

Letter-Writing Checklist

- Review the relevant Listings
- Compare Listings with findings and symptoms in the chart
- Write the letter – include:
 - Length of relationship
 - Your role
 - Allegations/concerns
 - Medical history, including hospitalizations
 - Relevant work history
 - Age, height, weight, vitals, relevant measurements
 - Physical exam
 - Relevant findings
 - Summary of impairments
 - Whether the impairments meet (include number and criteria) or equal a Listing
 - Residual functional capacity
 - Whether or not patient fits adverse profile
- Attach relevant chart/progress notes