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Sent: Tuesday, November 8, 2022 1:08 PM

Subject: COVID-19 Reminder/Recall Report – Please Review in CT WiZ

Dear CVP Provider,

To assist providers with catching up children who are not up to date with COVID-19 vaccinations, the CT Department of Public Health (CT DPH) has run your clinic's Reminder/Recall Report in the Connecticut Immunization Information System (IIS), CT WiZ to assist with your initial review. **Please note:** these reports reflect what was reported to CT WiZ from providers and interstate IIS to IIS electronic data exchange. If providers reported partial records or did not report 'legacy' historical records when you onboarded with your electronic health record (EHR), your patients may have incomplete records.

To find your Reminder/Recall Report:

1. [Log into CT WiZ](#)

- For help with your username/password, visit: [CT WiZ Username Password Issues for Existing Accounts](#)
- If you don't have a username, [request access](#) and ensure your [contact information is updated](#).

2. Click on Reports on the left in CT WiZ.

- Scroll down to Patient Management and click on "Patient Reminder/Recall"
- Access your clinic's reports to review your patients who are not up to date.
- To view Report Results, **click Filter** to see all Reminder Recall Reports that have been run.
- Then click the down arrow next to **View** and **select Report** for:
 - **COVID Reminder/Recall 6mo-23mo**
 - **COVID Reminder/Recall 2yrs-4yrs**
- View [trainings](#) on how to generate outputs below to help with your outreach including:

- **View:** Displays the parameters entered for the run.
- The **Reprocess** option is not recommended to be used at this time.
- **Unvaccinated Report:** Lists patients meeting Reminder/Recall criteria that have not returned for immunizations since the reminder/recall was run.
- **Report:** Lists all patients meeting Reminder/Recall criteria.
- **Extended Report:** Provides additional patient details.
- **Dymo Labels, Avery Labels, and Postcard:** If the mailing address is empty in Demographics then only the patient's name will appear on the label.
- **Full Extract, Auto-Dialer Email Extract and Auto Dialer Phone Number Extract:** Generates a CSV file containing patient data for patients included in the Reminder/Recall.

3. Review your report and conduct outreach as needed

- If you have an [IAP Coordinator in your area](#), reach out to the IAP for assistance with outreach or with [CT WiZ training](#).

COVID-19 Vaccinations Resources

- If you are not already enrolled in the COVID-19 vaccination program (CoVP), [click here](#) to enable your clinic to order COVID-19 vaccines from the State.
 - In the meantime, please provide your patients information about where to get vaccinated:
 - [Connecticut COVID-19 Vaccine Portal](#) (vaccines.gov – to find a clinic nearby)
 - [DPH Van Clinics \(ct.gov\)](#) (vans schedule – no appointments needed)
 - [Getting a Flu Vaccine and a COVID-19 Vaccine at the Same Time | CDC](#)
4. **Providers should run the Reminder/Recall reports in CT WiZ regularly** to assess your patients who are not up to date and conduct outreach as needed.
- Visit the [CT WiZ training webpage](#) and [CT WiZ Reports Manual](#)

Need additional help?

- Please submit a [Helpdesk ticket](#) - Select Immunizations (CT WiZ) – Clinic Administration – select the topic
- *CT DPH will offer an Office Hours webinar, stay tuned for more information*