

Sample Request to Patient Advisory Group Leader to Assist with Identifying PPs

Use this suggested language to request assistance from the leader of your patient advisory group to help you identify patients to partner with the IBHPC Initiative. If you get agreement, provide the following documents to help her/him to consider. **All areas can be edited in addition to those in red once you have made a copy of this document. To make your own copy and edit this document:** select file, select make a copy, rename it and save it to your own folder in your own google drive. Then download as a PDF or word document to make changes.

PP Guide Tools (revised and finalized) to attach your copies of the following documents to this email/letter
The IBHPC Patient Partner
PP Welcome Package Materials

Dear (Patient Advisory Group Leader),

I would like to ask for your assistance as we begin our Integrated Behavioral Health Initiative quality improvement efforts. We would like to include patients as our partners in our process and I think our Patient Advisory Group may be able to help us achieve this goal. Would it be possible to set up a meeting for me to present our goals and requests? (I've added a short description of these goals in blue)

In brief: We are beginning an Initiative to fully integrate Behavioral Health Services into our primary care clinic in _____. (include name of your clinic). We want it to be a positive and rewarding experience for both patients and practice members. We believe including patients as our partners on this work to improve the care we deliver will help ensure our success.

The patients we are looking for to partner with will be those who share the same qualities of the patients we believe will benefit a great deal from our initial efforts. Of course, we believe all our patients could benefit from these new health services but at first, we will focus on improving care for members of our patient population who live with chronic co-occurring complex conditions. Therefore, we will be seeking PPs who match these same interests and reflect these same goals by being patients or home care partners/family members of patients who manage these types of conditions.

I've included more information for you to understand more about the specifics of the IBHPC Initiative Patient Partner. (please see attached documents). Once we have identified these PPs we will hold 1-1 conversations with each of them to gain their insight and feedback on the changes we are planning. If possible, we hope to invite at least two PPs to join the IBHPC Initiative as full members of the team to participate in all activities alongside of us while we plan, design and implement those changes. We plan on paying our PPs fairly for their time and effort to establish commitment and to demonstrate our respect for the value that their presence will contribute to the team. I've attached a copy of the PP Welcome Package that explains more about the IBHPC role, requirements and responsibilities and resources that will be provided for participating as full members of the team.

Do you think our advisers would be willing to help us out with this process? If so, please let me know when you would be available time to have a conversation.

Thank you so much for considering my request. Please let me know what questions you have.

Sincerely, _____