ALERT IIS — Quick Reference Sheet for Statewide Recall

First, find your patient list.

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.

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- **If a child is no longer active in your practice, you can update their status in the organization section of the patient demographic screen.**