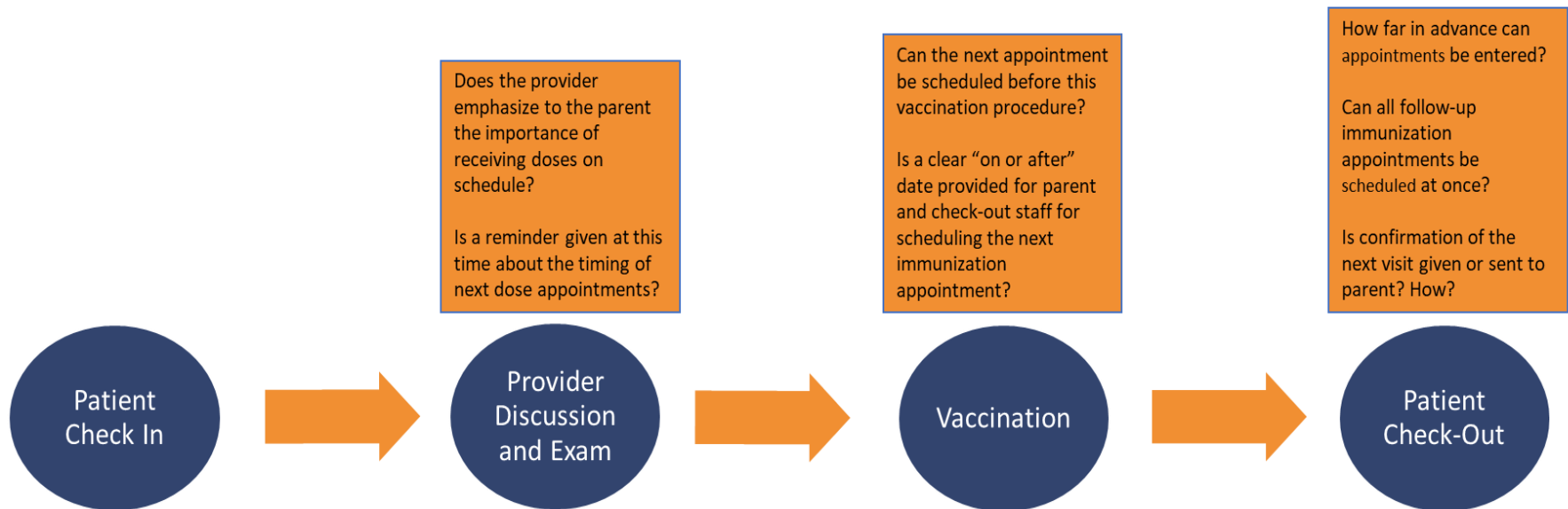


Core Strategy Discussion Prompts: Schedule the Next Immunization Visit Before the Patient Leaves the Office

Task	Notes
<p>Determine which doses are due next</p> <p><i>How do staff determine when doses are due for the future visits?</i></p>	
<p>Determine the earliest date the next doses can be given to prevent invalid doses</p> <p><i>Who determines the “on or after” date to ensure validity?</i></p>	
<p>Record which vaccines are due next and the earliest date they may be given</p> <p><i>Where and how is this information recorded for the parent and check-out staff?</i></p>	
<p>Consider scheduling the next immunization visit prior to the patient being vaccinated (i.e., before the parent is preoccupied with calming the child)</p> <p><i>Can scheduling be done in the exam room?</i></p>	
<p>Enter the next vaccination visit in the scheduling system</p> <p><i>Can all follow-up immunization appointments be scheduled at once? How far in advance can appointments be entered into the scheduling system?</i></p>	
<p>Investigate whether the scheduling system can be modified if it does not allow for adequate advanced scheduling of immunization visits</p> <p><i>Who should be consulted (e.g., IT support, software vendor, etc.) regarding scheduling system limitations?</i></p>	
<p>Give and/or send confirmation of the next appointment to the parent</p> <p><i>How is confirmation of the next visit(s) shared with the parent (e.g., text, e-mail, appointment card, etc.)? Are parents encouraged to record the next appointment in their phone? Are parents given an immunization schedule? When?</i></p>	

Assessing Processes for Scheduling Next Appointment



Other questions to consider:

1. Are all staff, including clerical, trained to schedule immunization appointments according to ACIP schedule (i.e., minimum ages and intervals) to avoid invalid doses?
2. Will the next immunization appointment be a nurse-only visit or full visit with the prescriber?
3. Will an on-time immunization appointment be congruent with the next well child visit?
4. Is presumptive language used for getting next appointments scheduled? ("We will see you back on xyz date for your next vaccination.")
5. Has staff consulted the appropriate entity (e.g., IT support, software vendor) regarding any scheduling system limitations?
6. Are staff aware of restrictions that may be imposed by insurance providers regarding scheduling?