
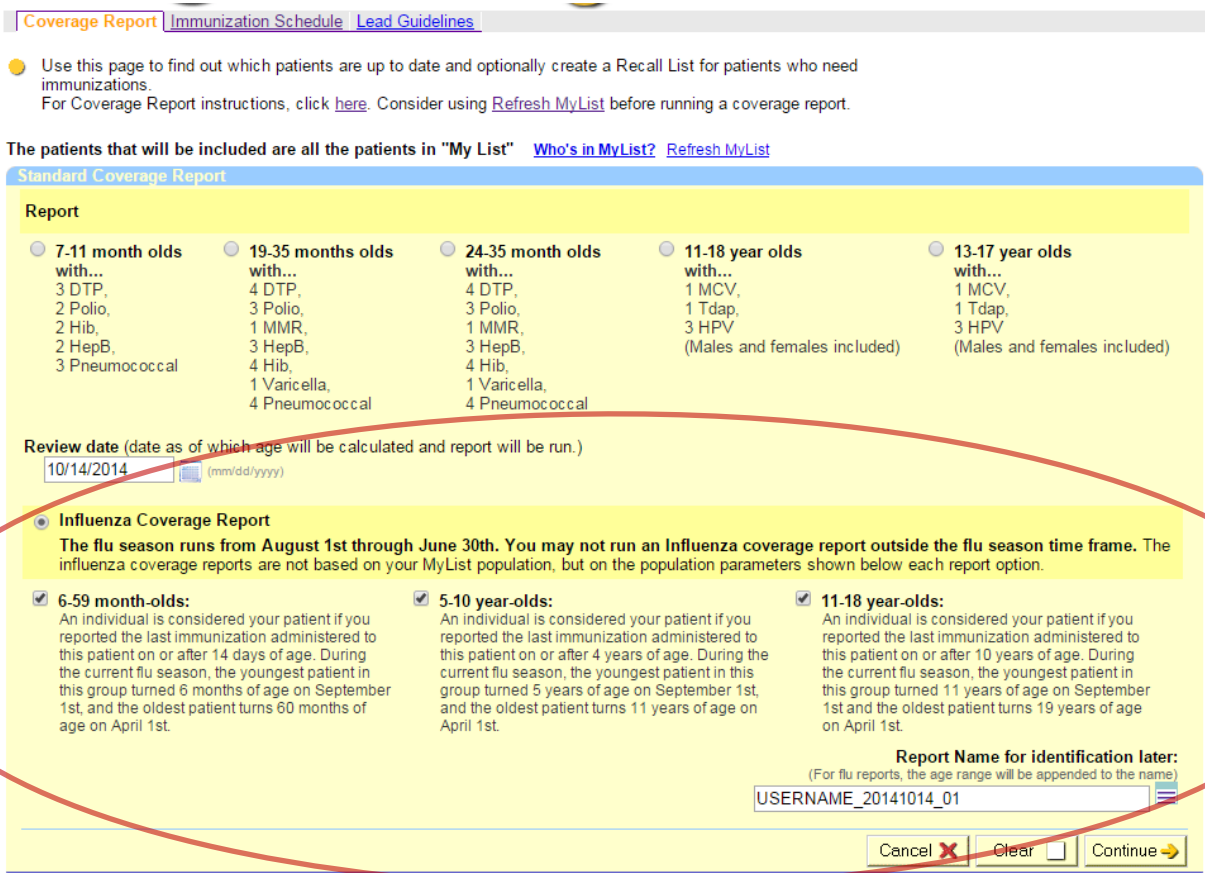


How to Generate Your Facility's Influenza Coverage Reports, Recall Lists and Letters

- 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](#)."



- 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 | Immunization Schedule | Lead Guidelines

Use this page to find out which patients are up to date and optionally create a Recall List for patients who need immunizations.
 For Coverage Report instructions, click [here](#). Consider using [Refresh MyList](#) before running a coverage report.

The patients that will be included are all the patients in "My List" [Who's in MyList?](#) [Refresh MyList](#)

Standard Coverage Report

Report

<input type="radio"/> 7-11 month olds with... 3 DTP, 2 Polio, 2 Hib, 2 HepB, 3 Pneumococcal	<input type="radio"/> 19-35 months olds with... 4 DTP, 3 Polio, 1 MMR, 3 HepB, 4 Hib, 1 Varicella, 4 Pneumococcal	<input type="radio"/> 24-35 month olds with... 4 DTP, 3 Polio, 1 MMR, 3 HepB, 4 Hib, 1 Varicella, 4 Pneumococcal	<input type="radio"/> 11-18 year olds with... 1 MCV, 1 Tdap, 3 HPV (Males and females included)	<input type="radio"/> 13-17 year olds with... 1 MCV, 1 Tdap, 3 HPV (Males and females included)
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Review date (date as of which age will be calculated and report will be run.)
 (mm/dd/yyyy)

Influenza Coverage Report
 The flu season runs from August 1st through June 30th. You may not run an Influenza coverage report outside the flu season time frame. The influenza coverage reports are not based on your MyList population, but on the population parameters shown below each report option.

<input checked="" type="checkbox"/> 6-59 month-olds: An individual is considered your patient if you reported the last immunization administered to this patient on or after 14 days of age. During the current flu season, the youngest patient in this group turned 6 months of age on September 1st, and the oldest patient turns 60 months of age on April 1st.	<input checked="" type="checkbox"/> 5-10 year-olds: An individual is considered your patient if you reported the last immunization administered to this patient on or after 4 years of age. During the current flu season, the youngest patient in this group turned 5 years of age on September 1st, and the oldest patient turns 11 years of age on April 1st.	<input checked="" type="checkbox"/> 11-18 year-olds: An individual is considered your patient if you reported the last immunization administered to this patient on or after 10 years of age. During the current flu season, the youngest patient in this group turned 11 years of age on September 1st and the oldest patient turns 19 years of age on April 1st.
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Report Name for identification later:
 (For flu reports, the age range will be appended to the name)

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.

[Coverage Report](#) | [Immunization Schedule](#) | [Lead Guidelines](#)

- This page shows Coverage Reports you have created in the last year. For Coverage Report instructions, click [here](#). Click on the link “Done” in the Report Status column on the right to view a Coverage Report. You may use it to create a Recall List for patients who need immunizations.

Create New Coverage Report: [Standard or Flu Coverage](#) *New!* [Refresh](#)

Recent Coverage Reports (38 Reports)							
	Type	Name	Patients	UTD%	Coverage Status as of:	Date Created	Report Status
<input type="checkbox"/>	Flu Coverage Report	"USERNAME_20141014_01_11-18y"	0	0.0%	10/14/2014	10/14/2014 3:24 PM	Starting...
<input type="checkbox"/>	Flu Coverage Report	"USERNAME_20141014_01_5-10y"	9	33.3%	10/14/2014	10/14/2014 3:24 PM	Done
<input type="checkbox"/>	Flu Coverage Report	"USERNAME_20141014_01_6-59m"	3	33.3%	10/14/2014	10/14/2014 3:24 PM	Done

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.

[Coverage Report](#) | [Immunization Schedule](#) | [Lead Guidelines](#)

- This page lists the results of your Coverage report.

To create a Recall list, labels and/or letters, click [Create Recall List](#)

Flu Coverage Report: USERNAME_20141014_01_5-10y
 3 of 9 patients are up to date (33.3%).
 Flu cohort with an age range of: 5yr - 10yr
 Doses: Due for Influenza
 As Of: 10/14/2014

[Create Recall List](#)

6 of 9 patients are not up to date (66.7%)

LastFirst	Gender	DOB
Kent, Clark	M	07/28/2009
Mouse, Mickey	M	11/01/2007
Mouse, Mini	M	06/21/2007
Papadouka, Vassiliki	F	11/15/2006
Papadouka, Vassiliki	F	01/01/2006
Simpson, Bart	M	08/19/2009

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.

[Reminder / Recall](#) | [Create New Recall](#) | [Create Custom Recall](#)

- 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.

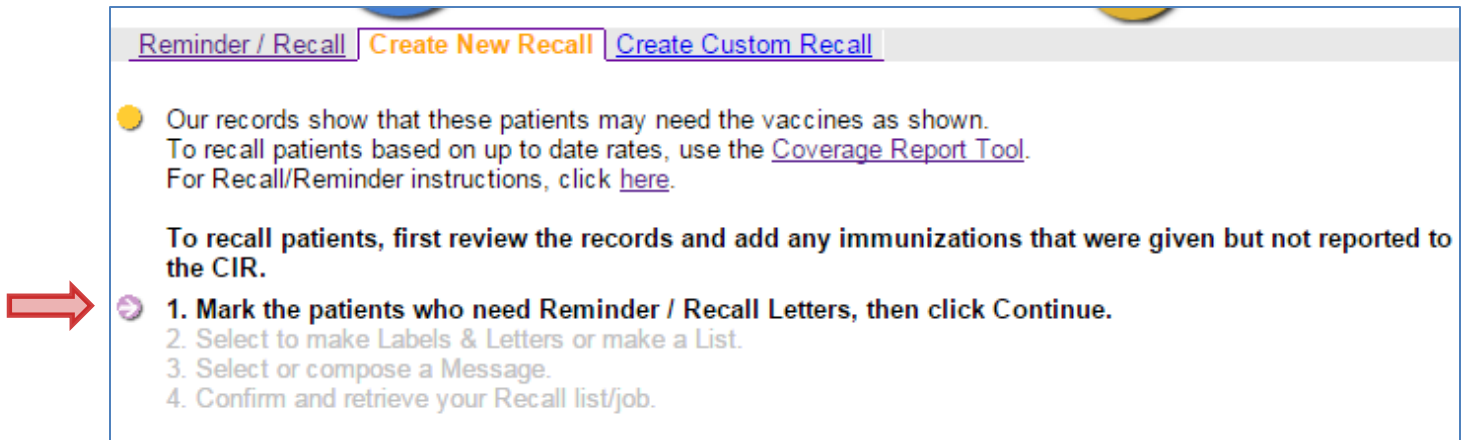
Who's in Recall List? Currently showing patients from the selected Coverage Report.

Status	Last/First	Gender	DOB	Last Accessed	Last Recall	Missing	Address	Phone	Update?
<input checked="" type="checkbox"/>	Kent, Clark	M	07/28/2009	09/04/2013	10/12/2014	Influenza-5, MMR-2, Varicella-2	4209 28th St Long Island City, NY 11101	718-45	Edit Add/Ph Add Imms*
<input checked="" type="checkbox"/>	Mouse, Mickey	M	11/01/2007	10/11/2014	10/12/2014	Influenza-4, HepA-2	2 Lafayette St. New York, NY 10013	212-22	Edit Add/Ph Add Imms*
<input checked="" type="checkbox"/>	Mouse, Mini	M	06/21/2007	11/14/2013	10/12/2014	Influenza-1, HepB-1, DTP-1, Polio-1, MMR-1, Varicella-1	9246 220 Queens, NY 11428	347-396-2783	Edit Add/Ph Add Imms*
<input checked="" type="checkbox"/>	Papadouka, Vassiliki	F	11/15/2006	10/11/2014	10/12/2014	Influenza-6, Polio-3, Varicella-1, HepA-2	2 Lafayette, 19TH New York, NY 10007	212-676-2331	Edit Add/Ph Add Imms*
<input checked="" type="checkbox"/>	Papadouka, Vassiliki	F	01/01/2006	10/12/2014	10/12/2014	Influenza-6, DTP-2, Polio-2, HepA-2	125 Worth Street New York, NY 10014		Edit Add/Ph Add Imms*
<input checked="" type="checkbox"/>	Simpson, Bart	M	08/19/2009	09/03/2014	10/12/2014	Influenza-4, MMR-2, Varicella-2	4209 28th St Long Island City, NY 11101	347-396-2578	Edit Add/Ph Add Imms*

1-6 of 6 records

[Cancel](#) [Continue](#)

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:



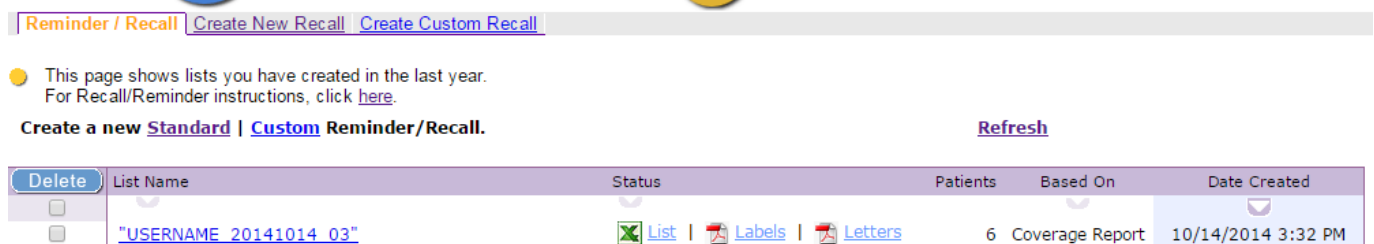
[Reminder / Recall](#) | [Create New Recall](#) | [Create Custom Recall](#)

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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](#) | [Create New Recall](#) | [Create Custom Recall](#)

● This page shows lists you have created in the last year. For Recall/Reminder instructions, click [here](#).
 Create a new [Standard](#) | [Custom](#) Reminder/Recall. [Refresh](#)

Delete	List Name	Status	Patients	Based On	Date Created
<input type="checkbox"/>	"USERNAME_20141014_03"	 List  Labels  Letters	6	Coverage Report	10/14/2014 3:32 PM

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:

<http://www.nyc.gov/html/doh/downloads/pdf/cir/cir-recall-guide.pdf>