Appendix P – Key Informant Interview Invitation Phone Call Checklist

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Promotion of the National ALS Registry to Non-referral Centers: Checklist for Key Informant Interview Invitation to Participate Phone Call to Selected Neurologists' Offices

Checklist of points to be covered during each call to selected neurologists one week after the Key Informant Interview invitation mailing:

ΑII	practices:
	Identify self, where calling from and project
	Identify name and title of person who answered the phone
	Request to speak with neurologist selected for KII (or his/her support staff)
	Remind neurologist (or his/her support staff) about the KII invitation letter that was mailed one
	week ago
	Do you remember receiving a letter about the KII? Yes/No
	o If no:
	 Confirm address and fax number
	Ask neurologist (or his/her nurse) if we can:
	Read/summarize the letter over the phone
	0 If yes, summarize letter over the phone
	O Do you have any questions about the letter? Yes/No
	OR
	Fax a copy of the letter
	0 If yes, inform we will call back within 24 hours of sending the
	fax
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	O If yes or if read letter over the phone:
	Do you have any questions about the letter? Yes/No
	Would you be interested in being interviewed? Yes/No
	What days/times work best for you?
	Set interview date/time
	Ask if there are any questions
	Confirm mailing address
	Inform neurologist (or his/her support staff) that a confirmation letter and informed consent
	form will be mailed within 24 hours
	Provide our contact information for any questions in the future
	Thank speaker for their time

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