

Records & instruction checklist

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Use this checklist to prepare the material agreed for your instruction. Requirements depend on the issues, report type and jurisdiction.

1. Initial enquiry - before sending records

- ☐ Brief case outline, clinical issues and the type of opinion requested.
- ☐ Jurisdiction or court, country and dates of treatment, key deadlines and any time zone.
- ☐ Whether an examination, hearing attendance or translation may be needed.

Do not include patient-identifying information or confidential records in the website enquiry form. Conflict and suitability checks come first; secure transfer arrangements are agreed afterwards.

2. Prepare the agreed records bundle

- ☐ Letter of instruction: agreed questions, scope, deadlines and any relevant court directions.
- ☐ Chronology, pleadings or a summary of the issues; relevant letters of claim and response.
- ☐ Complete dental notes from each relevant provider, including charting and periodontal records.
- ☐ Original diagnostic-quality radiographs with dates and identifying labels; avoid screenshots or scans of printouts where original digital images are available.
- ☐ Clinical photographs and relevant laboratory dockets, prescriptions, referral letters or specialist and hospital records.
- ☐ Relevant complaints, correspondence and subsequent treatment records or reports.
- ☐ Previous expert reports where authorised for consideration; treatment costs or a schedule of special damages where relevant.

3. Check before transfer

- ☐ Provide an index or clear file names and dates. Identify missing material, date gaps and records still awaited; preserve the originals.
- ☐ Use the secure transfer method agreed with the instructing team. Confirm receipt and flag any revised deadline.

Fees, timescale and examination arrangements are agreed before work begins. An initial enquiry is not acceptance of an instruction.