Letter-Writing Checklist

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