Date

Dear Facility A,

The purpose of this letter is to provide documentation of the verbal recommendations provided by the ABC Health Department during our telephone conversation on Date. As we discussed, ABC Health Department investigated a documented hepatitis C virus (HCV) seroconversion in a patient who had multiple healthcare encounters during the exposure period, including an endoscopy procedure at your facility. ABC Health Department has not received any further reports of infections potentially associated with your facility or concerns about your infection prevention and control practices.

Recommendations:

1. Ensure staff education emphasizes the importance of infection prevention and control precautions specifically designed to prevent transmission of bloodborne pathogens. The free continuing medical education activity on Unsafe Injection Practices: Outbreaks, Incidents, and Root Causes (<http://www.medscape.org/viewarticle/745695>) may be useful.
2. Use the Centers for Disease Control and Prevention (CDC) Guide to Infection Prevention for Outpatient Settings: Minimum Expectations for Safe Care and accompanying checklist (available at: <http://www.cdc.gov/HAI/settings/outpatient/outpatient-settings.html>) to assess infection prevention and control practices in your facility on a routine basis. Particular attention should be directed toward injection safety, and reprocessing of reusable instruments and devices.
3. If you identify any additional HCV seroconversions or acute HCV infections in patients seen at your facility report them promptly to ABC Health Department

If you have any questions about this investigation or if you would like additional information, please feel free to contact me at Phone Number.

Sincerely,

John Smith

Public Health Epidemiologist

ABC Health Department

Note: This letter was adapted from a sample provided by the New York State Department of Health. Letters should be tailored based upon the facility type and any infection prevention and control findings noted during the site visit. CDC has a number of infection prevention and control guidelines and materials that can be easily referenced for facilities in the letter. These include:

Evidence-based infection prevention guidelines for healthcare settings including those for disinfection sterilization, environmental cleaning, and hand hygiene available at: <http://www.cdc.gov/hicpac/pubs.html>

Injection safety resources available at:

<http://www.cdc.gov/injectionsafety/providers.html>

<http://www.oneandonlycampaign.org/>

Infection prevention resources for assisted monitoring of blood glucose available at:

http://www.cdc.gov/injectionsafety/blood-glucose-monitoring.html

Setting specific resources available at:

General Outpatient: http://www.cdc.gov/HAI/settings/outpatient/outpatient-settings.html

Outpatient Oncology: <http://www.cdc.gov/HAI/settings/outpatient/basic-infection-control-prevention-plan-2011/index.html>

Hemodialysis: <http://www.cdc.gov/dialysis/provider/index.html>

Long-term care: <http://www.cdc.gov/HAI/settings/ltc_settings.html>

Dental: <http://www.cdc.gov/OralHealth/infectioncontrol/guidelines/index.htm>