

Attachment 5: REMINDER EMAILS

Web-based Skills Training for SBIRT (Screening Brief Intervention and Referral to Treatment)

Reminder emails

Day 3 reminder

Subject: SBIRT-PC training study reminder

Dear Dr. _____

Our records indicate that you registered for the SBIRT-PC training study but have not yet completed [the training or study questionnaires]. We are asking all participants to complete these within 7 days of starting them. Please try to go to **[study link]** to finish up by [date 4 days in the future].

Don't forget, you will earn CME credit and receive a \$250 payment after you complete the training, study questionnaires, and the telephone-based standardized patient interaction.

If you have any questions feel free to contact me.

Regards,

Tasha Mikko, MSW
Research Associate
[Talaria, Inc.](#)
tmikko@talariainc.com
206-748-0443 ext 19

Day 6 reminder

Subject: SBIRT-PC training study

Dear Dr. _____

Our records indicate that you registered for the SBIRT-PC training study but have not yet completed [the training or study questionnaires]. We are asking all participants to complete these within 7 days of starting them; for you that will be tomorrow. Please try to go to **[study link]** to finish up as soon as possible.

Don't forget, you will earn CME credit and receive a \$250 payment after you complete the training, study questionnaires, and the telephone-based standardized patient interaction.

If you have any questions feel free to contact me.

Regards,

Tasha Mikko, MSW
Research Associate

[Talaria, Inc.](#)
tmikko@talariainc.com
206-748-0443 ext 19

Day 10 reminder

Subject: SBIRT-PC training study

Dear Dr. _____

Thanks for registering for the SBIRT-PC training study. If you are still interested in participating in the study, it is not too late, but we really need you to finish up as soon as possible. Please return to [**study link**] to complete [the training or study questionnaires] at your earliest convenience.

Don't forget, you will earn CME credit and receive a \$250 payment after you complete the training, study questionnaires, and the telephone-based standardized patient interaction.

If we don't hear back from you, we will assume that you have decided not to finish and do not wish to receive any more reminders. If you have any questions feel free to contact me.

Regards,

Tasha Mikko, MSW
Research Associate
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206-748-0443 ext 19