

SEAK

IME REPORT QUALITY CONTROL CHECKLIST

www.IMEdirectory.com • www.independentmedicaalexamtraining.com

© 2017 SEAK, Inc.

BACKGROUND INFORMATION

- Client
- Date of injury
- Employer
- Insurer
- Name of claimant

FORMATTING

- 12 point font
- Page numbers and number of pages (e.g. 2 of 7)
- Short paragraphs
- Topic headings

HISTORY

- Accurate
- Concurrent employment
- Description of mechanism of injury
- Family history
- Hobbies
- Pre-existing status
- Treatment
- Work history

PHYSICAL EXAM

- Current status/complaints
- Functional status
- Observation
- Pain intensity and frequency
- Pain inventories
- Precise measurement
- Range of motion
- Specific tests performed and results
- Structural examination

OPINIONS

- Active voice used
- All client questions answered
- Apportionment
- Causation
- Diagnoses listed
- Disability
- Hedge words not used
- Impairment
- Legal terms of art used correctly
- MMI (Maximum Medical Improvement)
- Opinion legally sufficient
- Opinions expressed clearly
- Past and future care
- Permanent impairment
- Reasonable and necessary treatment
- Reasons for opinions stated
- Reliable methodology
- Return to work
- Symptom magnification
- Work capacity
- Work restrictions

MEDICAL RECORDS REVIEWED

- Chronological order
- List numbered
- Listed
- Precisely described

EXAMINER'S QUALIFICATIONS

- CV attached
- Stated

RED FLAG WORDS TO AVOID

- "Appears"
- "Authoritative"
- "Clearly"
- "Complete"
- "Confidential"
- "Draft"
- "Exhaustive"
- "He/she/it"
- "Is said"
- "Legal" (or legally)
- "Meticulous"
- "Obviously"
- "Patient"
- "Possible"
- "Presumably"
- "Privileged"
- "Supposedly"
- "Thorough"
- "Work product"

CITATIONS TO TEXTS, JOURNALS, GUIDELINES

- Copy of authority attached
- Detailed and precise
- Pinpoint cite (page)
- Recent authority

PERSUASIVE REPORT

- Active voice
- Bias avoided
- Boilerplate language minimized
- Language clear and direct
- Medical abbreviations explained
- Speculation avoided
- Technical terms defined

QUALITY CONTROL

- Grammatical errors
- Internal inconsistencies
- Typographical errors



SEAK, Inc. has been serving the needs of independent medical examiners since 1993. We offer intensive interactive training for independent medical examiners in the areas of conducting the examination, rating impairment, drafting IME reports, defending opinions at deposition and trial, IME practice management, and IME practice development. SEAK's National Directory of Independent Medical Examiners was established in 1998 and is the simple and cost-effective way to promote a provider's IME practice.

SEAK is the publisher of the seminal text *Writing and Defending an IME Report*, as well as videos and other practice aids to assist independent medical examiners. SEAK works one on one with independent medical examiners to assist them in expanding their practices. **For more information visit www.independent-medicaalexamtraining.com or call 508-457-1111.**