

ATTACHMENT – E: Individual Email to HAI Coordinators/Epidemiologists

Send message 2 weeks after OMB approval [Date TBD pending OMB approval]

From: Project Contractor

To: All HAI Coordinators and Epidemiologists in state HDs in the following states Florida, Indiana, Kansas, Maryland, Michigan, Minnesota, New Hampshire, New Jersey, New York, North Carolina, Ohio, Oregon, Tennessee, Texas, and Virginia.

Subject: Electronic Health Record Access for State Health Departments-Telephone Interview-Need Your Response

Dear [Insert Name],

We would like to interview you, as an HAI Coordinator about your experience with electronic health record (EHR) access in your jurisdiction. Through cooperative agreement, Centers for Disease Control and Prevention (CDC) and the Association of State and Territorial Health Officials (ASTHO) would like to talk with you about your health departments' experience with electronic health record (EHR) access in facilities. We are focusing on states that were most impacted by the 2012 healthcare associated infection (HAI) fungal meningitis outbreak but are also including states with experience responding to other HAI outbreaks, states that have addressed EHR access through legislation or other state policy, and states who are have experience using EHR and/ or are early adopters of health information exchanges.

The interview will be conducted by phone and last no more than 30-minutes. The information gained from these interviews, will be reported at the state level, and will be used to develop a report and toolkit for states. The toolkit will provide states with a list of barriers; suggestions to mitigate those barriers; highlight best practices and policies that support EHR access; a menu of legal options; and may include practical tools such as templates for cooperative agreements, memorandums of understanding (MOUs) or policies.

If you are willing to participate, please reply to this email within the week with the following information:

1. The best phone number to reach you for the interview
2. Two different dates, including times, in the four weeks that would work best for you to participating in a phone interview

You will receive a confirmation email with the date/time of the interview. We will do our best to accommodate the date/times you suggested.

If you are unable to participate in the phone interview, please suggest someone with similar expertise that you feel would be able to provide information about EHR access from a HD perspective in your state.

Also, we would appreciate your help identifying the names and contact information for other key stakeholders we want to talk to about EHR access in your state. The two key stakeholders we want to interview in your state include:

1. Legal Counsel
2. Informatics Director

If you have any questions about this project, please contact us at your earliest convenience. We look forward to scheduling a time to talk with you soon, and contacting the legal counsel and informatics director in your state using the contact information you provide.

Sincerely,

[Insert Name]