

# COVID-19 Vaccine Beneficiary Email Template



## COVID Vaccine Update - Current Tier – [XX, i.e. 1a] and [XX, i.e. 1b]

[Unit, i.e. Ft. Belvoir Community Hospital] is currently administering the COVID-19 vaccine to beneficiaries in [tier XX, i.e. tier 1c] at [location, i.e. the community center].

As part of the Defense Department’s phased plan, [Unit, i.e. Ft Belvoir Community Hospital] also continues to administer the vaccine to eligible tier [XX, i.e. 1a] and tier [XX, i.e. 1b] personnel, to include [list those categories still eligible, i.e. healthcare professionals, service members preparing to deploy].

Beneficiaries in tier [XX, i.e. 1c] have [number, i.e. two] options for booking an appointment

(Identify the number of options for making an appointment and list them below. Here are a couple examples):

Option 1. Visit the TRICARE Online Patient Portal. This internet site offers beneficiaries 24/7 access to make appointments quickly and conveniently. To access the portal, visit [www.tricareonline.com](http://www.tricareonline.com) and click “Log In” using one of the following credentials: a DS Logon Premium (Level 2), DoD Common Access Card, or Defense Finance and Accounting Services MyPay login. To obtain DS Logon credentials, click “Register.”

To make an appointment, click “Appointments” on the portal home page. Click “Make appointment” on the top left and follow the instructions. For additional online appointment instructions, visit [tricare.mil/OnlineAppointing](http://tricare.mil/OnlineAppointing)

Option 2. Call the COVID-19 Hotline. Beneficiaries can call [number for hotline], [Option number if applicable, i.e. option 2], Monday through Friday from [time] a.m. to [time] p.m. Please keep in mind that hold times may be longer than usual.

## Vaccination Site

The COVID vaccination site location at [location, i.e. the community center]. (Recommend providing directions or specific address if the vaccination site is not the hospital or clinic).

[Unit, i.e. Ft Belvoir Community Hospital] is using this site to offer beneficiaries better vaccine access and safety.

## For More Local Information

For information on the [Unit, i.e. Ft. Belvoir Community Hospital] vaccine program, visit [applicable installation website, i.e. <https://belvoirhospital.tricare.mil/>], or follow [unit, i.e. Ft Belvoir] on social media. [Add additional information such as the next Facebook Live event]

All beneficiaries can also stay connected with your local retail pharmacies and community news for the most up-to-date information about vaccine availability.

- Local retail pharmacy: [www.cdc.gov/vaccines/covid-19/retail-pharmacy-program](http://www.cdc.gov/vaccines/covid-19/retail-pharmacy-program)
- State health department: [www.usa.gov/state-health](http://www.usa.gov/state-health)

## About the Vaccine

[Unit, i.e. Ft Belvoir Community Hospital] is administering the [type of vaccine, i.e. Pfizer BioNTech, Janssen] vaccine under special authorization by the Food and Drug Administration. Two vaccines each require two doses to be fully effective, and the third requires a single dose.

For detailed information on the [type of vaccine, i.e. Pfizer] vaccine, visit [use applicable CDC website, i.e. <https://www.cdc.gov/vaccines/covid-19/info-by-product/pfizer/index.html>].

## Vaccine Safety and Effectiveness

All three vaccines are safe and will protect you from serious illness. Millions of people in the United States have already taken COVID-19 vaccines, and they have undergone the most intensive safety monitoring in U.S. history. These vaccines have been deemed safe and effective by independent medical experts.

Doctors agree: Individuals should take the first vaccine that becomes available to them. Before you receive the vaccine, take time to learn about the benefits of protecting yourself and your family against COVID-19, and understand potential side effects which you may experience. These side effects will disappear within a few days and indicate that your body is being trained to fight against COVID-19. Individuals will receive immunity against serious illness within two weeks.

For more information about how the vaccines work, their safety, side effects, and effectiveness, visit the [CDC website](#).

The CDC has issued new guidance on the kinds of activities you will be able to resume after being fully vaccinated. You will be able to spend time indoors with other fully vaccinated people, even if they are from another household. You may also be able to visit other unvaccinated individuals, if they are low-risk. It is important to get vaccinated because as more individuals receive the vaccine, we will be able to visit more friends and family safely and return to normal. For additional CDC guidance on what you can safely do after being fully vaccinated, review new [CDC guidelines](#) for the fully vaccinated.

For more information on the DoD's vaccine program, visit <https://health.mil/Military-Health-Topics/Combat-Support/Public-Health/Coronavirus/COVID-19-Vaccine-Efforts>.