

# PhilaVax Recall Report

The PhilaVax Recall Report creates a list of patients that are overdue for vaccination. The report can be customized to a specific age group and specific vaccines. The list will be limited to patients assigned to your clinic in PhilaVax. If you do not have access to reports, please email [vaccines@phila.gov](mailto:vaccines@phila.gov).

## How to Generate the Report

1. Log onto Philavax
2. Select *Reports* menu in the left hand corner
3. Under *Patient Management*, select *Patient Reminder/Recall*



The screenshot shows the PhilaVax interface. On the left is a navigation menu with the following items: Home, Patients, Immunizations, IZ Quick Add, Inventory, Clinic Tools, Program Tools, Reports (highlighted with a red circle and the number 2), Outreach, VTrackS Interface, and Administration. The main content area is titled 'Reports' and contains three sections: 'Patient' (with links like Batch Patient Administrative Record, IZ History/Risk/Recommendations, etc.), 'Forms / Informational Documents' (with links like ACIP Child and Adolescent Immunization Schedule, etc.), and 'Patient Management' (with links like Birth Vaccinations, Inactivate Patients, Patient Detail with Services, Patient List By Insurance Source, Patient List/Counts By Clinic Report, Patient Reminder/Recall (highlighted with a red circle and the number 3), Patient Roster, and Patient VFC Eligibility History).

4. Select *Add Reminder/Recall Run*

### Patient Reminder/Recall

Cancel

Add Reminder/Recall Run

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View

Provider/Clinic : PDPH - DDC - IMMUNIZATION PROGRAM, PROJ01 - PDPH - DDC

SELECT A CLINIC BY TYPING PROVIDER, CLINIC, VFC PIN, OR CLINIC CODE

Provider	Clinic	Run Name	Run Schedule Date	Run Completed Date	Reminder/Recall From Date	Reminder/Recall Through Date	# of Patients in Run	# of Patients Assessed
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5. Set the parameters for the Recall Report. Descriptions of each field are indicated below:

- A. **Run Name** – Enter a name for the Report
- B. **Provider/Clinic** – Will default to your practice
- C. **Report Type** – Patient Default clinic should be selected
- D. **Run Scheduled Date** – Enter the date you want to schedule the Report to run. Reports are run over night in PhilaVax.
- E. **Run Completed Date** – This is a read-only field and will list when the job has been processed
- F. **Recall Date Range** – Best to select one day! Patients who need a vaccination within this date range will be included in the Report. The range shouldn't be too wide or the report becomes unmanageable.
- G. **Age Range** OR **Date of Birth Range** – Used to select patients of a specific age. Only one of these fields needs to be selected, and it is easiest to select **Age Range**. To keep the report manageable, select a narrow age range.

H. Check the box **Include Patients Overdue For Vaccinations** to include patients who are overdue for vaccinations

I. **Vaccine Series and Optional Dose** – Choose which vaccines you want to include in the report. Leave *Dose Number* blank so that any dose in the series that is missing will be included in the report.

6. Select **Create** to process the report. Reminder/Recalls are run overnight to prevent PhilaVax from slowing down during regular business hours. Guidance on using the report is outlined on the next page of this guide.

## Patient Reminder/Recall

Click "Create"/"Update" to save the record or "Cancel" to return to the previous page.

### Add

**A** Run Name

**B** Provider/Clinic : PDPH - DDC - IMMUNIZATION PROGRAM , PROJ01 - PDPH - DDC  
SELECT A CLINIC BY TYPING PROVIDER, CLINIC, VFC PIN, OR CLINIC

**C** Report Type  
 Patient Default Clinic  
 Vaccination Clinic

**D** Run Schedule Date \*   **E** Run Completed Date

**F** Reminder/Recall Date Range \*  
From:   Through:

**G** Age Range \*  
From:  Through:  UOM: MONTHS

Date of Birth Date Range \*  
From:   Through:

- H**  Include Patients Due For Vaccinations (Reminders)?  
 Include Patients Overdue For Vaccinations (Recalls)?  
 Minimum Number Of Days Past Due To Include  Maximum Number Of Days Past Due To Include  
 Only include patients with 2 or more non- Influenza/H1N1-09/COVID-19 vaccinations?

**I** Vaccine Series and Optional Dose (Note: Leave Dose blank to include all doses in series)

<input type="checkbox"/>	Vaccine Series	Dose Number
<input type="checkbox"/>	COVID-19	<input type="text"/>
<input checked="" type="checkbox"/>	DTaP / TD / TDAP	<input type="text"/>
<input type="checkbox"/>	H1N1-09	<input type="text"/>
<input checked="" type="checkbox"/>	Hep A	<input type="text"/>
<input checked="" type="checkbox"/>	Hep B	<input type="text"/>
<input type="checkbox"/>	Hib	<input type="text"/>
<input type="checkbox"/>	HPV	<input type="text"/>
<input type="checkbox"/>	Influenza	<input type="text"/>
<input type="checkbox"/>	Meningococcal	<input type="text"/>
<input type="checkbox"/>	MMR	<input type="text"/>
<input type="checkbox"/>	Pneumococcal	<input type="text"/>
<input type="checkbox"/>	Polio	<input type="text"/>
<input type="checkbox"/>	Rotavirus	<input type="text"/>
<input type="checkbox"/>	Varicella (CPOX)	<input type="text"/>
<input type="checkbox"/>	Zoster	<input type="text"/>

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## Using the Report

After your report has been processed (the next day) return to the *Reminder/Recall* report screen (steps 1-3 on page 1).

1. Select the report you want to download by clicking the circle to the left of the report details.

2. Select the Report Type by clicking on the box of the report you'd like.

**A. Unvaccinated Report:** Includes patients who have not returned to receive their immunizations since the last reminder/recall

**B. Report:** A detailed listing of all patients included in the Reminder/Recall

**C. Dymo Labels:** Generates a list of patient addresses designed to be printed on Dymo address labels

**D. Avery Labels:** Generates a list of patient addresses designed to be printed on Avery 5160 address labels (dimensions 1" x 2 5/8")

**E. Postcard:** Generates a list of patients to be printed on pre-formatted mailer postcards

**F. Full Extract:** Generates a patient list in a CSV file format that can be opened in Excel

### Patient Reminder/Recall i

Cancel **Add Reminder/Recall Run**

#### View

Provider/Clinic : PDPH - DDC - IMMUNIZATION PROGRAM, PROJ01 - PDPH - DDC

SELECT A CLINIC BY TYPING PROVIDER, CLINIC, VFC PIN, OR CLINIC CODE x

Provider	Clinic	Run Name	Run Schedule Date	Run Completed Date	Reminder/Recall From Date	Reminder/Recall Through Date	# of Patients in Run	# of Patients Assessed		
<input checked="" type="radio"/>	PDPH - DDC - IMMUNIZATION PROGRAM	PROJ01 - PDPH - DDC	JULY 2020 RECALL REPORT	07/16/2020	07/17/2020	07/05/2020	07/10/2020	88	88	<span style="color: green;">?</span> <input type="button" value="Reprocess"/> <input type="button" value="View"/>
<input type="radio"/>	PDPH - DDC - IMMUNIZATION PROGRAM	PROJ01 - PDPH - DDC	JUNE 2020 RECALL	06/17/2020	06/18/2020	05/01/2020	06/10/2020	9	10	<span style="color: green;">?</span> <input type="button" value="Reprocess"/> <input type="button" value="View"/>
<input type="radio"/>	PDPH - DDC - IMMUNIZATION PROGRAM	PROJ01 - PDPH - DDC	TEST RUN	05/16/2020	05/17/2020	12/01/2019	05/16/2020	176	181	<span style="color: green;">?</span> <input type="button" value="Reprocess"/> <input type="button" value="View"/>

<b>A</b> Unvaccinated Report	<b>B</b> Report	
<b>C</b> Dymo Labels	<b>D</b> Avery Labels	<b>E</b> Postcard
<b>F</b> Full Extract		

# PhilaVax Recall Report

## Key points to remember

- Patient phone numbers and addresses listed in the report may not be up to date.
- There may be patients who have moved or gone elsewhere on the list. Please let your VFC nurse know about these patients, and PhilaVax will be updated.
- To prevent notifying patients multiple times during the same period, attention should be given to how often the reports are generated.
- Reports are time sensitive and should be reviewed as soon as possible.
- If vaccines have been given after a report is created, you will see a message next to the patient's name: "Immunizations have been added to this record."
- Always compare the Reminder list to immunizations in the patient's chart. There could be a vaccine in the patient chart that is not in PhilaVax.
- If you need assistance, contact your VFC Nurse.