

ATTACHMENT - J: Introductory Email

Send message on assessment opening date **[Date TBD pending OMB approval]**

Dear **[Insert Health Professional name]**

As a healthcare professional currently working as the immunization billing manager or coordinator within your state or local health department, you have been selected to provide feedback, via an online assessment about your immunization billing program.

This assessment is designed to gather information from select representatives of state and local health departments regarding the processes and outcomes of state public health department's immunization billing reimbursement projects. As the funding organization of the Billables project, Centers for Disease Control and Prevention (CDC) seeks to better understand the knowledge, use and implementation of your program. Your feedback will be used to assess and improve existing activities, as well as to prioritize areas for additional or expanded services. The data and information collected will also be used to assess the value of the CDC-funded grant program and gather information to inform improvements to future CDC grants.

You can immediately access and complete this assessment online at: **[SURVEY LINK]**. Please complete the assessment as soon as possible, and before **[actual date TBD pending OMB approval]**. To minimize your time away from other tasks, the assessment has been designed so that it can be completed in 35 minutes. However, to expedite completion of the assessment you can prepare the following reports in advance and have them available: annual reimbursement report, list of credentialed payers, list of current immunization contracts, external billing service agreement(if applicable), claim submission report for Medicare, Medicaid, and private insurance.

Participation in the assessment is voluntary and your responses are anonymous. If you have any questions or concerns regarding the assessment, please contact: Ashlynn Jackson or Duane Kilgus.

Thank you in advance for taking the time to complete this assessment.

Sincerely,

Ashlynn Jackson, MPH
ORISE Fellow
Centers for Disease Control and Prevention
Phone: 404-626-0799
Email: wqo5@cdc.gov

Duane Kilgus, MPH, RS
Captain, US Public Health Service
Centers for Disease Control and Prevention
Phone: 404-639-6354
Email: dgk9@cdc.gov