

Plastic Surgery Consultation Dictation Letter Evaluation

Resident Name: _____ Level: _____

Date: _____

Evaluator: _____

Clinical problem: _____

Essential content

- Date of consultation
- Patient's identification (to remove if kept in resident's file)
- Referent's name
- Reason of consultation
- Diagnosis
 - Guidelines for diagnosis
- Clinical findings (circle answer)
 - Below expectations, meet expectations, above expectations
- Test results/further tests or N/A
- Treatment options/recommendations (who, what, when)
 - A list of recommendations was given
 - What investigations will be done and by whom
 - Identify critical recommendations
 - Give specific drug dosages/route
- Prognosis
- Benefits of treatment if necessary
- Side effects or N/A

Other important content

- History of presenting illness (circle the answer)
 - Below expectations, meet expectations, above expectations
- Past medical history
- Drug history
- Family history or N/A
- Social history or N/A
- What the patient has been told
- Who will provide ongoing, continuing care
- Patient wishes/expectations or N/A
- When to re contact specialist or N/A
- Structure of letter, visual impact (circle the answer)
 - Below expectation, meet expectation, above expectation
- Organization of letter (circle the answer)
 - Below expectation, meet expectation, above expectation
- Dictation is timely

Evaluator's comments:

Evaluator's signature

Resident's signature

Do you agree with this consultation report Evaluation?

Yes No