



Starter Pack for Medico-Legal Experts

1. Medico-Legal Report Checklist

A ready-to-use, tick-box list to make sure no report goes out missing crucial details.

- ☐ Case reference and claimant/defendant details
- ☐ Patient clinical history summary
- ☐ Examination findings
- ☐ Relevant test results and imaging
- ☐ Opinion, prognosis, and recommendations
- ☐ Statement of truth & compliance with CPR Part 35

👉 Use this checklist before signing off any report.

2. Template: Statement of Truth (CPR 35 Compliant)

A copy-paste ready paragraph, e.g.

“I confirm that I have made clear which facts and matters referred to in this report are within my own knowledge and which are not. Those that are within my own knowledge I confirm to be true. The opinions I have expressed represent my true and complete professional opinion.”

👉 Saves time and ensures compliance every time.



3. Time-Saving Dictation Guide

How to dictate a medico-legal report clearly and efficiently (so transcription is fast and accurate):

- Speak headings out loud (“Section 1: Clinical History”)
- Use short, clear sentences
- Spell unusual names, drugs, and medical terms
- Pause briefly between sections instead of rushing

✚ Cuts dictation-to-final report time by 30–40%.

4. Professional Formatting Tips

Reports are judged not just on content but on presentation. Key formatting rules:

- Use 12pt, clear font (Arial, Calibri, or Times New Roman)
- Keep consistent headings and subheadings
- Use page numbers and case reference on every page
- Include a contents page if report > 10 pages

✚ Creates credibility and avoids rejection from instructing solicitors.



5. Bonus Resource: Billing Tracker (Excel Template)

A simple spreadsheet to log:

- Case reference
- Date instructed
- Hours worked
- Rate/hour
- Invoice status

👉 Helps medico-legal experts get paid on time and avoid missed billing.

🚀 How to Use This Starter Pack

- Use the checklist + statement of truth immediately for your next report
- Dictate using the guide to reclaim hours each week
- Apply formatting tips to boost professionalism
- Track billing to protect your income

💡 Next Step

The Starter Pack will save you hours — but **outsourcing transcription will save you days each month.**

Book a free consultation with OutSec Medical today and see how much time you can reclaim.