

Medical Review Foundation, Inc.

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Dear Attorney:

HOW TO SEND IN YOUR CASE: This instruction sheet will assist you in preparing your case to send to our office for review. Following is a list of items that should be included in that file:

1. **COVER LETTER** – Your cover letter should instruct our office whether you request a Case Evaluation Report or an Expert Witness Report. **Should you choose an Expert Witness Report, you must specify the exact specialty of the Expert needed to review your case in writing.** Please also include the total pages of medical records, x-rays and/or photographs you are submitting, even if emailing them or sending the records on a CD. Be certain to mention that the CD, x-rays and/or photographs are copies, and if they are originals, provide a clause releasing our Firm from any liability. Should you request a report under our expedited service, please include the date you request the report be returned to you.
2. **STATEMENT OF FACTS** - This is more important to the Medical Expert who performs the review than you may realize. If your Client handwrites the Statement of Facts, please take the time to have it typed in Affidavit format. An Affidavit is more persuasive than a mere recitation of facts. **Sending in a copy of the Complaint/Petition, etc is also helpful.**
3. **MEDICAL RECORDS** – Whether medical records obtained are on CD, Emailed or hard copy (printed out), kindly examine each page to ensure copies are legible. Medical records should be organized in the hospital format order for each admission, such as the following:
 - * Admission Information (“Face”) Sheet
 - * Discharge Summary
 - * Admission History & Physical
 - * Doctor's Progress Notes
 - * Consultation Reports
 - * Doctor's Orders
 - * Laboratory Reports
 - * Graphic Sheets (Temperature, Pulse, Blood Pressure)
 - * Procedures (operative notes, anesthesia, x-rays CT Scans, MRIs, etc. & corresponding report)
 - * All Nursing Notes

If the records are still in the order in which you received them from the hospital, this does not necessarily mean they are in an acceptable format or complete. Please check them. Be sure they are not in reverse order by dates (from duplicating records). **It is important to have these medical records in order before you send them via: Email, regular mail or on a CD to our office for review.**

4. **X-rays/Scans/Etc.** - When pertinent to your case, x-ray, CT scans and etc., studies are often requested by our Medical Experts so they may review them personally. Many find the x-ray reports alone to be an unacceptable basis for their opinion. The x-rays you send to us should be good quality copies. You can obtain copies from the hospital. Compare the copy to the original using a fluorescent light. If you can't tell them apart, you have a good copy. Check each x-ray to insure that your client's name, the date and the type of study that was performed is legible. **PLEASE DO NOT SEND ORIGINAL X-RAYS, CD's, PHOTOGRAPHS, SCANS, ETC.** Request copies made from the hospital or facility where the study was taken.

In fracture cases the following is a general rule in establishing which x-rays are important: 1) Copies of the x-rays when the acute injury is evaluated and treated, 2) Copies of the follow up x-rays, (usually taken 8-10 days after the fracture is casted) and finally, 3) Copies of the x-rays taken at the completion of therapy. In cases having to do with contrast studies, i.e., arteriograms, venograms, intravenous pyelogram (IVP), barium studies, CT scans, and MRIs, copies of all the pertinent films should be obtained for our Medical Expert's review, when relevant.

For cases that have different medical issues, our office encourages submitting CT scans, photographs, films, etc along with the report, as viewing them with their own eyes, our Medical Expert may discover crucial mistakes by the physician(s) in question and can be an important factor in determining below standard of care. Call our office and our Staff and Directors can assist you.

5. **DEPOSITIONS** - Those depositions which clarify the level of training and expertise of the party being deposed, as well as any details, facts, or opinions that appear to be relevant to your case are useful to the reviewing Physician. Summaries of each deposition noting key facts and referenced to each page is helpful.
6. **FEES** - Include your Firm's check in the correct amount. Make payable to: *Medical Review Foundation, Inc.* The appropriate fee for our Case Evaluation Report, Expert Report, Rush Fee, Voluminous Records Charge as well as all other services we provide are listed in the enclosed Fee Schedule. Call our office to assist you. **Please be advised, it is our office policy that we do not accept personal Client checks, however Bank Checks from the Clients Financial Establishment are acceptable (i.e.: cashiers checks, money orders, etc).** In the near future, our organization will begin accepting all major credit cards.
7. **CONTINGENCY OPTION** – If you and your Client(s) are interested in retaining our services under the 15% Contingency Contract *option*, please make sure that the Contract is completed, is signed and Notarized by all parties including all plaintiffs involved. In addition, our office will need the following in writing in your cover letter:
 - a) *The County, City, State and the name of the Court where this case is/or will be filed.*
 - b) *Prior Court approval for the use of the 15% Contingency Contract if required for cases in your State that involve a minor, incapacitated adult, or wrongful death/estate. If prior Court approval is not necessary, please specify in writing.*
 - c) *Any other additional plaintiffs or potential plaintiffs in this case.*
8. **RUSH** – ***With the submission of the appropriate expedited fee, in your cover letter kindly advise our office in writing your legal deadline.*** We will put forth every effort to see that you receive the report on or before said date.

The value of sending us a comprehensive (complete) set of medical records and studies cannot be stressed enough. Our Medical Directors and Medical Expert Witnesses cannot comment on information that has not been provided to them for their review. What you consider unimportant may be crucial in aiding the Medical Director and Expert Witness in establishing their opinion. We, therefore, discourage culling of the records prior to sending them to us. Call our Staff for assistance in determining what records are essential for review.

P.S. The Medical Review Foundation, Inc. invites you to browse through our website. Our staff has placed recent *Case Evaluation Reports* that have medical subject matters you may find of interest. These authentic "Sample Cases" have been modified to protect parties involved.