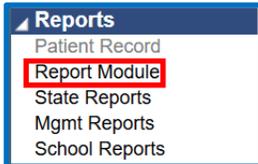


How to Identify Patients Overdue for MMR

The Coverage Rate Report and Reminder Recall in the IIS are helpful tools that can ensure patients stay up-to-date on their immunizations. This document provides guidance for [owning organizations](#) on utilizing the Coverage Rate Report to monitor immunization status for the **MMR** series and how to recall patients using Reminder Recall in the IIS. While these reports can be used for **any age group**, below is an example of how to use the reports for patients 1 through 7 years old. Running the Coverage Rate Report for patients **1 years through 7 years** for the **1 MMR** series will identify the patients <8 years old who are missing the first dose of MMR. The **2 MMR** series can be used to evaluate coverage for dose 2 for patients 4 years and older.

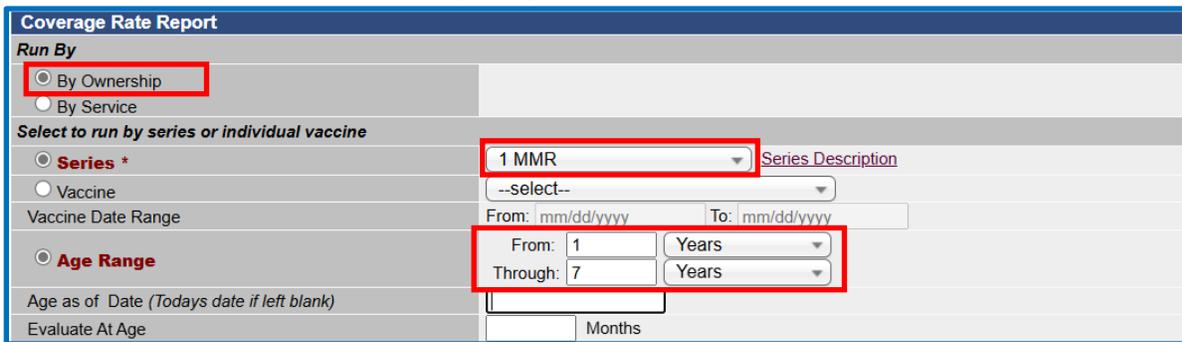
1. Access the Report Module under the **Reports** menu heading in the navigation menu on the left.



2. Select **Coverage Rate Report** in the Registry section.

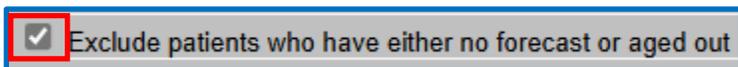


3. Run the Report **By Ownership**. Select the **1 MMR** series and enter **1 years through 7 years** to view patients <8 years old who are due for dose 1. Extend the age range if needed.



A screenshot of the 'Coverage Rate Report' configuration form. The 'Run By' section has 'By Ownership' selected (highlighted with a red box). The 'Select to run by series or individual vaccine' section has 'Series *' selected, with '1 MMR' chosen in the dropdown (highlighted with a red box). The 'Age Range' section has 'From: 1' and 'Through: 7' entered in the respective fields, with 'Years' selected for both (highlighted with a red box).

4. Mark the box to exclude patients who have either no forecast or have aged out. This will remove the patients who have received the first dose of MMR when using the Patient List.



A screenshot of a checkbox labeled 'Exclude patients who have either no forecast or aged out'. The checkbox is checked and highlighted with a red box.

5. Select **Create Coverage Rate Report** to view the coverage rate % for your clinic.

Aggregate (Total Only)	Total Patients	Series Complete
TOTAL	690	617 (89%)

6. Choose **Export Patient List** to view the patient list in a .csv spreadsheet. If you choose **Create Patient List**, you will be able to view the list of patients, but the report will be lost when you navigate away from the page in the IIS.

How to Identify Patients Overdue for MMR

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](#).

DELETE AND ADD YOUR CLINIC LOGO

<111 OLYMPIA ST., OLYMPIA
(111) 111-1111
OLYCLINIC@OLYCLINIC.COM

To the parents/guardians of:

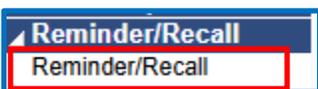
AVERY 5160 LABEL HERE

<p style="text-align: right; font-weight: bold; font-size: small;">ENGLISH</p> <p>Hello! Our records show your child may be due for a wellness visit or vaccinations. This visit is important for keeping your child healthy! Please call our office to schedule your child's appointment.</p> <p>We look forward to seeing you soon.</p>	<p style="text-align: right; font-weight: bold; font-size: small;">SPANISH</p> <p>Hola. Según nuestros registros, su hijo necesita una cita para un examen físico o para vacunarse. Este es un paso importante para cuidar su salud. Llame a nuestra clínica para programar una cita.</p> <p>Esperamos verlo pronto.</p>
<p style="text-align: right; font-weight: bold; font-size: small;">ARABIC</p> <p>صحتك ورايتي انا ارجو ان يكون لك موعد طبي او لقاحات. هذا الموعد مهم لبقاء طفلك وحياته. من فضلك اتصل بعيادةنا لاجل تحديد موعد لطفلك.</p> <p>أبديرقم كنتيتورل علطنتن</p>	<p style="text-align: right; font-weight: bold; font-size: small;">AMHARIC</p> <p>ሰላም! ወገንሽን ልጅህ የጤና ክትትል ወይም ክትትል ሊያስፈልገው እንደሚችል ያስታል። ይህ ክትትል የልጅህን ጤና ለመጠበቅ እስፈላጊ ነው። እነዚህ የልጅህን ቁጠር ለማሰናኘት ወደ ቢሮችን ይደውሉ።</p> <p>በድርሱ እርሳህን ለማየት በጉድ እንጠባበቃለን።</p>
<p style="text-align: right; font-weight: bold; font-size: small;">KOREAN</p> <p>안녕하십니까! 저희 기록에 따르면 귀하의 자녀는 건강검진 또는 예방접종을 해야 하는 시기에 해당하는 대상 아동일 수 있습니다. 이 방문은 자녀의 건강을 지키는 데 중요합니다! 자녀의 방문을 예약하시려면 저희 사무소에 전화해 주십시오. 그릴 곧 뵙겠습니다.</p>	<p style="text-align: right; font-weight: bold; font-size: small;">MARSHALLESE</p> <p>lakwe! Rekoot ko ad rej kwalök ke ajiri eo nejum emaroñ aikuj in loelak takto ako bök wä. Ien loelak in aurok äinwot ke ej köjbarok ejmour an ajiri! Jouj kurlok opij eo ad fan jikeduul ien loelak an ajiri eo nejum.</p>
<p style="text-align: right; font-weight: bold; font-size: small;">RUSSIAN</p> <p>Здравствуйте! Согласно имеющейся у нас информации, ваш ребенок, вероятно, нуждается в оздоровительном визите или прививке. Визит необходим для поддержания здоровья ребенка. Позвоните в наш офис, чтобы запланировать его.</p> <p>Ждем встречи с вами.</p>	<p style="text-align: right; font-weight: bold; font-size: small;">SOMALI</p> <p>Waan ku salaamay! Dilwaanadeena waxay muujinayaan in canugaaga la joogo waqtigii uu imaan lahaa boogasho caafimaad ama tallaal. Boogashadaan waxay muhiim u tahay ilaalinta caafimaadka canugaaga! Fadlan wac xafiskeena si aad u qabsato baalanta canugaaga.</p>
<p style="text-align: right; font-weight: bold; font-size: small;">UKRAINIAN</p> <p>Вітаємо! Відповідно до наявної в нас інформації, вашій дитині, імовірно, слід зробити оздоровчий візит або щеплення. Візит необхідний для підтримки здоров'я дитини. Зателефонуйте в наш офіс, щоб запланувати його.</p> <p>Чекаємо на вас.</p>	<p style="text-align: right; font-weight: bold; font-size: small;">VIETNAMESE</p> <p>Kính chào quý vị! Hồ sơ của chúng tôi cho thấy con của quý vị đã đến thời hạn đi khám sức khỏe hoặc tiêm chủng. Lần thăm khám này đóng vai trò quan trọng trong sự phát triển khỏe mạnh của đứa trẻ! Vui lòng gọi đến văn phòng của chúng tôi để sắp xếp lịch hẹn. Chúng tôi mong sớm được gặp quý vị.</p> <p>Chúng tôi rất mong được gặp quý vị.</p>
<p style="text-align: right; font-weight: bold; font-size: small;">SIMPLIFIED CHINESE</p> <p>您好！根据我们的记录，您的孩子应该接受定期的健康检查或疫苗接种。本次检查对于保持您孩子的健康非常重要！请致电我们的办公室，为您的孩子安排预约。</p> <p>我们非常期待能很快见到您！</p>	

OLY CLINIC (111) 111-1111

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March 2025 DOH 348-964

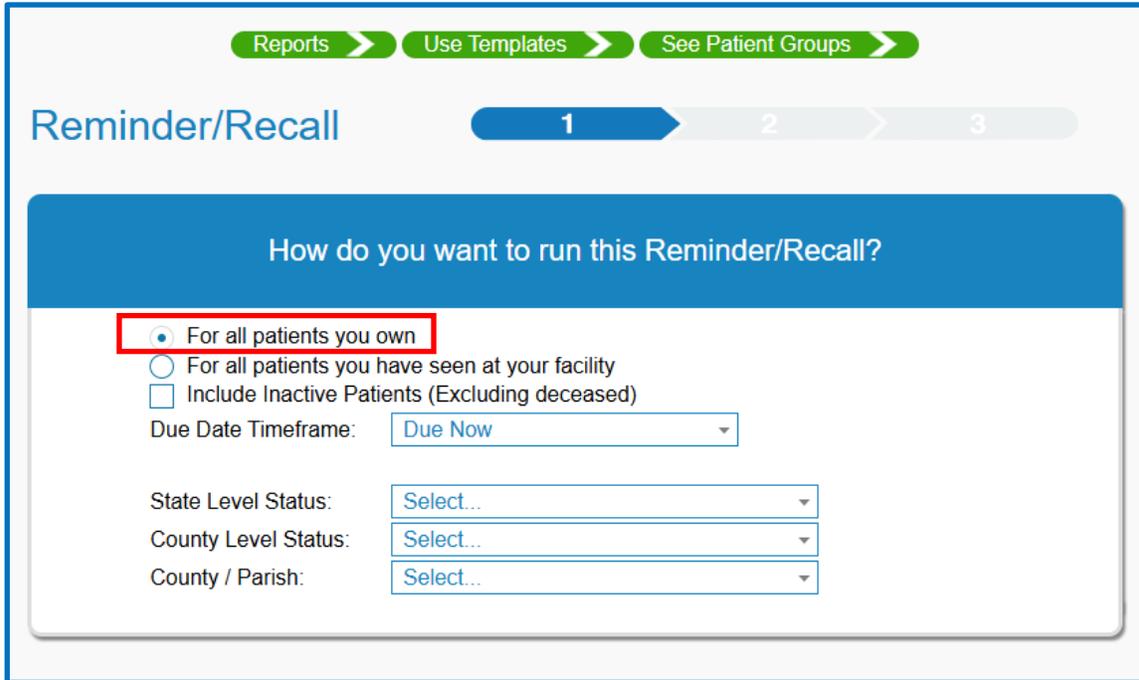
IIS users with **Run Reminder Recall** permission can access the reminder/recall function by selecting **Reminder/Recall** in the left navigation menu. **Manage Reminder Recall** permission enables users to access all options for Reminder/Recall including the option to create and run templates using the same report parameters in the future. Contact your organization's IIS System Administrator or WAIISSHelpDesk@doh.wa.gov for changes to user permissions.



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How to Identify Patients Overdue for MMR

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](#).



Reports > Use Templates > See Patient Groups >

Reminder/Recall 1 2 3

How do you want to run this Reminder/Recall?

For all patients you own

For all patients you have seen at your facility

Include Inactive Patients (Excluding deceased)

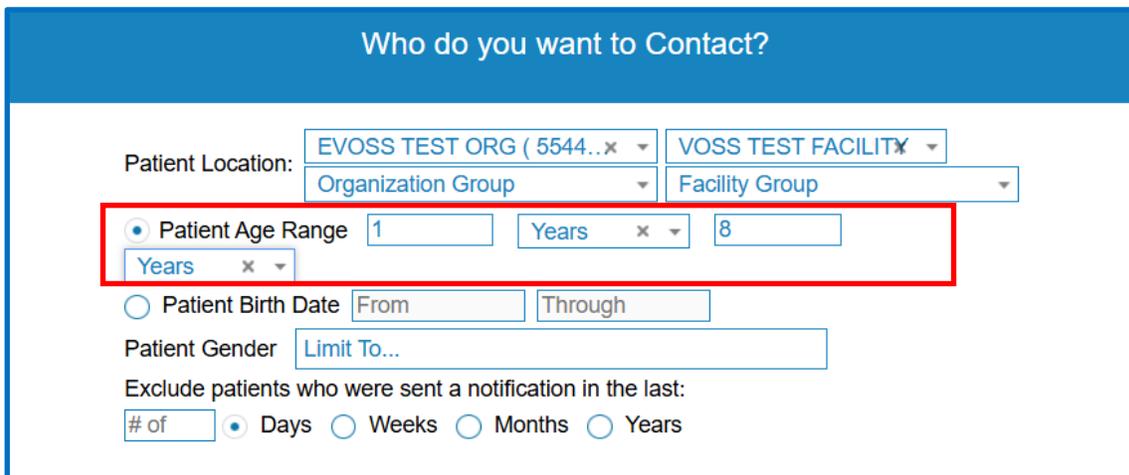
Due Date Timeframe:

State Level Status:

County Level Status:

County / Parish:

2. Enter **Patient Age Range**. 1 years to 8 years will identify patients under 8 years of age. Extend the age range if needed.



Who do you want to Contact?

Patient Location:

Patient Age Range

Patient Birth Date

Patient Gender

Exclude patients who were sent a notification in the last:
 Days Weeks Months Years

How to Identify Patients Overdue for MMR

3. Select the 2MMR series regardless of the age group you entered. This will identify patients due for either dose 1 or 2 in the MMR series. Select **Generate Patient List**.

Which vaccines would you like to include?

2 MMR

Vaccine Group	2 MMR Number of doses in this series
MMR	2

I only want to see my patients who are:

Due for all selected vaccines

One dose away

One visit to complete the series

Clear Schedule **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**.

What patients do you want to add to your recall group?

Remove Patients who don't have an available

Name Phone Address Email

Remove Patients who have received more than notifications.

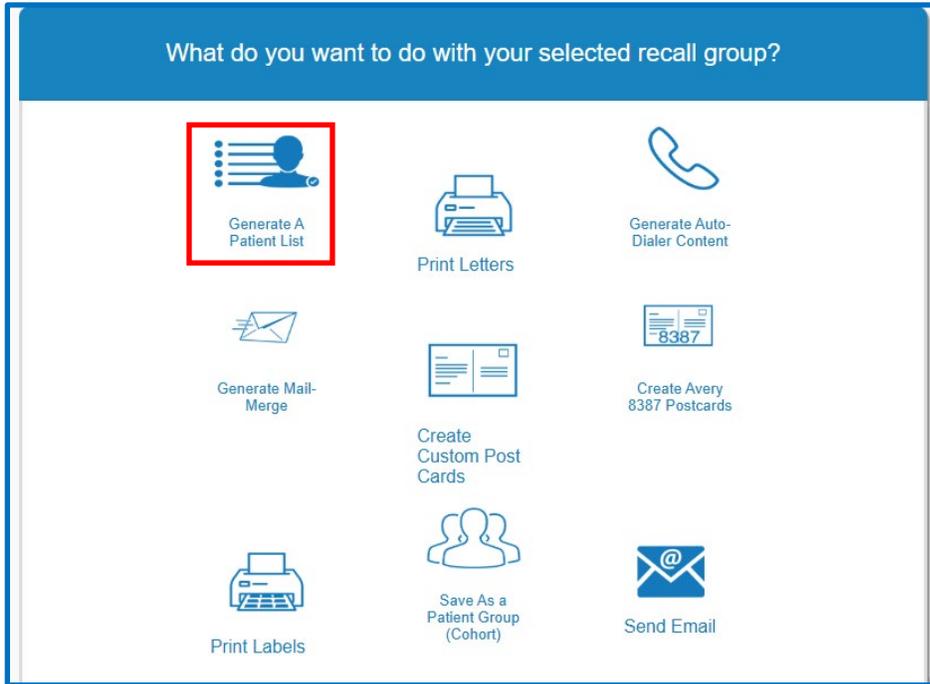
	Last	First	Age	Vaccines Due	Available Contact Methods	R/R Attempts	Reason for Inactivation
<input checked="" type="checkbox"/>	APRIL	TANNER	4	1		0	Select
<input checked="" type="checkbox"/>	AUGUST	FARRAH	4	1		0	Select
<input checked="" type="checkbox"/>	BUNNY	BLUE	1	1		0	Select
<input checked="" type="checkbox"/>	CHICKEN	ERIN	4	1		0	Select
<input checked="" type="checkbox"/>	COFFEE	ERIN	4	1		0	Select
<input checked="" type="checkbox"/>	COFFEE	FRANKIE	1	1		0	Select
<input checked="" type="checkbox"/>	FALL	SEPTEMBER	4	1		0	Select
<input checked="" type="checkbox"/>	FLOWERS	MAY	4	1		0	Select
<input checked="" type="checkbox"/>	GHOST	BOO	4	1		0	Select
<input checked="" type="checkbox"/>	GLORY	AUTUMN	2	1		0	Select

Showing 1 to 10 of 45 entries

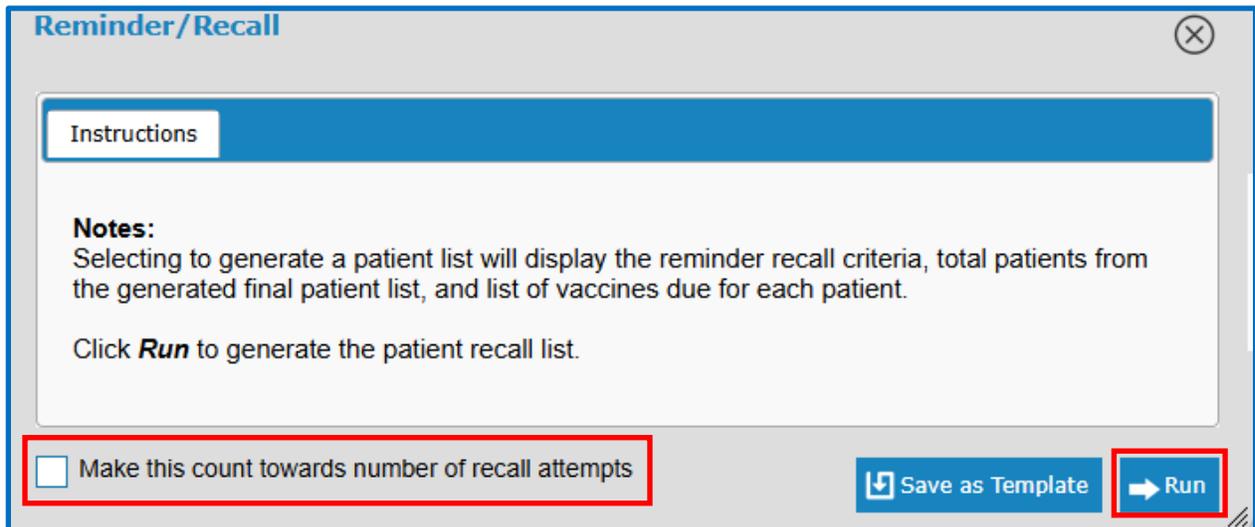
Export Patient List **Submit**

How to Identify Patients Overdue for MMR

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.



How to Identify Patients Overdue for MMR

- 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 03/28/2025 Birth Date Range: 03/28/2018 through 03/28/2024 Include Inactive Patients: No State: All High Risk Category: All Deferred Vaccinations Only: No Vacc. Groups: MMR						Report Date: March 28, 2025 Facility: VOSSTESTFAC1 Health Plan: All Physician: All Program: All County/Parish: All Zip Code: All District/Region Number: All	
Total Patients Selected: 45							
Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	Chart Number
11989924	TANNER		APRIL	04/12/2020			
Vaccine Group Name		Dose Number		Recommended Date		Minimum Date	
MMR		1		04/12/2021		04/12/2021	
Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	Chart Number
11997850	FARRAH		AUGUST	08/01/2020		(360)931-2405	
Vaccine Group Name		Dose Number		Recommended Date		Minimum Date	
MMR		1		08/01/2021		08/01/2021	
Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	Chart Number
12071743	BLUE		BUNNY	11/22/2023	TRAVIS		
Vaccine Group Name		Dose Number		Recommended Date		Minimum Date	
MMR		1		11/22/2024		11/22/2024	

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)

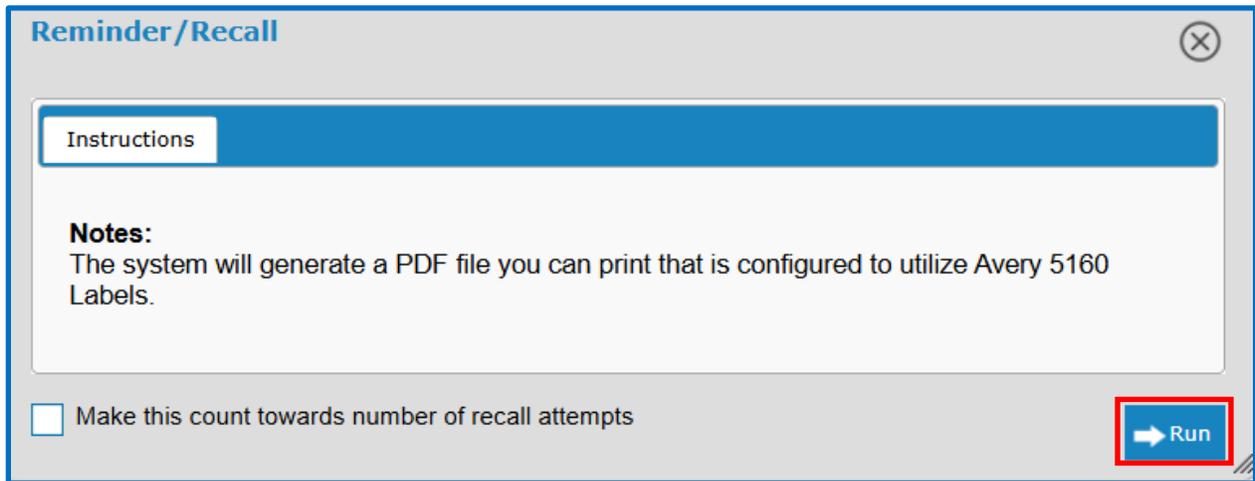
Send Email



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

How to Identify Patients Overdue for MMR

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.



Please reach out to ImmunizeWA@doh.wa.gov or IIS.Training@doh.wa.gov for further assistance.

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