

MODEL FOR SECOND 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 two weeks ago, you received a survey asking about your organization's procedures for managing occupational exposures to blood and body fluids. If you have already completed the survey, please accept our thanks and disregard this letter. If you have not yet completed the survey, please complete the enclosed questionnaire and return it in the postage-paid envelope that is provided here. Or, 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 is voluntary and 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](mailto: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