

Appendix E: Sample Authorization Email

TEC ORGANIZATION LETTER HEAD

<Date>

Lisa C. Neel, MPH
Public Health Advisor
IHS Division of Epidemiology and Disease Prevention
5600 Fishers Lane, Mailstop 09E17B
Rockville, Maryland 20857

Dear Ms. Neel,

This letter affirms and describes the nature of our four proposed new users' affiliations with our Tribal Epidemiology Center and justifies why they need Epidemiology Data Mart (EDM) access.

- Jane Doe, full-time TEC employee since <insert date>; <insert email>. Ms. Doe's principal roles within the TEC are working on chronic disease activities and developing related epidemiological reports and disease surveillance programs. Having EDM access is needed to help meet these duties.
- John Adams, contractor, <insert name of contracting firm>; >; <insert email>. Mr. Adams is a computer programmer who we contract with periodically to assist with ongoing epidemiological projects. Specific contracted activities and projects include <insert brief description>. Having EDM access is needed to help develop the necessary code to accomplish a variety of epidemiological projects. Mr. Adams' current contract term expires on <insert date>.
- Erica Doe, part-time employee; <insert email>. Ms. Doe is a University X student who is working on her Bachelors in Public Health who assists our team on completing a variety of epidemiologic activities, including <insert specific projects/roles>. Having EDM access is needed to run and modify code that helps identify cases for our epidemiologic reports.
- Fred Jefferson, guest researcher; <insert email>. Dr. Jefferson is on the University X School of Public Health faculty and working with our staff on fulfilling our CDC Health and Wellness Grant, in particular on using electronic health record data to develop a method for showing the impact of this investment. Having EDM access is needed to develop logic and computer code that works with the EDM data to show population health status changes over time.

Should you have any comments, questions or concerns, or require additional information, please do not hesitate to contact me.

Cordially,

Name, Director, TEC X