

## Appendix L: Thank You Email to Participants

Send 1 day after interview [Date TBD pending OMB approval]

**From:** The Keystone Center, Project Contactor

**To:** All Participants

**Subject:** Thank you for your Participation-Health Care facilities Access to Electronic Health Records

Dear [Insert Name],

Thank you for participating in our evaluation: Healthcare Facilities Electronic Health Record Access

The information you shared with us during your interview as a [insert role/job function here] will go a long way to informing our report and toolkit about health department electronic health record access in healthcare facilities. As we stated previously, these documents will report at the aggregate level. Your responses will be used to help us build a report and toolkit that will help state health departments address your needs and perspective when requesting EHR access. The toolkit will include a list of perceived barriers, suggestions to overcome those barriers, best practices and policies that support EHR access, and practical tools such as templates, memorandums of understanding (MOUs) or policies. This report and toolkit will be distributed you, health departments in your state, and others who may have a vested interest in health department EHR access. Together, this information will be used to support awareness of best practices, barriers and policies to help spur and strengthen relationships between healthcare and public health in an effort to facilitate quick and efficient identification of cases during future outbreak investigations, and to ensure the health and safety of patients

Please share any tools with us (memorandums of understanding, or other documents) that you mentioned during the interview that you feel may be valuable to other healthcare facilities' responding to similar situations.

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

Thank you.

Sincerely,

[Insert Name and Contact information for The Keystone Center, Project Contractor]