

Appendix E

Survey Follow-up Correspondence

The deadline for the *Job Analysis of Chiropractic* has been extended.

You have been chosen to participate in the NBCE's survey of chiropractic practice.

It is easy to complete the survey.

- 1) Visit www.nbce.org and select the link to the *Job Analysis of Chiropractic* survey
- OR**
- 2) Complete and return the survey you received by mail.
(An envelope was enclosed with the survey.)

We appreciate your response.

Please complete the survey by **December 8, 2003**. Your response is very important to validate the survey results.



The deadline for the *Job Analysis of Chiropractic* has been extended to **December 8, 2003**. Please complete and return your survey today.

 **NBCE**
NATIONAL BOARD OF
CHIROPRACTIC EXAMINERS
901 54th Avenue
Greeley, CO 80634
800-964-6223

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Executive Offices:

901 54th Avenue / Greeley, Colorado 80634 / Tel: 970-356-9100 / Fax: 970-356-9002 / www.nbce.org

October 2003

Title First_Name Last_Name
State_Board_Name
Address
City, State Zip_code

Dear **Title Last_Name**:

The National Board is preparing an updated report of chiropractic practice. We have randomly selected chiropractors in your state to complete the survey of practice. Because of the importance of our study to chiropractors in your state, throughout the United States, and throughout the world, we have been approached by representatives of state boards and asked to provide them with the names and addresses of those from their state that have been selected to complete the survey form. For this reason, we have enclosed for your convenience, name and address labels for everyone selected to complete the survey in your state. We have also prepared a sample cover letter which you may want to send to each of the chiropractors selected in your state. The letter endorses the job analysis study, explains its purposes and requests that they fill out the survey form.

Please let me know if I can answer any questions you may have concerning our survey or how you may assist in encouraging participation by chiropractors selected in your state. My telephone number is 1 800 964-6223.

Sincerely,

HCE/MGC:raa

Enclosures

C: NBCE Board of Directors
Mark G. Christensen, Ph.D., NBCE Assistant Executive Director
and Director of Testing



Date

Dear Doctor **Last_name**:

The **State_Board_name** has learned that you may have been randomly selected to complete the job analysis survey form prepared by the National Board of Chiropractic Examiners. Please complete the survey online or in the paper format which will be mailed to you in the next few days. Your responses represent those of your colleagues both in our state and throughout the United States.

The **State_Board_name** values this job analysis report which is based on the individual responses of practitioners like you. This report benefits our state board and associations as it is used to inform our state legislature and insurance carriers of chiropractic practice patterns; it also provides chiropractors in our state with the data to improve insurance coverage and reimbursement.

Thank you for completing this important survey.

Sincerely,

Signature

Title

State_Board_name