[site address]

**SUBJECT LINE:** [site name] Research Study Participant Opportunity

Dear (insert patient’s name), (optional if sending customized or personal)

You are receiving this letter because you were seen at the [site name] for medical care. [site name] feels it is important to inform patients about research projects in which they may want to participate. Of course, [site name] follows federal regulations called HIPAA to protect your privacy. These regulations allow UVA researchers to access your information and contact you about studies you may want to participate in. If you do not want to be contacted for clinical research studies, please see additional information at the end of this letter.

The [department name] seeks adults ages [recruitment age] that have been seen in the [clinic name]. The purpose of this study is to [insert study purpose]

Study participation includes [insert costs of participating]. There are also no direct benefits associated with participating. However, the data we collect may be used to improve upon the current use of social media to disperse information related to orthopedic problems and procedures, which has the potential to help future patients.

Study procedures include [insert study procedures]

We want to assure you that we will keep your information confidential. You do not have to be in this study if you do not want to participate. Your decision to be in any study is totally voluntary. Your care at [study site] will not be altered by your decision to participate or not participate.

If interested and have questions, please contact reply to this [site name] MyChart email. You may also contact the study coordinator, [coordinator name], at [[email](mailto:EE9M@hscmail.mcc.virginia.edu) address].

Thank you for your time and consideration of our research projects.

Best regards,

[site PI name]

Additional resources/information for the [insert department name:

* [insert links for additional information]

You can decide to not receive emails from [site name] MyChart regarding clinical research studies. Below are the instructions for “opting out” of receiving these emails.

* Login into [insert site name] MyChart
* Select Menu (top left of screen/3 blue bars)
* Scroll down to Account Settings (near bottom of menu)
* Select Communication Preferences
* Expand Health section
* Click on the envelope in the Research Study Invitation to opt out of research study invitations
* The envelope will change from blue to white in color
* When you mouse is placed over the envelope, the message will read “You will not be contacted via Email for Research Study Invitation notifications. Select to opt in.”