

You're Invited!

Dear _____ :

The care team would like to invite you to join us in this month's:

- Quality Assurance & Performance Improvement (QAPI) meeting.
- Governing Body meeting.

Date:

Location:

Just like the dietitian meets with you every month to see how you are doing in meeting your dietary goals, the clinic meets monthly to look at the bigger picture—to see how all patients are doing as a group and to assess whether the clinic is meeting its quality improvement goals. The patient and family perspective on whether the clinic is successful in meeting these goals is critical to the quality improvement process. Without your input, we only see part of the picture. This month we would like your input about:

Topic(s):

Please consider these questions before the meeting:

- What do you think are the biggest concerns for patients and families around this topic?
- What could staff do to improve around this topic?
- What could patients and families do to improve around this topic?
 - What are some ways that staff could help you with this?

If for any reason you cannot attend the meeting in person, **you can attend via teleconference.** **We want to hear what you have to say.** Your family members are also invited to attend.

Feel free to ask us questions about this month's meeting and/or topic(s). We are excited to include you in this important meeting! Please let us now if you will be able to attend by

Date: _____

Thank you for your time and consideration,

Name:

Facility Administrator/Clinic Manager

Name:

Medical Director