

Invitation to Practice Members to Help Welcome New Team Members

Tailor this message to meet your needs and plans.

Dear Practice Members,

Our new Patient Partners are about to join us to begin working on the IBHPC Initiative. During our time together, I would like to encourage everyone in the practice to welcome our new partners and listen appreciatively to any contributions they have to offer. Our new team members will be asking important questions, making suggestions and noticing things from their perspectives that we may have never seen or thought of before. They may validate our good choices and help us see how to improve or make different choices.

On **(include date and time)** I will be showing **(include names of new team members)** our new Patient Partner team members around the clinic to introduce them to you and the operational aspects of our clinic. I will be conducting a confidentiality training session and discussion. These activities are the nuts and bolts of our practice and are very important to patient health. Together we will go over the IBHPC Initiative details, technology and communication requirements and possibly do a “walk through” of the ASU online educational program which corresponds with the IBH-PC Initiative. Your presence during any or all of these activities will help me and benefit our entire team so please join us. Your presence will help us welcome and engage and begin building reciprocal relationships with our new team members. We want to let them know right from the start, how important their presence is and how much we value their insight, feedback, questions and contributions. Having the patient perspective on the team will only be as valuable as we make it!

After our tour and training session, I also invite you to join us for refreshments and an informal celebration of our new partnership. We will do a few engagement activities to warm up everyone's communication skills. AND we will have some delicious refreshments! **(tailor and describe this activity in as much detail as you wish)** I urge you to save the date and time **(include date and time)** in your calendar. Your presence will help us celebrate our team, welcome new partnerships and begin to build everyone's confidence for working together.

Sincerely, _____