

Appendix 1

Introductory Email for Survey Recruitment

Subject: Measuring organizational readiness for patient engagement – seeking survey respondents!

Dear Executive Director,

I am contacting you on behalf of a research team at [institution blinded for review] that is conducting a study to explore primary care organizations' readiness for patient engagement in care delivery, evaluation and improvement.

I am reaching out to invite you to consider participating in a short survey of your perceptions about your organization's readiness for patient engagement; the survey should take 5-10 minutes to complete. The findings from this survey will inform future efforts to promote patient engagement in healthcare program design, evaluation and improvement in primary care.

The survey can be found at: [link]

Your participation is voluntary. You may decline to answer any question and/or withdraw your participation at any time. The survey data collected is anonymous. After completing the survey, you will be taken to a separate page to provide your organization name; this information will only be used to track your participation (so we don't send you reminders!) and to enter your organization into a lottery draw for one of three \$50 gift certificates. The data collected will be kept strictly confidential. The data collection and reporting of results will prevent you from being personally identified.

If you have any questions regarding this study, please contact the Principal Investigator, [name and contact information blinded for review].

Sincerely,

[insert email signature of co-author, blinded for review]

Appendix 1, as supplied by authors. Appendix to: Sunderji N, Ion A, Tang V, et al. Conceptualizing success factors for patient engagement in patient medical homes: a cross-sectional survey. *CMAJ Open* 2021. DOI:10.9778/cmajo.20200152. Copyright © 2021 The Author(s) or their employer(s).

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