

☑ COVID-19 Vaccine Information Update—PLEASE READ ALL THE WAY THROUGH

January 6, 2021

This message is for all Bozeman Health employees and medical staff from Incident Command.

First Dose Administration Process and Importance of Presenting for Your Second Dose at the Scheduled Time

Here's what's happening...

As a health system, we are incredibly grateful that we have been able to receive more than 2,000 doses of a COVID-19 vaccine. With that comes the stewardship and responsibility of ensuring we are using every available dose and not allowing any to go to waste—wasting doses of any vaccine is in conflict with our mission to improve community health and quality of life.

Here's what you need to do...

If you are an employee or provider **who still needs to receive their first dose:**

- **If you are not currently scheduled for vaccine administration this week, please present to the Immunization Clinic in the Conference Center at Deaconess Hospital between 7:30 and 10:30 a.m. tomorrow (Thursday) to receive your COVID-19 vaccine.**
- Starting on Friday, January 8, 2021, if you are an employee or provider and still need your first dose, contact Employee Health at 414-5566 or employeehealthbdh@bozemanhealth.org to schedule an appointment.
- We are opening COVID-19 vaccine vials when we have 10 individuals scheduled or present.

If you are an employee or provider **who is scheduled to receive your second dose:**

- It is critically important that you present for your second dose at the time you scheduled.
- Second doses are being administered in the Conference Center at Deaconess Hospital.
- You **MUST** bring your COVID-19 immunization card with you.
- We are opening vials of vaccine based on the schedule and we need you to present at your scheduled time.
- Second dose dates are determined by the manufacturer dosing instructions. Our process is to following that guidance as closely as possible.

Should you experience any side effects after vaccine administration, call or email Employee Health at 414-5566 or employeehealthbdh@bozemanhealth.org.

All prior [COVID-19 vaccine information](#) can be found on MIND.

Here's why...

Keeping our employees, patients, and community safe remains our number one priority. Immunization from COVID-19 helps protect ourselves, our patients, and our community. We have a responsibility to ensure every dose of the COVID-19 vaccine is used appropriately and that none go to waste. We appreciate your help.

Questions or comments? Contact [Incident Command](#).