

[DATE]

[INSERT ORGANIZATION LOGO HERE]

Dear Dr. PATIENT

In an effort to enhance specificity of our coded data, please review the supporting documentation for this pneumonia case, complete the attached data query letter and return to myself.

Providing the specific type of pneumonia (e.g. Aspiration Pneumonia, Bacterial Pneumonia, Bacterial Bronchopneumonia or Viral Bronchopneumonia etc.) in your clinical documentation supports excellent data quality and improves case weights. If the specific organism is known, e.g. *Streptococcus pneumoniae* this further specificity aids in code selection and can also enhance case weights.

Thank you very much for your attention. I am happy to discuss further should you wish to do so, at your earliest convenience.

Kind regards,

[SIGNATURE LINE]