

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. A callout box labeled 'STEP 3' points to the hyperlink '08/21/2012 09:55:57' in the 'Reminder Request Name' column.

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	

STEP 1 Click on check reminder list

STEP 2 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.)

STEP 3 Click on the hyperlink for the correct report

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

The screenshot shows the 'Preview Patients' table in the ALERT IIS interface. The table has the following columns: Patient Name(LN, FN M), Birth Date, Address, City, and Zip. The first row is highlighted in orange.

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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