Pre-Notification

**To:** All EMS agencies in CLMS for your state

**From:** State EMSC Manager

**Subject line:** Improving EMS Care for Children in State

Note: The information above is purely for guidance and must be deleted before using this Word document for the mail merge! Only the image and the information below should be used for the message in the body of the email sent to your agencies.

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| Dear [Name],  We at the [State] EMSC Program are pleased to be working with the EMSC Data Center (EDC), located at the University of Utah, with an upcoming nationwide quality improvement effort aimed at identifying how to better support EMS agencies in caring for pediatric patients.  The reason I am contacting you today is to inform you that as part of this effort, you will soon receive an email from the EDC team asking for your help in completing a brief questionnaire about your agency. The message will be sent from the email address **emsc@hsc.utah.edu** with the display name **Emergency Medical Services for Children**.  We would very much appreciate your assistance with this quality improvement effort. The information you provide will assist the [State] EMSC Program in identifying needs and providing resources to better support pediatric emergency care. | |
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| Thank you,  [Name] |  |