**TEMPLATE: Formal Letter (Announcing Launch)**

Dear, (insert individual/department),

I am pleased to announce that (insert organization’s name) will be participating in the statewide Smart Rx - Smart Medicine and Responsible Treatment program, an evidence-based education program on opioid regulations in Ohio and guideline recommendations.

Through the Ohio Hospital Association and the Coverys Community Healthcare Foundation, (insert organization’s name) is able to provide this complimentary training for our physicians and advanced practice providers to enroll in the Smart RX course and to earn CME credits.

Developed by the Ohio State Medical Association, Smart RX is an advanced learning tool to help health care professionals combat Ohio’s prescription drug abuse and subsequent opioid addiction problem. The Smart Rx online training program pairs the latest expertise on reducing prescription drug abuse with online training techniques designed for busy medical professionals. Smart Rx consists of four 15-minute interactive modules that cover:

* Regulation and legislation
* How to Stay Compliant
* Educating Patients
* Alternatives to Prescribing

These modules are accessible from your computer, smartphone or tablet and are available any time. Visit [www.ohiohospitals.org/smartrx](http://www.ohiohospitals.org/smartrx) for more information and to get started.

(Insert organization’s name here) is committed to you as a provider and an employee. Please take 60-minutes to protect yourself and your patients. Individual access to Smart Rx thru OHA-SmartRx.com (input code OHA in the registration page) includes 1 hour of CME and can be completed at your own pace. Group participation is also available, and you and your colleagues may want to view these educational modules as a group. To do so, one person will still need to register for the program and then all can view it.

Unfortunately, CME in the group setting is not provided except to the individual who registered. To help hospitals and systems keep track of participation with this training, though, we offer an online sign in sheet that the OHA will then download and share with (Insert organization’s name here) quarterly.  Please click here (<https://www.surveymonkey.com/r/SmartRxGroupTraining>) to complete the sign in sheet.

(Insert information regarding training schedule/implementation) If you have any questions regarding this effort please contact (insert name, contact information here) who will be serving as our Smart Rx Champion.

Thank you,

(Insert name, credentials, title, organization here)