Generate Immunization Reminder/Recall Letter'. The dialog box contains the following text:

Content for the Letter (max 300 characters)

This is a test letter.

There are two blue arrows pointing to the text area: 'Step 1: Enter the content of the' and 'Step 2: Click here' pointing to the 'Generate Letter' button.



Please Note: If you want to create a customized letter for each patient, select **one patient at a time** and click on the generate letter to enter your customized content.

Sample “Due now” Letter:

From
 IIS TESTING FACILITY
 135 EAST STATE ST TRENTON
 TRENTON, NJ
 (609) 826-3958

Date : 08/10/2018

Registry Id: 4451297
 Patient Name: TOM JERRY
 Date Of Birth: 08/02/2000
 Age: 18 yr(s) 0 month(s)

Dear Parent or Guardian,

This is a test letter.

The following immunizations are due for TOM JERRY

Immunization	Due Date
Hep B	02/02/2001
Tdap	08/02/2007
HPV	08/02/2011
MMR	08/02/2001
Meningo	08/02/2016
Var	08/02/2001
Flu	08/01/2018

If you have any questions or if you think our records may not be up-to-date, please let us know.

Thank You

Section 6: Generate A Report for Outreach Campaigns:

Select the patient which you want to include in the report. To create a report, click on



at the bottom of the patient list.

Use the created spreadsheet with patient names, contact information and vaccine information for phone or other outreach campaigns.

A	B	C	D	E	F	G

Patient ID	Registry ID	Patient Last Name	Patient First Name	Patient Middle Name	Birth Date	Age
------------	-------------	-------------------	--------------------	---------------------	------------	-----

H	I	J	K	L	M	N	O
---	---	---	---	---	---	---	---

**New Jersey Immunization Information System
Reminder / Recall Immunization Report**
 Facility : IIS TESTING FACILITY
 Report Type : Due Now
 Date : 01/01/1991 - 12/31/1991

Gender	Address Line 1	Address Line 2	City	State	Zip	Responsible Party's Last Name	Responsible Party's First Name
--------	----------------	----------------	------	-------	-----	-------------------------------	--------------------------------

P	Q	R	S	T	U	V
---	---	---	---	---	---	---

stem

Responsible Party's Relation	Responsible Party's Phone	Series ID	Vaccine ID	Date Recommended	Last Dose Administered Date	Number of days Vaccine is Past Due
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Best Practices Tips:



To ensure that the data being provided is accurate, the following **MUST** occur:

- † Your facility patient list must be current, i.e. your facility must be the primary facility for your patients. Remove/Un-claim any or all patients no longer served by your facility.
- † Patient must be in Active status to be included in the Reminder/Recall report.

- † Your facility must enter all immunization doses administered in a timely manner (within 30 days of administration or sooner) to generate accurate Reminder/Recall report.
- † Please ensure that all the patients information such as address and phone numbers are upto-date in NJIIS.



Still have Questions?

- † Please submit an online inquiry request by clicking [here](#)