

## **E-mail invitation**

Subject: Key informant interviews discussion on (insert disease or diagnosis)

Dear Healthcare Provider,

This email is to invite you to participate in a key informant interview which involves gathering information from a group of key stakeholders including leadership, clinicians and support staff. The interview will gather in-depth qualitative data to elicit facilitators and barriers in culture, organization and workflow. We are inviting you to participate because you are a healthcare provider and regularly use electronic medical records (EMR) at your practice. The purpose of this key informant interviews is to collect information from experts in the field and key stakeholders that will eventually become end users of a tool that will be embedded into the EMR. With information provided, we will develop a tool to fit in with clinicians' workflows, but we need your help to fine tune things to make it as effective as possible.

Please reply to this email if you are interested in participating. Feel free to reply with any questions or if you prefer not to be contacted in the future about this project.

Thank you very much for your consideration.

Sincerely,

(insert name and title)