



American College  
of Physicians

American Society  
of Internal Medicine

## **Reminder/Recall Sample Letters**

The following letters are included in this document for your use in your reminder/recall efforts. **As you copy and paste from this document into your own stationery, please feel free to change the text in any way to suit your practice style:**

1. A general immunization awareness letter
2. For patients at high risk for complications from the flu
3. For patients at high risk for pneumococcal infections
4. For patients in need of a Td booster
5. For patients who never had chickenpox or the varicella vaccine
6. For patients with indications for hepatitis B
7. For patients with indications for hepatitis A

## 1. A GENERAL IMMUNIZATION AWARENESS LETTER

Dear patient,

Did you know that there's something you can do to protect yourself against potentially serious or deadly diseases that would only take a few moments of your time?

Immunization (or vaccination) is a safe and easy way to protect yourself from diseases like influenza, pneumonia, hepatitis A and B, chickenpox, tetanus, and others.

How do you know which vaccines you might need? That's something I can help you with, but here are some questions that will give me an idea right from the start that you might need a vaccine:

- Are you 50 or older?
- Do you have diabetes, asthma, heart or liver disease, or any chronic health condition?
- Are you pregnant or planning to become pregnant?
- Do you spend time or work in a nursing home, day care facility, school or college campus, or in an institutional setting?
- Do you plan on international travel?
- Is there a chance you haven't received all your childhood immunizations?
- Do you use illegal drugs?
- Are you a man or a woman with multiple sex partners, or a man who has same-sex partners?
- Have you ever received clotting-factor concentrates or long-term aspirin therapy?
- Do you have immune system problems caused either by a transplant, medication you're taking or medical condition?
- Are you a health care worker or someone who might be exposed to blood or blood contaminated body fluids?
- Do you live with or come in close, regular contact with people who have any of these traits?

Even if you answered yes to only one of these questions, that means there's a vaccine that can protect you from a disease you might be at risk for. I hope you'll take the time to call me to discuss immunization—or make a note to ask me about it during your next office visit. It really is a safe and easy way to make sure you're protected from some serious diseases.

Sincerely,

## 2. FOR PATIENTS AT HIGH RISK FOR COMPLICATIONS FROM THE FLU

Dear patient,

Our records indicate that you're an at-risk candidate for influenza (the flu) and you should receive an immunization.

What does this mean?

Simply that there's something about you that puts you at greater risk of either getting the flu or developing serious complications should you get it. As you may already know, the flu is a viral infection with symptoms like fever, cough, muscle aches, and fatigue. For many people the flu makes them sick enough to keep them in bed for a few days to a week, while in others who are older or who already have health complications, the flu can lead to a severe infection or even death. And since the flu virus itself changes, a new vaccine is needed each year to protect you against it.

At our office, we like to make certain that our patients who are at greatest risk of developing complications from the flu are the first in line to receive this annual shot when it becomes available. Please give us a call to schedule your flu shot this year. The vaccine is typically available in October, but can be given through January. Given your risk, we'd like to vaccinate you as early in the flu season as possible.

I look forward to speaking with you.

Sincerely,

### 3. FOR PATIENTS AT HIGH RISK FOR PNEUMOCOCCAL INFECTIONS

Dear patient,

Our records indicate that you're a candidate for an immunization (a vaccine) for pneumococcal disease.

What does this mean?

Put simply, there's something about you that puts you at greater risk of either getting a pneumococcal infection or of having serious complications should you get it. In case you were unaware, pneumococcal disease can lead to serious infections of the lungs (pneumonia), the blood (bacteremia), and the covering of the brain (meningitis). More people die in the United States each year from this than all other vaccine-preventable diseases combined. People who are at higher risk of complications from pneumococcal disease are older than 65, have a chronic health condition like diabetes, heart or lung disease, or have some other health indication.

In some ways, being a candidate for immunization is good news, because it means that despite your risk, there is a safe and easy way to protect yourself from pneumococcal disease for 7-10 years. The best thing to do is call our office so we can discuss it. We can answer all of your questions, tell you more about the pneumococcal vaccine, and make sure the vaccine is right for you.

This letter was not sent to cause you any alarm—it is just to tell you that immunization is a safe and easy way to protect yourself. I hope you'll give my office a call, or remind me during your next office visit that you received this letter.

I look forward to speaking with you.

Sincerely,

#### 4. FOR PATIENTS IN NEED OF A Td BOOSTER

Dear patient,

Our records indicate that you're due for a booster immunization (vaccine) for tetanus and diphtheria (Td). As you may know, tetanus is caused by germs entering a cut or wound and can cause serious, painful muscle spasms and possibly lockjaw. Diphtheria is an infection that spreads when germs pass from an infected person to the nose or throat of others. The Td vaccine is a safe, effective way to protect yourself from these serious infections.

Every 10 years adults need to receive a Td booster, so I hope that you will come in to get this important immunization. Please give my office a call to schedule an appointment to receive this vaccine, or remind me during your next office visit that you received this letter.

I look forward to speaking with you.

Sincerely,

## 5. FOR PATIENTS WHO NEVER HAD CHICKENPOX OR THE VARICELLA VACCINE

Dear patient,

As you may be aware, chickenpox (also called varicella) is a common childhood disease, but it can be quite serious in adults. Our records indicate that you may not have had chickenpox, and never received the chickenpox vaccine. If this is not the case, please give us a call so we can update your records. If this is true, we hope you'll give us a call and see if the chickenpox vaccine is right for you.

This letter is not meant to alarm you in any way; it is just to let you know that there is a safe and easy way to protect yourself from chickenpox. If you have any questions or concerns about the vaccine, my office staff and I can help you. Just give us a call or mention the chickenpox vaccine at your next scheduled appointment.

I look forward to speaking with you.

Sincerely,

## 6. FOR PATIENTS WITH INDICATIONS FOR HEPATITIS B

Dear patient,

Our records indicate that you're a candidate for an immunization (a vaccine) for hepatitis B.

What does this mean?

Simply—there's something about you that puts you at greater risk of getting hepatitis B. In case you were unaware, the hepatitis B virus can cause short-term illness that leads to loss of appetite, fatigue, diarrhea and vomiting, and jaundice (yellow skin or eyes). It can also cause long-term illness that leads to liver damage or liver cancer. In fact, the hepatitis B vaccine is widely regarded as the first vaccine that can prevent cancer.

In some ways, being a candidate for an immunization is good news, because it means that despite the risk, there is a safe and easy way to protect yourself from hepatitis B. The best thing to do is call our office so we can discuss it. We can answer all of your questions and tell you more about hepatitis B vaccine and determine if the vaccine is right for you.

This letter was not sent to cause you any alarm—it is just to tell you that immunization is a safe and easy way to protect yourself. I hope you'll give my office a call to schedule an appointment to receive this vaccine, or remind me during your next office visit to tell you more about this vaccine.

I look forward to speaking with you.

Sincerely,

## 7. FOR PATIENTS WITH INDICATIONS FOR HEPATITIS A

Dear patient,

Our records indicate that you're a candidate for an immunization (a vaccine) for hepatitis A.

What does this mean?

Simply—there's something about you that puts you at greater risk of getting the hepatitis A virus. As you may know, hepatitis A is a liver disease caused by a virus. Most of the time, people get hepatitis A from living in close contact with someone who has the virus, or by eating or drinking contaminated food or drink. People who are at higher risk for hepatitis A have chronic liver disease or live in an area with a high rate of hepatitis A infection.

In some ways, being a candidate for an immunization is good news, because it means that despite your risk, there is a safe and easy way to protect yourself from hepatitis A. The best thing to do is call our office so we can discuss it. We can answer your questions and tell you more about the hepatitis A vaccine and determine if the vaccine is right for you.

This letter was not sent to cause you any alarm—it is just to tell you that immunization is a safe and easy way to protect yourself. I hope you'll give my office a call, or remind me during your next office visit that you received this letter.

I look forward to speaking with you.

Sincerely,