

## **ATTACHMENT – I: Individual Email Reminder to Legal Counsel**

Send message 3 days before interview [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-Upcoming telephone Interview Scheduled for [Insert Date and Time]

Dear [Insert Name],

We wanted to remind you of our upcoming phone interview on [insert date] at [insert time] at [insert phone number].

**Again, the interview will 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 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]