How to Create a COVID-19 Vaccine Booster Recall
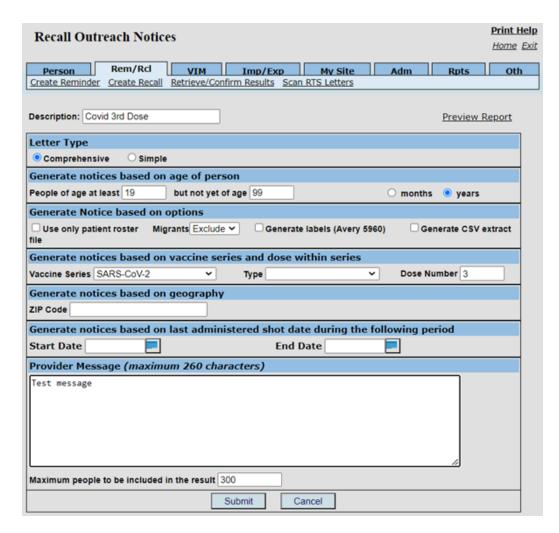
1. From the MCIR Home Screen, select Create Recall.

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.

For more assistance creating recalls, please see the Reminder/Recall User Reference Guide.