

(CHPS Letter Requesting Provider Participation)**Name****Title****Multispecialty, Pediatric Group, or Solo Pediatric Practice****Address****Dear (Name of Physician or Administrator):**

The Center for Health Policy Studies (CHPS), a private health care consulting firm located in Columbia, Maryland, has been retained to perform a cost study for the Health Care Financing Administration (HCFA). The objective of the study is to identify costs associated with the administration of childhood immunizations. Costs derived by this study will be used to evaluate charge caps for physician practices participating in the recently enacted Vaccines for Children (VFC) program. A more detailed project description is enclosed.

We will be conducting on-site visits to 90 multispecialty, pediatric group, and solo pediatric practices located in metropolitan and non-metropolitan areas throughout the country. During site visits, resource use and resource cost data on childhood immunization procedures will be collected. At each facility, data collection will include interviews with key staff, abstracts of accounting records, review of supplier invoices, and immunization observations. A tentative site schedule has been included for your review.

As stated in the letter sent to you by HCFA (copy attached), CHPS is interested in obtaining your participation in this study. Your participation in the study is completely voluntary and there are no penalties should you decline. Data collected from your facility will be used exclusively for the purpose of this study and will be held in strict confidence.

Participation in the study will require you to provide:

- a designated contact person with whom we will coordinate our efforts
- opportunity to work within your facility to accomplish the sample site visit schedule
- access to basic financial records

We realize that these requirements appear substantial, but we have carefully considered your needs before contacting you. CHPS has identified the following points as important elements of our approach.