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[Insert name of the Contact]
[Insert title]
[Insert Hospital name]
[Insert address of the hospital]

[Insert Date]

Dear [Insert Dr if necessary, Insert Name of Contact]

We are professors at George Mason University's Health Informatics program. As part of a course we teach, students are required to analyze data from different hospitals.  [Put your name here] focused on your organization and your market competitors. We are writing to see if you will be willing to look at the work of this student. If you agree to do so, you will receive 3 emails. The first email will discuss the quality indicators that the student plans to focus on. The second email will focus on suggested peer organization. The last email will include the analysis and the final report. We know you are busy and have organized this task with minimal work for you. You do not need to supply any data. The student already has access to your hospital’s data online. You do not need to meet with, or orient, [insert your first name here]. We will take care of [his/her] orientation. All contact will be through emails.

Your participation means a great deal to us and to [insert your name]. Students often complain about lack of real-world data and insights. With a few emails, you can do what we can never can do: provide the student with more insight about how to measure quality of care at your hospital.  **If you wish to proceed, do nothing**. If you do not want to receive the 3 emails and the analysis of quality at your hospital, please write back to us and we will remove you from our list of class preceptors.

Sincerely yours,

Farrokh Alemi Ph.D. and Maria Uriyo, Ph.D.
Health Informatics Program
Health Administration and Policy
George Mason University
Phone: 703 893 3799, Email: falemi@gmu.edu

PS: This is not a formal affiliation agreement and no formal affiliation agreement is needed between the university and your organization for the following reasons:

1. Students never go to the organization and never interact in person with any patients, customers, or employees of the organization.
2. Students do not work for the organization, are not supervised by any employees of the organization, and are not performing any work at the direction of the organization or its employees.
3. Student do not have access to any private data of the organization and perform their research using publicly available data, mostly through CMS’s web site.
4. Students may have virtual interaction with an advisor from the organization who can provide feedback on the student’s project, but such interactions are voluntary on the part of the advisor. Students must complete their project regardless of whether they have interactions with an advisor associated with the organization.
5. Students final project will be posted on a public website and provided directly to the organization. The posting will include a statement that “There is no implied or actual approval of this report by the organization.”