

## Attachment 5c: Follow-up email to schedule potential interviewees

**Subject line:**

[NAME OF PERSON],

Thank you for informing us of your interest to participate in the Centers for Disease Control and Prevention study to examine distress screening procedures among ovarian and lung cancer patients.

During the interview, we will be asking you questions related to your healthcare facility's policies on cancer care, processes for distress screening, processes for referral and follow-up care, procedures for documenting referrals and follow-up, and implementation of distress screening.

Based on your availability, we would like to schedule the interview with you for [date and time]. Please confirm that you are still available during that time.

To connect to Web Ex for the interview:

1. Go to [WebEx URL]
2. Enter your name and email address.
3. Enter the session password: [WebEx password]
4. Click "Join Now"

To join by phone:

1. Dial [WebEx number]
2. Enter session ID: [XXX XXX XX]

If this time does not work for you, please provide us with some additional times that you are available.

We look forward to speaking with you,

[Signature]

**FOCUS GROUP** (Did not obtain preferred times in previous email)

[NAME OF PERSON],

Thank you for informing us of your interest to participate in the Centers for Disease Control and Prevention study to examine distress screening procedures among ovarian and lung cancer patients.

During the focus group, we will be asking you and other participants questions related to your experiences and views about processes for distress screening, referrals and follow-up care, procedures for documenting referrals and follow-up and overall impressions related to the implementation of distress screening.

Please let us know your availability to participate in the focus group the week of [first day of specific week] by responding to this Doodle Poll:

[Doodle Poll URL]

As a reminder, the focus group will last approximately 1.5 hours. Once we find the best time for everyone who will be participating in the focus group, we send a confirmation email with the specific date and time, and instructions to join by WebEx.

Thank you,

[Signature]