

## REQUIRED ITEMS FOR THE PRODUCTION OF VISUALS

- all diagnostic images (x-rays, CT scans, MRI scans, etc.)
- photographs of client, including:
  - front and side head shots– eyes closed, no glasses, hair up and off face (for brain injury cases)
  - full standing views taken from the front, back and sides (for cases with compromised mobility or several injuries over the body)
  - initial physical injuries (if available)
  - scarring (if applicable)
  - pre-accident shot of client (may include family)
- all radiology reports
- medical expert opinion reports (including defense)
- hospital records including:
  - operative notes
  - emergency reports
  - consultation letters
  - discharge summaries
- letters between medical professionals
- any diagrams from the hospital charts (where abrasions, fractures, etc. may be indicated)
- follow-up clinic reports

**Please send all documents as electronic files on disc or as unbound printed versions, copied single-sided only.**

## ITEMS THAT ARE NOT USUALLY REQUIRED

- handwritten reports and notes
- daily care and nursing notes (CNRs)
- physiotherapy progress notes
- lab reports and charts