

Professional report guide



Insert page number

Statement prepared by **insert name and qualifications**

Re **insert name of patient**

Date of birth **insert**

Date of death (if applicable) **insert**

At the request of **insert**

For the purposes of **insert**

The opening paragraph should include an overview as to your experience, qualifications (including dates), current role (and your role at the material time if it was different) and time in post.

If the patient has passed away, you might wish to include an expression of empathy and an offer of condolences directed towards the family.

The statement has been prepared on the basis of the contemporaneous medical records, my recollection of the consultation(s) in question and my usual practice (**delete any that are not applicable**).

I first became involved in **X's** (in relation to adult patients, you might wish to refer to them as Mr Smith or Mrs Smith consistently throughout the statement rather than using their first name) on **insert date**.

You should then include a chronology outlining your involvement in the patient's care and you may wish to adopt the following format:

1 January 2013

- Set out the information that was available/provided to you at the time, explaining the source of that information (for example, the information may have been provided by the patient, a relative, a carer, the ambulance staff, medical records etc).
- If the information was not recorded in the records then it could be introduced along the following lines... I recall that...
- If an examination was undertaken, explain the examination findings.
- Explain your working diagnosis together with the rationale for making the diagnosis (and if relevant you should explain on what basis a specific diagnosis was made or discounted).
- Explain the management plan including any investigations that were instigated (together with the results [including laboratory reference ranges and indices]) and refer to any other relevant information (for example, issues relating to consent or any discussions with colleagues).
- You should explain any medical jargon that you use in lay terms.
- You should make reference to any relevant negative findings.
- If you have been asked to respond to specific issues, then you should do so.

I had no further involvement in **X's** care (if relevant, you might wish to signpost what happened after your involvement ceased, for example you might wish to say... but I was sorry to hear that they sadly passed away on **insert date**).

I hope that the above information is of assistance but I would be happy to provide any further information or clarification should it be required.

Signed: **The final version of your statement should be signed and dated.**

Dated: