Demographic Analysis and Recall: Run a Vaccine Status Recall Report

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Version 14.19

> **Path: Practice Management tab > Demographic/Analysis Recall > Vaccine Status Recall tab**

About

Prior to running the Vaccine Status Recall Report, you will first need to create a **Patient Demographics List**. The Vaccine Status Recall Report is used to display a list of patients who are due today, behind, or due in the future for a specific vaccine or all vaccines. A **detailed video** demonstrating this workflow can be found below.

📌 **Note**: This report may take longer to run than the others in the Demographic Analysis/Recall as it analyzes the vaccine records of all patients included in the selected Vaccine Group.

Summary of Steps

Follow the steps below to run a Vaccine Status Recall Report after building your Patient Demographics List:

1. Navigate to the **Vaccine Status Recall** tab of the Demographic Analysis/Recall Report by following the path above.
2. Make a selection from the **Forecast Status** options.
3. Select the **Vaccine Group** from the vaccine group drop-down or select All.
4. *(Optional)* Enter the Recall Date.
5. Click the **Search** button.
6. *(Optional)* Add or remove columns from the grid using the **Show/Hide Visible columns** button.
7. *(Optional)* **Sort**, **filter**, or **group** the data.
8. Take action using the **Print Letters**, **Send Messages,** or **Export** buttons.
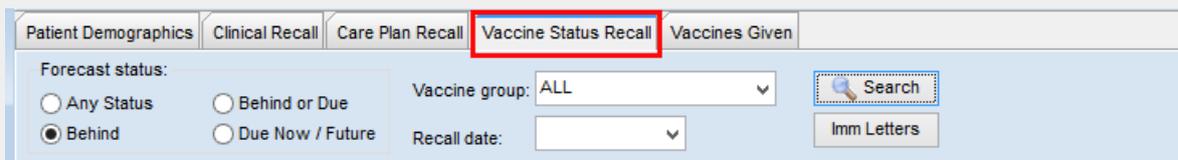
Detailed Video

🎞 **Tip**: To enlarge the video, double-click it, or click the **Fullscreen** button

Version 14.10

Prior to running the Vaccine Status Recall Report, you will first need to run the Patient Demographics Report. The Vaccine Status Recall Report will display a list of patients who are due today, behind, or due in the future for a specific vaccine or all vaccines.

Vaccine Status Recall

To run a Vaccine Status Recall, enter the following criteria before clicking the **Search** button:

- Select the appropriate **Forecast status** radio button as appropriate to the data you wish to see: **Any status, Behind, Behind or Due, Due Now / Future**.
- Select the appropriate Vaccine group from the dropdown or select **ALL** to report on all vaccine groups.
- **Recall date**: select a date for which the recall is due.