[Name of your preceptor]

[Title of your preceptor]

[Name of Hospital and Street Address ]

[Date]

Dear [Dr.] [Name of your preceptor]

I wrote to you about a project to analyze data on quality of care at [hospital name] on [date of your email.] I am now following up with some details on how I plan to do so and wanted to get your advice on whether this makes sense.

**Types of Patients**

The data posted on the web about [hospital name] are relevant to different types of patients. These types include [list some of the possible choices]. I have decided to limit the analysis to patients with [diagnosis].

**Measures Included in the Analysis**

The analysis can include a large number of measures but I think it is best if we focus on the following five measures of quality of treatment for your patients:

1. [Measure name and description]
2. [Measure name and description]
3. [Measure name and description]
4. [Measure name and description]
5. [Measure name and description]

Let me know if these are reasonable in your view

**Peer Organizations**

The analysis needs to focus on 3 organizations that you consider peer organizations and that compete with your market share. I am suggesting the following three organizations that are comparable in size to your organization, although I am not sure whether they are direct competitors to your organization:

1. [Peer organization 1]
2. [Peer organization 2]
3. [Peer organization 3]

I hope that you can take a few minutes and reply if this makes sense and would be of interest to you. If I do not hear from you in the next week, I assume that you are OK with this analysis and proceed with it.

Sincerely yours,

[Your name]

Student in HAP 725 Statistical Process Control

Health Informatics at George Mason University
[Your phone number]