Author’s response to reviews

Title: Actions and processes that patients, family members, and physicians associate with patient and family-centered care

Authors:

Clarissa Hsu (Clarissa.W.Hsu@kp.org)
Marlaine Figueroa Gray (Marlaine.S.Figueroagray@kp.org)
Lauren Murray (LaurenMMurray@gmail.com)
Marie Abraham (mabraham@ipfcc.org)
Wendy Nickel (wendylou45@yahoo.com)
Jennifer Sweeney (sweeney@x4health.com)
Dominick Frosch (froschd@pamf.org)
Tracy Mroz (tmroz@uw.edu)
Kelly Ehrlich (Kelly.J.Ehrlich@kp.org)
Beverley Johnson (bjohnson@ipfcc.org)
Robert Reid (Robert.Reid@trilliumhealthpartners.ca)

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February 1, 2019

Dear Dr. Halcomb,

We are very pleased by the potential acceptance of our manuscript FAMP-D-18-00300, "Actions and processes that patients, family members, and physicians associate with patient- and family-centered care." We have carried out the requested actions. Our point-by-point responses are below.

Thank you for the opportunity to contribute to your journal. We look forward to hearing your response. Please contact me if I need to do anything else to facilitate publication.
Sincerely,

Clarissa Hsu, PhD  
Clarissa.W.Hsu@kp.org

Point-by-point responses for FAMP-D-18-00300

Editor Comments:

1. In your Ethics approval section, please clarify whether informed consent was obtained from participants and state whether it was written or verbal. If consent was not required, please include a statement on whether the need for consent was waived by the IRB; if any relevant guidelines or legislation apply, please name them as well.

RESPONSE: The ethics section now reads: “Study procedures were reviewed and determined to be exempt by the Kaiser Permanente Washington Health Research Institute’s Human Subjects Institutional Review Board. The exempt status meant that the consent processes were not mandated or overseen by the IRB. Verbal consent was attained and participants were informed that participation was voluntary and that their discussion was being audio recorded and transcribed. All participants were informed that verbatim quotes might be used and that we would remove identifiers to protect their confidentiality. All were given the opportunity to withdrawal participation at any time without penalty to them.”

2. Please remove the response to reviewers from the file inventory, as it is no longer needed at this stage of the editorial process.

RESPONSE: We have removed the last response to the reviewers.

3. At this stage, please upload your manuscript as a single, final, clean version that does not contain any tracked changes, comments, highlights, strikethroughs or text in different colors. All relevant tables/figures/additional files should also be clean versions. Figures (and additional files) should remain uploaded as separate files.

RESPONSE: A clean final version with the requested changes has been uploaded.