

How to Create a COVID-19 Vaccine Booster Recall

1. From the MCIR Home Screen, select Create Recall.
2. **Description:** Enter a name to your recall description: i.e. Covid 3rd Dose.
3. **Letter Type:** Choose the appropriate type of letter: Comprehensive or Simple.
4. **Generate notices based on age of person:** enter the ages to be included in the recall.
5. Select Years.
6. **Generate Notice based on options:** choose appropriate options
7. **Generate notices based on vaccine series and dose within a series:**
 1. Choose SARS-CoV-2 from the Vaccine Series drop-down
 2. Leave Type blank
 3. Dose Number is 3
8. **Provider Message box:** type a Provider Message to your recipients.
9. Click Submit.

Recall Outreach Notices [Print Help](#)
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Person **Rem/Rcd** **VIM** **Imp/Exp** **My Site** **Adm** **Rpts** **Oth**
Create Reminder Create Recall Retrieve/Confirm Results Scan RTS Letters

Description: Covid 3rd Dose [Preview Report](#)

Letter Type
 Comprehensive Simple

Generate notices based on age of person
People of age at least 19 but not yet of age 99 months years

Generate Notice based on options
 Use only patient roster Migrants: Exclude Generate labels (Avery 5960) Generate CSV extract file

Generate notices based on vaccine series and dose within series
Vaccine Series: SARS-CoV-2 Type: Dose Number: 3

Generate notices based on geography
ZIP Code:

Generate notices based on last administered shot date during the following period
Start Date: End Date:

Provider Message (maximum 260 characters)
Test message

Maximum people to be included in the result: 300

For more assistance creating recalls, please see the [Reminder/Recall User Reference Guide](#).