How to Generate Your Facility’s Influenza Coverage Reports, Recall Lists and Letters

1. After logging in to the Online Registry, on the top-horizontal navigation bar, click to open the Tools section, Coverage Reports tab. Click on the new link, “Standard or Flu Coverage.”

![Coverage Report Screen](image1.png)

Create New Coverage Report: Standard or Flu Coverage

2. Shown below is the new Coverage Report screen. Near the bottom of the screen, you will find choices for flu coverage reports by age range, and criteria for inclusion. You may choose more than one report at a time to run:

![Coverage Report Screen](image2.png)

Once completed, the report names will automatically include the age range descriptions for each flu report.
3. **Coverage Results:** The reports will take some time to finish for facilities that serve a large number of patients. Please be patient. The total number of patients and the percent who are up-to-date (UTD) for flu will be listed. Reports are complete when “Done” appears in the “Report Status” column.

To view a list of patients who do not meet the criteria for flu UTD, click on the corresponding “Done” link.

4. You are now viewing a list of patients who are not UTD for flu according to CIR records.

   To create a Recall list, labels and/or letters, click **Create Recall List**.

5. You are now in the “Reminder/Recall” section. You may review your list of patients.

   (a) To view a record, click on the patient name. To return to the list, click on the back button in your browser;

   (b) To edit an immunization record, in the “Update” column on the right, click on the “Add Imm” link.

   (c) To edit patient contact information, in the “Update” column on the right, click on the “Edit Add/Ph” link.
6. To create recall list, letters, and labels, follow the four-step instruction near the top of the screen, next to the purple tip arrow:

![Reminder/Recall tab]

- Our records show that these patients may need the vaccines as shown. To recall patients based on up to date rates, use the Coverage Report Tool. For Recall/Reminder instructions, click here.
- To recall patients, first review the records and add any immunizations that were given but not reported to the CIR.
- 1. Mark the patients who need Reminder/Recall Letters, then click Continue.
- 2. Select to make Labels & Letters or make a List.
- 3. Select or compose a Message.
- 4. Confirm and retrieve your Recall list/job.

7. Recall lists, letters, and labels files: The files will take some time to generate for facilities that serve a large number of patients. Please be patient. The files are located in the “Reminder/Recall” tab. When completed the “Status” column will change and appear as illustrated below:

![Reminder/Recall tab with completed status]

8. You may use paper preprinted with your office letterhead to print the letters. To print labels, use standard address labels, 1” x 2-5/8”

For a review of the Recall instructions, please visit: