

ALERT IIS — Quick Reference Sheet for Statewide Recall

First, find your patient list.

The screenshot shows the ALERT IIS interface. At the top, there are navigation links: home, manage access/account, forms, related links, logout, help desk. Below this is a header bar with the text: organization Amjen Medical Clinic • user Amanda SuperUser • role Super User (Provider and LHD). The main content area is titled 'Check Reminder List' and contains a table with the following columns: Reminder Request Name, Started, Patients, and State Ran. The table has several rows, with the first row highlighted in orange. A callout box labeled 'STEP 1' points to the 'check reminder list' link in the left sidebar. A callout box labeled 'STEP 2' points to the 'State Ran' column of the first row, with the text: 'Look for the link to the state run recall. (If no hyperlink is visible, there are no patients in the monthly statewide recall for your clinic.)'. A callout box labeled 'STEP 3' points to the first row of the table, with the text: 'Click on the hyperlink for the correct report'.

Reminder Request Name	Started	Patients	State Ran
08/21/2012 09:55:57	08/21/2012 09:55 AM	1	Yes
08/16/2012 12:39:37	08/16/2012 12:32 PM	2	No
05/02/2012 10:12:06	05/02/2012 10:12 AM	7	No
SPECIAL PROJ HPV	05/01/2012 04:50 PM	2	
HPV	05/01/2012 03:48 PM	0	
HPV RECALL	05/01/2012 03:47 PM	2	
05/01/2012 03:45:55	05/01/2012 03:45 PM	2	
HPV FOR SPECIAL PROJ	05/01/2012 03:45 PM	0	
HPV FOR SPECIAL PROJECTS	05/01/2012 03:45 PM	0	
11/17/2010 11:26:54	11/17/2010 11:26 AM	1	
11/15/2010 03:47:44	11/15/2010 03:47 PM	3	

Then, click on the patient's name to update patient demographics and immunization history.

The screenshot shows the 'Preview Patients' interface. At the top, there are navigation links: organization Amjen Medical Clinic • user Amanda SuperUser • role Super User (Provider and LHD). Below this is a header bar with the text: Preview Patients. The main content area is a table with the following columns: Patient Name(LN, FN M), Birth Date, Address, City, and Zip. The table has one row with the following data: Smith, Edward C, 11/30/2010, 1212 N. OAK STREET, PORTLAND, 97201. A 'Return to Reminder Recall' button is visible in the top right corner.

Patient Name(LN, FN M)	Birth Date	Address	City	Zip
Smith, Edward C	11/30/2010	1212 N. OAK STREET	PORTLAND	97201

For more information, call the ALERT IIS Help Desk at 1-800-980-9431. See reverse for more information.

Process and Timeline for Statewide Recall

First Monday of every month — ALERT IIS staff run a preliminary recall.

Following two weeks — Clinic staff log into ALERT IIS and click on “check reminder list” to check their patient list. Update patient demographics and immunization history.

Third Monday of every month — ALERT IIS staff run a final recall. Personalized letters should be mailed by the end of the third week of each month.

- **Only Super Users are able to access a clinic’s statewide recall report.**
- **Recall is run for children who are between 22 and 23 months of age and who have a valid, Oregon mailing address.**
- **If a child is past due for one or more routinely recommended vaccines, they will be included on the recall list. Children due only for influenza will not be included.**
- **If a child has received vaccines from more than one provider, they will be included on the list of the most recent immunizing provider.**
- **If a child is no longer active in your practice, you can update their status in the organization section of the patient demographic screen.**



More Questions?

To find out more about ALERT IIS, contact the ALERT IIS Help Desk,
1-800-980-9431 • alertiis@state.or.us • www.alertiis.org

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