Reminder Recall for HEDIS Combo 10 Series

Reminder/Recall in the IIS is a helpful tool that can ensure patients stay up-to-date on their immunizations. This document provides guidance on utilizing Reminder/Recall to monitor childhood immunization status for the **HEDIS Combination 10** series. Running the Reminder/Recall Report for patients **8 months through 11 months** will include patients who are due for any of the routine vaccines typically given in the first 6 months of life. When the report is run for **16 months through 35 months**, patients who are due or overdue for any shots that are typically given in the first 15 months of life will be included. Running the Reminder Recall report with the instructions and parameters in this reference guide should be completed every 2 months for both age groups (8months-11months **and** 16months-35months).

The guidance in this document supports selecting the **H 10 (no flu)** series which will include the following vaccines:

Series Description ✕

Series Name: H 10 (no flu)

Selected Vaccines	Number of Shots
DTaP/DT/Td	4
HIB	3
POLIO	3
HEP-B 3 DOSE	3
MMR	1
VARICELLA	1
HEP-A	1
PNEUMO (PCV)	4
ROTAVIRUS	2

NOTE: Selecting the **HEDIS COMBINATION 10 as gold/silver** series will include flu.

The Immunization Quality Improvement for Providers (IQIP) program supports providers with increasing immunization rates for their clinics. Providers can utilize the IQIP Immunize WA Timeline for quality improvement activities. The Immunize WA Annual Award recognizes clinics who achieve 70% or higher coverage for childhood/adolescent immunizations.

Reminder Recall for HEDIS Combo 10 Series

Prior to running the Reminder Recall report as instructed below, you can download and edit a copy of the Multi-language Reminder Recall Letter to include contact information for your clinic. Print one copy of the letter for each patient recalled as outlined in Step 7.
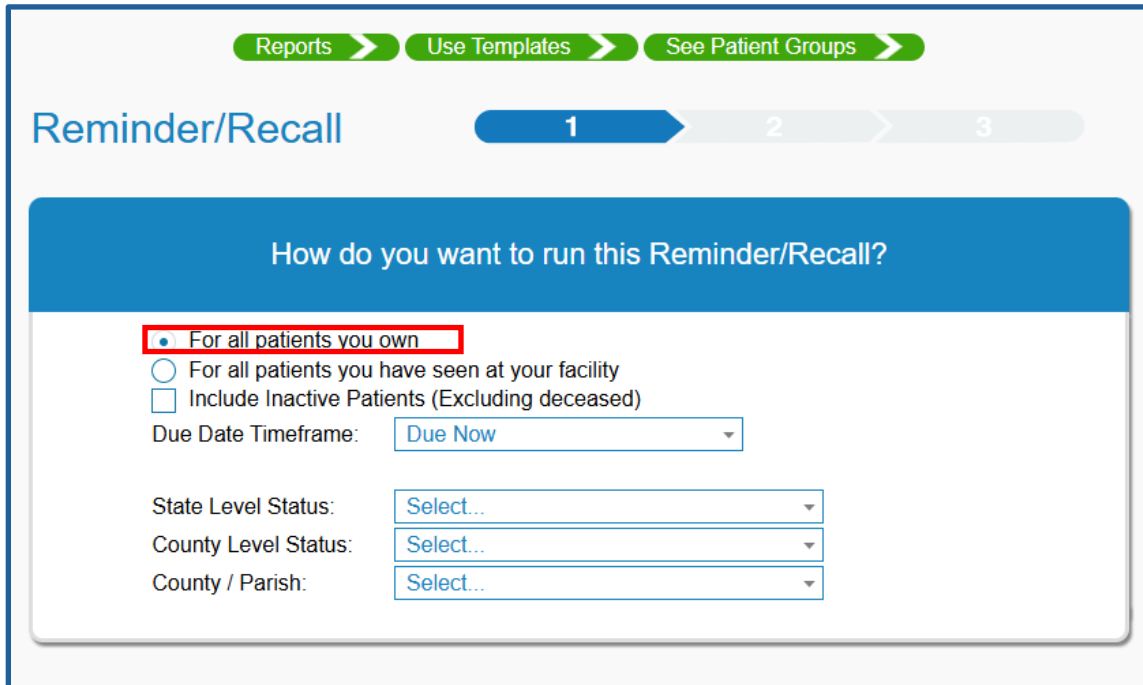

IIS users with **Run Reminder Recall** permission can access the reminder/recall function by selecting Reminder/Recall in the left navigation menu. **Manage Reminder Recall** permission enables users to access all options for Reminder/Recall including the option to create and run templates using the same report parameters in the future. Contact your organization's IIS System Administrator or WAIISHelpDesk@doh.wa.gov for changes to user permissions.
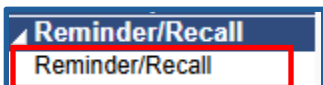
1. Run the report **For all patients you own.** This will include all active patients owned by your clinic or organization. For additional information see: Managing Patient Ownership and Status.

2. Enter **Patient Age Range**. It is recommended to run Reminder/Recall *separately* for the following age ranges:
   a. **8 months to 11 months**
   b. **16 months to 35 months**

Reminder Recall for HEDIS Combo 10 Series

3. Select **H 10 (NO FLU)** from the drop-down menu to run the report for the HEDIS COMBO 10 series *without* flu. Then select **Generate Patient List.**

4. The recall group will be shown in the patient list. Inactivate patients that have left your practice from this screen. For additional information see: Managing Patient Ownership and Status. Select **Submit.**

Reminder Recall for HEDIS Combo 10 Series

5. Select **Generate A Patient List**.
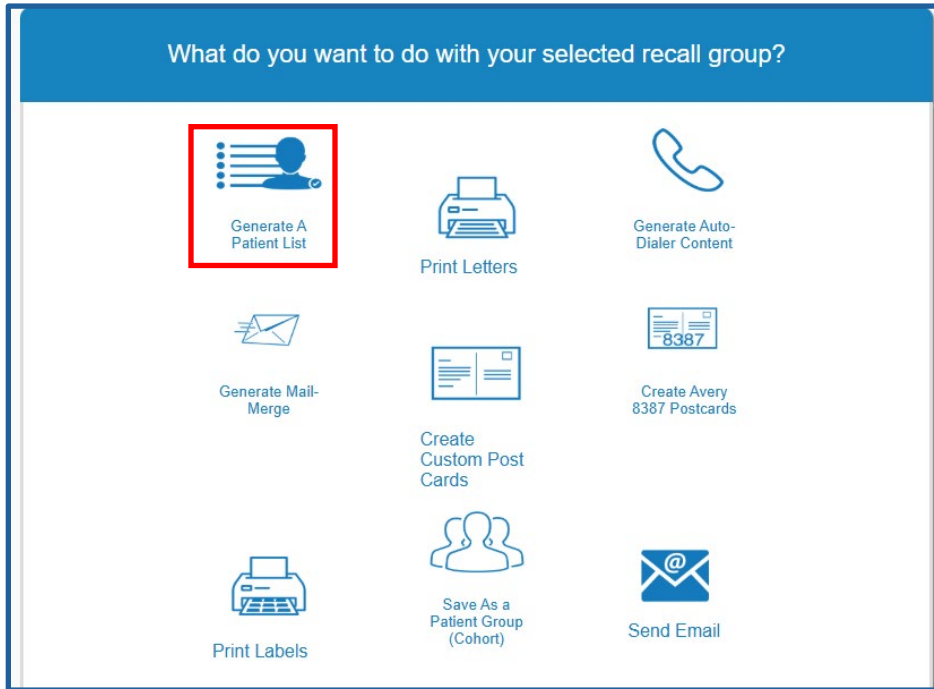
6. Marking the box next to 'Make this count towards number of recall attempts' will count how many times the patient has been recalled. Select **Run** to view a list of patients and vaccines due for each patient.

Reminder Recall for HEDIS Combo 10 Series

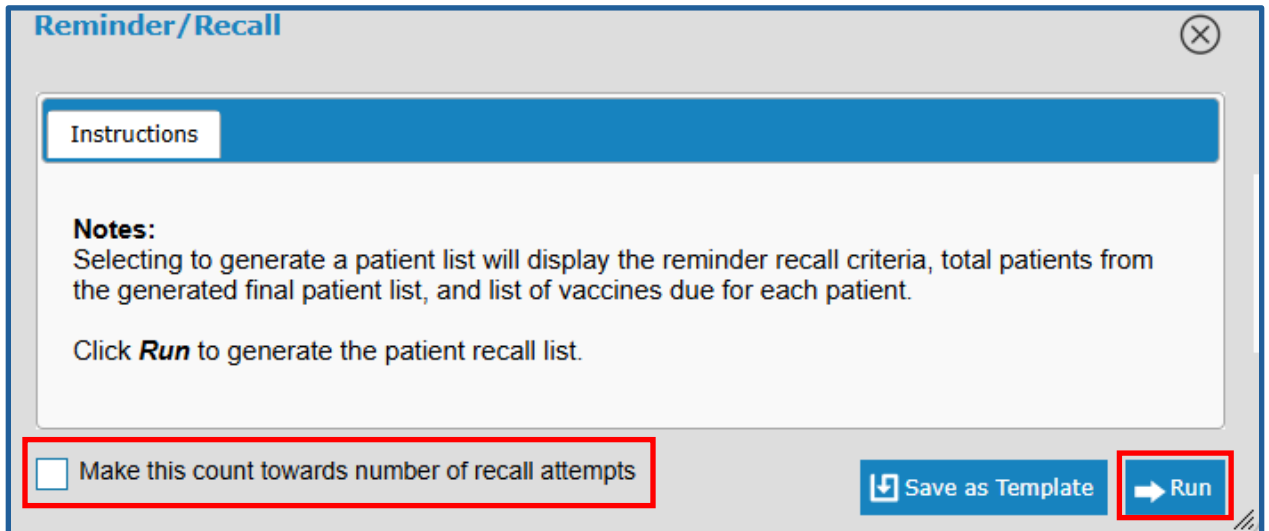7. Review the patient list to find the number of patients to be contacted. Print 1 copy of the Reminder/Recall Letter for each patient recalled. Click here for instructions.

Patient Recall Group Listing by Ownership

Report Criteria

Organization: EVOSS TEST ORG
Recall Date: 01/01/1900 **through** 02/05/2025
Birth Date Range: 03/06/2024 **through** 06/05/2024
Include Inactive Patients: No
State: All
High Risk Category: All
Deferred Vaccinations Only: No
Vacc. Groups: DTaP/Tdap/Td, Hib, Polio, HepB, MMR, Varicella, HepA, Pneumococcal, Rotavirus

Facility: VOSSTESTFAC1
Health Plan: All
Physician: All
Program: All
County/Parish: All
Zip Code: All
District/Region Number: All

Total Patients Selected: 1

Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.
11989374	B		BERRY	04/03/2024	MOTHER

Vaccine Group Name	Dose Number	Recommended Da
HepB	1	04/03/2024
Hib	1	06/03/2024
Polio	1	06/03/2024
Pneumococcal	1	06/03/2024

8. Select **Print Labels**

What do you want to do with your selected recall group?

- Generate A Patient List
- Print Letters
- Generate Auto-Dialer Content
- Generate Mail-Merge
- Create Custom Post Cards
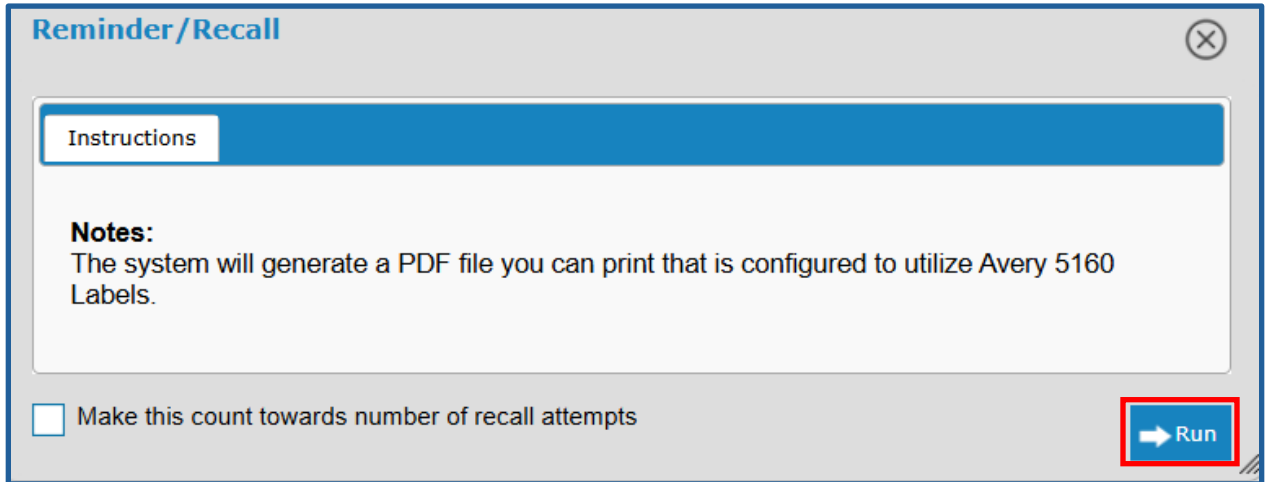- Create Avery 8387 Postcards
- Print Labels
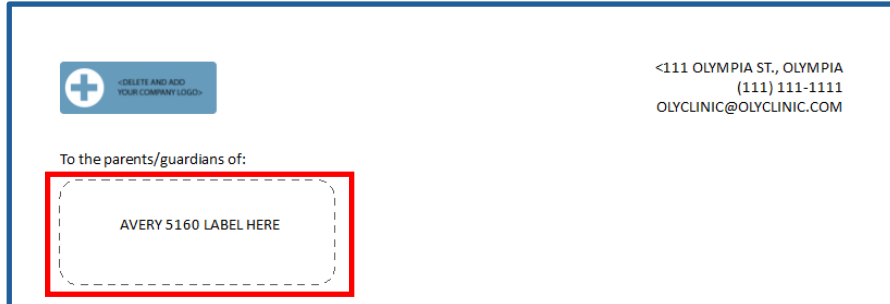- Save As a Patient Group (Cohort)
- Send Email

Reminder Recall for HEDIS Combo 10 Series

9. Select **Run** to generate a PDF file you can print on Avery 5160 labels.

10. Load your printer with Avery 5160 Labels and **print 2 copies** of the labels. One will be used on the printed letter and the other will be used for the mailing envelope.

11. Fix one label in the selected area on the letter.

12. Fix the other label on the mailing envelope.

If you have questions regarding the instructions above or need further assistance, please contact ImmunizeWA@doh.wa.gov.

Questions? Contact the IIS Help Desk at 1-800-325-5599 or WAIISHelpDesk@doh.wa.gov