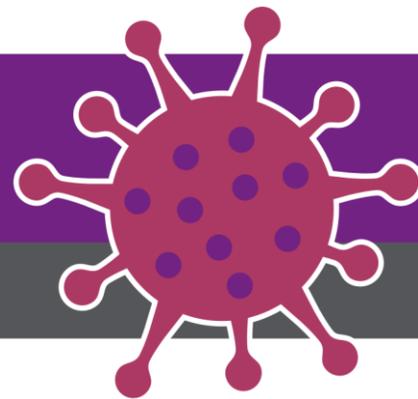


CORONAVIRUS DISEASE 2019 (COVID-19)

Vaccine Second Dose Reminder



Audience: Marketing and Communications Colleagues

Revision Date: 12/23/2020

Version: #1

COVID-19 Response Team Owner: Clinical and Operations

Date of Last Review: 12/23/2020

Guidelines: Use this copy for the reminder email to patients to schedule the appointment for their second dose of the COVID-19 vaccine.

Dear <name>,

The COVID-19 vaccine you received requires a second dose. You are due for your second dose on <date>. You can schedule your appointment online at <url>.

The vaccine is believed to be more effective when you receive both doses. Please complete your COVID-19 vaccine series.

What to bring to your appointment:

COVID-19 Vaccination Record Card

Photo ID

Insurance Card*

We look forward to seeing you soon!

Sincerely,

<health system or doctor>

*COVID-19 vaccinations are provided free of charge, but your insurance will be billed for administration of the shot.