

[Date]

Dear [staff member],

Health Research and Educational Trust (HRET) and Alliance of Chicago Community Health Centers are conducting a study of the impact of health IT on lab information processes. Our objective is to illustrate how health IT tools can improve compliance with evidence-based guidelines and reduce the numbers of duplicate lab tests, “lost” results, and results lacking follow-up. As part of this evaluation, we would like to interview staff members that are knowledgeable about lab ordering and results review processes.

This interview will take approximately 60-90 minutes of your time and would take place at your center. The interview will include questions about how the processes currently work, perceived barriers in the processes and any recommendations for improvement. It will also cover the role health IT plays in the processes.

Your responses will be kept confidentially secure in locked files with access limited to designated personnel and no person outside the study will have access. The responses of all staff members will be analyzed for common themes to develop a better understanding of barriers in processes and potential solutions.

There are no known risks or costs to your participation in this study. You will not be compensated for participation in this study. **Your participation in this interview is entirely voluntary.** You may decline to participate at any time without penalty. However, your participation will provide very important information for the study.

If you have any questions at any time during this study, you may contact myself or the Principal Investigator of this project:

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Thank you for your help. You will be contacted in the near future regarding your interest in scheduling an interview.

Sincerely,



Fred Rachman, M.D.  
Chief Medical Officer

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