

**First E-mail: (Monday, December 8<sup>th</sup>)**

Dear AHIMA Member,

AHIMA and the AHIMA Foundation are undertaking an important national study related to medical record privacy and security practices in partnership with Dartmouth College. The study is funded by the [SHARP-S grant](#) from the US Department of Health & Human Services Office of the National Coordinator of Health IT (ONC).

You were randomly selected from a pool of health information professionals who work directly with medical records and/or protected health information. Your expertise is directly relevant to this study and your input valuable in understanding and informing practice. The success of this study relies on individuals like you to complete this survey. To complete the survey:

1. Click on the following link to access the survey [Start Survey](#)
2. Read the survey questions and respond to the questions to the best of your ability. Please note that *personally identifying information about you or your healthcare organization will not be collected.*

The survey will take approximately 10 minutes to complete and will close on December 19, 2014.

AHIMA and the AHIMA Foundation are very pleased to be conducting this national study in partnership with Dartmouth College. We are happy to answer any questions or receive any feedback about the survey, and can be reached by telephone at 312-233-1914 or by email at [michelle.dougherty@ahimafoundation.org](mailto:michelle.dougherty@ahimafoundation.org).

Thank you for your help on this important medical record privacy and security national study.

Sincerely,

Lynne Thomas Gordon, MBA, RHIA,  
CAE, FACHE, FAHIMA  
Chief Executive Officer  
AHIMA



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William J. Rudman, PhD, RHIA  
Executive Director  
AHIMA Foundation and  
AHIMA VP of Education Visioning



A handwritten signature in black ink, appearing to read "Denise Anthony", followed by a long horizontal line.

Denise Anthony, PhD  
Department of  
Sociology  
Dartmouth College

2<sup>nd</sup> E-mail: Monday, December 15, 2014

Dear AHIMA Member,

Last week you received a link to a survey to better understand medical record privacy and security practices. Your input as a health information professional is critical to the success of the survey, which closes on Friday, December 19<sup>th</sup>. If you have already completed the survey, we thank you for your participation. If not, please consider completing it to help to understand and inform practice.

AHIMA and the AHIMA Foundation are undertaking this important national study in partnership with Dartmouth College study funded by the [SHARP-S grant](#) from the US Department of Health & Human Services Office of the National Coordinator of Health IT (ONC). To complete the survey:

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Denise Anthony, PhD

Department of  
Sociology  
Dartmouth College

**Final e-Mail: Thursday, December 18, 2014**

Dear AHIMA Member,

Last week you received a link to a survey to better understand medical record privacy and security practices. We are sending this final reminder because the survey closes tomorrow, **Friday, December 19<sup>th</sup>**. Your input is critical to helping understand and inform practice and for the success of this study. If you have already completed the survey, we thank you for your participation.

If you have not completed the survey and wish to do so:

1. Click on the following link to access the survey [Start Survey](#)
2. Read the survey questions and respond to the questions to the best of your ability. Please note that *personally identifying information about you or your healthcare organization will not be collected.*

AHIMA and the AHIMA Foundation are very pleased to be conducting this national study in partnership with Dartmouth College. The study is funded by the [SHARP-S grant](#) from the US Department of Health & Human Services Office of the National Coordinator of Health IT (ONC). If you have questions, we can be reached by telephone at 312-233-1914 or by e-mail at [michelle.dougherty@ahimafoundation.org](mailto:michelle.dougherty@ahimafoundation.org).

Thank you for your help on this important medical record privacy and security national study.

Sincerely,

Lynne Thomas Gordon, MBA,  
RHIA, CAE, FACHE, FAHIMA

Chief Executive Officer  
AHIMA



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William J. Rudman, PhD, RHIA

Executive Director  
AHIMA Foundation and  
AHIMA VP of Education Visioning



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Denise Anthony, PhD

Department of Sociology  
Dartmouth College

**Letter of Notification/Reminder (to be sent during survey period – after 12/8)**

Date:

Name  
Address  
City, State, Zip

Dear XXXXX,

We are writing to ask for your assistance with an important national study on medical record privacy and security practices. AHIMA and the AHIMA Foundation are conducting this study in partnership with Dartmouth College. It is funded by the SHARP-S grant (sharps.org) from the US Department of Health & Human Services Office of the National Coordinator of Health IT (ONC).

You were randomly selected from a pool of health information professionals who work directly with medical records and/or protected health information. Your expertise is directly relevant to this study and your input valuable in understanding and informing practice. The success of this study relies on individuals like you to complete this survey.

On December 8<sup>th</sup> you received an email from AHIMA to the email box you have listed on your AHIMA profile. It contained a link to the survey questionnaire. Please read the survey and respond to the questions to the best of your ability. Please note that information about you or your organization will not be collected.

The survey will take approximately 10 minutes to complete and will close on December 19, 2014. Please take a few minutes and to locate the email and complete the survey today. You can also enter this link directly into your browser to: <https://www.surveymonkey.com/r/HIMsharps>. If you did not receive the email, please contact Michelle Dougherty; Senior Director of Research and Development, AHIMA Foundation; via phone (312-233-1914) or email ([michelle.dougherty@ahimafoundation.org](mailto:michelle.dougherty@ahimafoundation.org)).

AHIMA and the AHIMA Foundation are pleased to be conducting this important national study in partnership with Dartmouth College. We are happy to answer any questions or receive any feedback about the survey, and can be reached by telephone at 312-233-1914 or by email at [michelle.dougherty@ahimafoundation.org](mailto:michelle.dougherty@ahimafoundation.org).

Thank you for your help on this important medical record privacy and security national study.

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