

MODEL FOR FIRST COVER LETTER

[BARCODE]
DATE]

[NAME]
[ADDRESS]

Dear [NAME]:

The Centers for Disease Control and Prevention (CDC) is conducting an evaluation of healthcare organizations and their preparedness for occupational exposures to bloodborne pathogens, such as HIV, hepatitis B virus, and hepatitis C virus. About a week ago, you should have received a letter notifying you that your organization has been randomly selected to participate in this important voluntary evaluation.

Please complete the enclosed questionnaire and return it in the postage-paid envelope that is provided here. If you would prefer to respond to this survey online, you can access it at: <http://nationalresearch.CDC.survey.com>. Your password is shown below:

[PASSWORD]

It is very important that the individual who knows the most about your organization's preparations for occupational exposures to bloodborne pathogens complete the survey. If you are not that person, please forward this survey package to the appropriate person.

The survey data will be treated in a secure manner, unless otherwise compelled by law. The CDC is working with an international survey research organization, NRC+Picker, to collect data and ensure its integrity and security. CDC does not plan to share the survey data or to identify your facility in any reports.

If you have questions, you may contact the NRC+Picker Project Manager, Cynthia Hobbs, at 800-388-4264 or email her at <chobbs@nrcpicker.com>. If you prefer, you may contact Dr. Adelisa Panlilio at 404-639-4328 at the CDC.

Your responses will make a valuable contribution to this project. Thank you in advance for completing this survey!

Sincerely,

Adelisa L. Panlilio, MD, MPH
Medical Epidemiologist
Division of Healthcare Quality Promotion