

Guidelines in Writing your Medical Consultant Report

Medical Consultant Report and Summary

Case No:

Physician:

Date: *submission date of your report to the board*

Medical Consultant:

Medical Consultant Specialty:

- 1. Detailed (Chronological) Analysis:** Please start with a summary of the relevant facts. This is the most critical segment of the report. The Board relies on your professional expertise. The report should be complete and thorough giving the reader a clear understanding of the case. If possible, please summarize in terms that can be understood by a non-physician. Discuss the issues involved and provide a logical rationale for your expert opinion. Please organize by chronology if possible.
- 2. Proposed Standard(s) of Care:** This section refers to the most appropriate and timely standard(s) of care applicable to the case based on your professional opinion, expertise and/or research. Please use a statement such as, "The standard of care for a patient complaining of chest pain who presents to the emergency room is to conduct a complete history and physical examination and order necessary laboratory tests including an EKG and cardiac enzymes." You may cite references as needed. You are encouraged but not required to consider published guidelines, if applicable and appropriate, in your development of the standard of care. If you do use published guidelines, please include them in your report.
- 3. Deviation from the Standard of Care:** How, when, where and/or what was the deviation from the standard of care? Please be specific. Please comment in a general way on the degree of the deviation.

Please use one of the following options when completing this point:
"The deviation(s) from the Standard of Care is(are)..."
or
"There is no deviation from the Standard of Care."
- 4. Actual Harm Identified:** State what the deviation was and the actual harm it caused. Actual harm to the patient can be patient injury, unnecessary surgery, etc.
- 5. Potential Harm Identified:** State the deviation causing the potential harm. Potential harm can be anything that puts a patient at increased risk such as a diagnostic failure or treatment delay that reduces a patient's chance of a better outcome or anything that could have happened to the patient as a result of the deviation – reaction to a wrongly prescribed drug, surgical complication, etc.

6. **Aggravating Factor(s)**: Any factor that makes the deviation more egregious.

7. **Mitigating Factor(s)**: Any factor that makes the deviation less egregious.

8. **Consultant's Summary**: Based on your professional opinion the Board asks you to opine, whether the doctor's actions did or did not meet the standard of care. The assigned investigator and/or staff physician will utilize your opinion in preparing a case summary for the Board. Please provide a concise summary of the evidence supporting your opinion.

9. **Detailed List of Records Reviewed**: This paragraph should identify *all* materials reviewed in the case.

submission date of your report to the board

Print Name

Date

Signature