

ATTACHMENT – J: Individual Email Reminder to Informatics Directors

Send message 3 days before interview [Date TBD pending OMB approval]

From: Project Contractor

To: All Informatics Directors 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-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].

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 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.

Sincerely,

[Insert Name of Contractor]