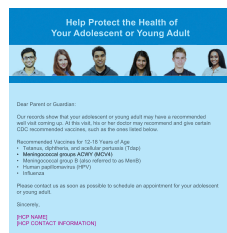


GUIDANCE ON SENDING THE ADOLESCENT AND YOUNG ADULT IMMUNIZATION AND REMINDER EMAILS

Below, please find instructions on how to send an immunization or reminder/missed follow-up dose email to help with immunization of adolescents and young adults due for a CDC-recommended vaccination.

Email Instructions

1. Open email template in default Web browser (eg, Safari, Internet Explorer). Click [here](#) to open well visit email template. Click [here](#) to open reminder/missed follow-up dose email template.
2. Once the email appears in your Web browser, resize the window to eliminate any white space on the sides of the content. (All white space will be carried through when you drop the message into your email application.)
3. Click on the properly resized Web page and press CTRL+A (on a PC) or Command+A (on a Mac) to select all content on the page, then press CTRL+C (on a PC) or Command+C (on a Mac) to copy it to the clipboard.
4. Open a new message in your email application (eg, Outlook, Gmail) and paste the content by pressing CTRL+V (on a PC) or Command+V (on a Mac).
5. If sending to a single patient, enter the patient's email address in the "To:" line as the recipient. Be sure to protect patient privacy. If sending to more than one patient, placing all email addresses in the "Bcc:" line may help assist in keeping patient names and email addresses invisible to others. To do this, enter your HCP office/organization email address in the "To:" line and all patient email addresses in the "Bcc:" line.
6. Enter the following as the email subject line:
CDC-recommended adolescent and young adult vaccinations
7. Make sure to edit the sign-off information at the bottom of the email to reflect your organization's name and contact information.



Subject: CDC-recommended adolescent and young adult vaccinations
From: [ORGANIZATION NAME]
To: [PATIENT EMAIL ADDRESS]

Subject: CDC-recommended adolescent and young adult vaccinations
From: [ORGANIZATION NAME]
To: [PATIENT EMAIL ADDRESS]

Sincerely,
[HCP NAME/ORGANIZATION NAME]
[HCP/ORGANIZATION CONTACT INFORMATION]

NOTE: Editing the content within the body of the email is prohibited.

CDC=Centers for Disease Control and Prevention; HCP=healthcare professional.