

Appendix K: Individual Email Reminder to Infection Preventionists, Informatics Directors, Others as Referred, and Clinic Directors

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

From: The Keystone Center, Project Contractor

To: Infection Preventionists, Informatics Directors, and Clinic Directors or others as Named by Clinic Director 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: Upcoming Interview Reminder -- Health Department Access to EHRs in Healthcare Facilities

Dear [Insert Name],

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

Again, the interview will last no longer than 30 minutes. In addition to an assessment report, your responses will be used to build a toolkit to help state health departments address the perspectives and needs of the healthcare facilities related to EHR access. The toolkit will provide perceived barriers, recommendations to overcome those barriers, best practices that support EHR access, and practical tools such as templates, memorandums of understanding (MOUs), and policies. The toolkit will be distributed to health departments, healthcare facilities, and other stakeholders to support awareness and strengthen relationships between public health and clinical care. These activities will facilitate the quick and efficient identification of cases during outbreak investigations, and protect the health and safety of patients.

If you have any questions about this project, please contact us at your earliest convenience.

We look forward to talking with you soon.

Sincerely,

[Insert Name and contact information for They Keystone Center, Project Contractor]