

## MEDICAL RECORDS EXHIBIT CHECKLIST

**A. All Documents Are Medical Records** **Completed**

Included medical records tend to either prove or disprove a fact at issue.

No hospital nurses notes.

No duplicate records.

**B. Documents Sorted by Medical Provider** **Completed**

Medical records are grouped by:

1. Diagnostic records in chronological order regardless of provider
2. Non-hospital medical provider records by provider in chronological order
3. Hospital provider records by provider in chronological order
4. Physical therapy records in chronological order regardless of provider

**C. Medical Exhibit Bound** **Completed**

1. Records paginated
2. Tabs created for each set of provider records
3. Index created and inserted at the front of the exhibit
4. All records have 3 hole punch on the left side
5. All records bound with a front and back cover held together by a 2 hole clip at the top
6. Binder(s) able to open and close without coming apart

**D. Checklist and Filing** **Completed**

Completed Medical Records Exhibit Checklist verified completed and enclosed with exhibit.

Exhibit filed with the Court and Petitioner, or Petitioner's attorney, at least 10 working days prior to the scheduled hearing.