

## **ATTACHMENT – F: Individual Email to Legal Counsel**

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

**From:** Project Contractor

**To:** All Legal Counsel in either in state departments 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 counsel for your state health agency, about your state's experience in obtaining electronic health record (EHR) 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 in your jurisdiction. 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. Based on initial findings from a legal review, the laws that impact EHR access from clinical settings in your state include:

- [Insert state-specific information here]

**The interview will be conducted by phone and last no more than 40 minutes.** The information gained from these interviews will be reported at the aggregate level and will be used to develop a report and toolkit for use by states interested in EHR access and use. The toolkit will provide states with examples of barriers experienced by stakeholders; their suggestions to mitigate those barriers; possible best practices that support EHR access; a menu of legal options; and may include practical tools such as templates agreements and policies that states have used.

**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 and time of the interview and do our best to accommodate your schedule.

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.

If you have any questions about this project, please contact us at your earliest convenience. We look forward to talking with you.

Sincerely,

[Insert Name of Contractor]