**PhilaVax Recall Report**

The PhilaVax Recall Report creates a list of patients that are overdue for vaccination. The report can be customized to a specific age group and specific vaccines. The list will be limited to patients assigned to your clinic in PhilaVax. If you do not have access to reports, please email vaccines@phila.gov.

**How to Generate the Report**

1. Log onto Philavax
2. Select Reports menu in the left hand corner
3. Under Patient Management, select Patient Reminder/Recall
4. Select Add Reminder/Recall Run
5. Set the parameters for the Recall Report. Descriptions of each field are indicated below:

A. **Run Name** – Enter a name for the Report

B. **Provider/Clinic** – Will default to your practice

C. **Report Type** – Patient Default clinic should be selected

D. **Run Scheduled Date** – Enter the date you want to schedule the Report to run. Reports are run overnight in PhilaVax.

E. **Run Completed Date** – This is a read-only field and will list when the job has been processed

F. **Recall Date Range** – Best to select one day! Patients who need a vaccination within this date range will be included in the Report. The range shouldn’t be too wide or the report becomes unmanageable.

G. **Age Range OR Date of Birth Range** – Used to select patients of a specific age. Only one of these fields needs to be selected, and it is easiest to select Age Range. To keep the report manageable, select a narrow age range.

H. Check the box **Include Patients Overdue For Vaccinations** to include patients who are overdue for vaccinations

I. **Vaccine Series and Optional Dose** – Choose which vaccines you want to include in the report. Leave **Dose Number** blank so that any dose in the series that is missing will be included in the report.

6. Select **Create** to process the report. Reminder/Recalls are run overnight to prevent PhilaVax from slowing down during regular business hours. Guidance on using the report is outlined on the next page of this guide.
Using the Report

After your report has been processed (the next day) return to the Reminder/Recall report screen (steps 1-3 on page 1).

1. Select the report you want to download by clicking the circle to the left of the report details.

2. Select the Report Type by clicking on the box of the report you’d like.

   A. Unvaccinated Report: Includes patients who have not returned to receive their immunizations since the last reminder/recall
   B. Report: A detailed listing of all patients included in the Reminder/Recall
   C. Dymo Labels: Generates a list of patient addresses designed to be printed on Dymo address labels
   D. Avery Labels: Generates a list of patient addresses designed to be printed on Avery 5160 address labels (dimensions 1” x 2 5/8”)
   E. Postcard: Generates a list of patients to be printed on pre-formatted mailer postcards
   F. Full Extract: Generates a patient list in a CSV file format that can be opened in Excel
Key points to remember

- Patient phone numbers and addresses listed in the report may not be up to date.
- There may be patients who have moved or gone elsewhere on the list. Please let your VFC nurse know about these patients, and PhilaVax will be updated.
- To prevent notifying patients multiple times during the same period, attention should be given to how often the reports are generated.
- Reports are time sensitive and should be reviewed as soon as possible.
- If vaccines have been given after a report is created, you will see a message next to the patient’s name: “Immunizations have been added to this record.”
- Always compare the Reminder list to immunizations in the patient’s chart. There could be a vaccine in the patient chart that is not in PhilaVax.
- If you need assistance, contact your VFC Nurse.