

Dear (clinician and practice manger),

My name is \_\_\_\_\_ and I am one of your clinic's Community Health Workers. My job is to provide high-risk patients with intensive support in order to help them reach their health goals. Over the next six months, I will be working with (Patient Name) to help him reach his health goal of (long-term goal). In order to reach this long-term goal, he has told me that he will need to achieve some short-term goals: (list Roadmap goals). I will be providing support with these goals and may contact you if we run into medical questions along the way. Please let me know if I can be of help. My cell phone number is (your cell #). Please do not hesitate to call if you need help in conducting outreach to the patient or have any questions.

Best wishes, (Your Name)

Source: Kangovi, S. K., Clayton, K., Chanton, C., McCollum, S., White, M., Carter, T., Grande, D., Long, J. A. (2014). IMPaCT (Individualized Management for Patient-Centered Targets) Community Health Worker Outpatient Care Manual. <http://chw.upenn.edu>