Inquiry from [YOUR NAME] regarding exchanging patient information

Good Day Dr.   
  
My name is [YOUR NAME] and I am outreaching on behalf of [YOUR PRACTICE]. As you are aware, we frequently refer patients, necessitating the need to share patient information.   
  
We have adopted an electronic health record (EHR) system that allows us to communicate patient information using the national standard for secure email created by CMS. We would like to determine if you have a similar capability or would be interested in exploring this or other ways we can better electronically exchange patient referral and other records of care information.  
  
Kindly share this note with your technology support or meaningful use leader if you are participating in the CMS EHR incentive program. If you or your team has any questions about this opportunity I would be happy to address those for you.   
  
We look forward to hearing from you and greatly appreciate your care and collaboration on behalf of our mutual patients.   
  
**Questions from [YOUR NAME]:  
  
Question 1:** Do you have an electronic health record system? (VENDOR NAME or N/A):   
**Answer 1:   
  
Question 2:** Are you participating in the CMS EHR incentive program? (YES/NO):  
**Answer 2:   
  
Question 3:** Do you have a DIRECT Secure Email address? (EMAIL NAME or N/A):  
**Answer 3:   
  
Question 4:** Do you have any other electronic means of exchanging patient information? (Describe or N/A):  
**Answer 4:   
  
Question 5:** Who should we direct questions to within your team about this opportunity?: (NAME/PHONE/EMAIL)  
**Answer 5:**Best regards,  
  
[YOUR NAME]  
  
The information contained in this e-mail may be privileged and confidential under applicable law. It is intended solely for the use of the person or firm named above. If the reader of this e-mail is not the intended recipient, please notify us immediately by returning the e-mail to the originating e-mail address.