

## MANUAL REMINDER RECALL SYSTEM

Objectives: To facilitate timely administration of immunizations in accordance with the public health laws of the State of Florida.

Materials: 3"x5" index cards  
3"x5" index card file(s) or box(es)  
3"x5" monthly index card guides (3 sets – Jan-Dec)  
  
(5"x8" may be substituted)

### A. SET-UP OF THE SYSTEM

1. Review child's (birth – 35 months of age) immunizations records for age-appropriate immunizations.
2. Create a 3x5 index card for each child who needs additional immunizations that includes:
  - a) Child's name, address (street and mailing), phone number
  - b) Date next immunization is due in upper right corner of card
3. As new patients are added to the practice, evaluate their status and create a recall card as needed.
4. File the cards alphabetically by the month the next immunizations are due.

### B. OPERATING THE SYSTEM

1. At the beginning of each month, work the cards of children who need shots that month. They can be reminded when they are due their next immunization by:
  - a) Calling the parent and making an appointment.
  - b) Sending a card and asking the parent to call for an appointment.
2. A note should be made on the card after each contact or attempted contact.
3. If a child moves away from the practice, inactivate the card by noting the circumstances on the card and filing it with the chart.
4. Keep the card in the current month until the child comes in for their next immunizations or they are inactivated.
5. When the child comes in and gets immunized, change the due date for the next immunization on the card's corner and re-file in the new month.
6. If the child has not come in for immunizations, continue to call or write until either the child comes in or is inactivated. Circumstances for

inactivation should be noted on the card, and the card should be filed with the child's chart.

7. At the beginning of the next month, start at number 1, above. In addition, continue to work any children who still need immunizations from the previous month(s).