

SAMPLE E-MAIL REMINDER

Hello EHDI QI Practice Teams:

Thank you for your continued dedicated efforts to complete your chart reviews and surveys by the end of each month.

PLEASE NOTE THAT DEADLINE FOR APRIL DATA IS MONDAY, MAY 1

CHART REVIEW – DUE MAY 1

You will enter chart/record review data for APRIL via the AAP Quality Improvement Data Aggregator ([QIDA](#)) data collection site.

Practice teams should review the medical records of **all infants ages 6 weeks and 4 months who they identify as having a “do not pass” newborn hearing screening result during March.**

Practice teams should also review the **randomly selected medical records of 20 infants ages 6 weeks and 4 months (40 medical records total) who they identify as having passed the newborn hearing screening during March.**

Only the QIDA administrator (one person from your practice team) will have the ability to enter data.

PROGRESS REPORT – DUE MAY 1

Please complete the [April Progress Report](#) no later than May 1. The progress report should be completed as a team.

SAVE THE DATE -MAY EDUCATIONAL WEBINAR:

MAY Educational Webinar –

Tuesday, May 9 – 9:00 am – 10:00 am – PACIFIC / 10:00 am – 11:00 am – MOUNTAIN / 11:00 am – 12:00 pm
CENTRAL/12:00 pm – 1:00 pm EASTERN

Details to follow!

If you have questions, or need additional information, please reach out to me anytime!

Sandi

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