

*Please obtain a letter of support from the leaders of your radiation oncology team. You may write your own letter of support of us the template below to obtain signatures from radiation oncology leaders and return to cancerqi@facs.org. You may use your own letter head if you choose. Please be sure to include the name and official title of the radiation oncology leader that supports involvement in this Quality Improvement project. Questions about this project can be sent to cancerqi@facs.org

American College of Surgeons

Cancer Programs

633 N St. Clair

Chicago, IL 60611

To whom it may concern,

The radiation oncology leaders at [insert program name] met with the CoC or NAPBC team members about the ACS Breaking Barriers project and support our programs involvement in this work. We acknowledge that at least one member of the radiation department will participate on the core QI team.

We understand the QI team will be responsible for reporting “no-show” appointments for radiation treatment, in aggregate, every other month and that this may require access to scheduling software. We also understand that if we do not have a system in place for outreach to our patients inquiring about missed visits, we support the QI team in developing and implementing this system over the course of this QI project.

We recognize this work as both important and necessitating of time and resources and therefore have identified a member of the radiation oncology team to join the core QI team and support the team’s understanding of radiation clinic operations. We have no concerns about the team’s participation.

Sincerely,

Name of Radiation Oncology Leader

Department

Address

Email