

DAISY Scheduling: SCHEDULING REMINDER POSTCARDS

Scheduling reminder postcards get sent out to all participants on an annual protocol 3 months before their visit. Sending these postcards this far in advance ensures that all of our families are getting an equal chance at scheduling for an evening or Saturday appointment. The postcards should be sent out sometime **between the 5th and the 10th of every month**. To send them out, follow the procedure below:

- Go to My Computer → S Drive → DAISY Databases → ChartClinicPrep → Postcard Reminders
- When prompted for a start date, enter the first day of the month that these children will be due, **which is three months from now** (for example, if you're sending out the scheduling postcards in January, enter 4/1/20--since April is 3 months after January).
- When prompted for a stop date, enter the last day of that month (4/30/20--to go with the example above)
- Address labels will generate. Put however many pages necessary of 1"x 2 5/8" (Avery 5160) labels in to the printer and print.
- Close that document and click "yes" to update the access queries.
- Go through these labels and cross out any double addresses due to siblings – we only need to send one per household.
- Close the document and click "yes" to update the access queries
- Next, go to My Computer → L Drive → DAISY MOO → Scheduling → Procedures → SchedPostcard
- Change the month on the postcard document to correspond with the month these participants are due (again, three months from today)
- Put the blank yellow 5x7 postcards into the printer and print enough postcards to correspond with the labels
- Put the labels on the postcards and place them in the outgoing mail box with the metered mail form.
- If you need more yellow postcards contact printing services.