

{INCLUDETEXT "C:\\Users\\NeilB\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ *
MERGEFORMAT }

{ IF { MERGEFIELD TK_PICLIENTINFO_tkCLIENTMINOR } = "Yes" "{ MERGEFIELD
TK_PICLIENTINFO_TK_LITFRNDTITLE } { MERGEFIELD
TK_PICLIENTINFO_TK_LITFRNDFORE } { MERGEFIELD
TK_PICLIENTINFO_TK_LITFRNDSURN }
{ MERGEFIELD TK_PICLIENTINFO_TK_LITFRNDADDR }" "{ MERGEFIELD
LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD
LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }" }

Dear { IF { MERGEFIELD TK_PICLIENTINFO_tkCLIENTMINOR } = "Yes" "{ MERGEFIELD
TK_PICLIENTINFO_TK_LITFRNDTITLE } { MERGEFIELD
TK_PICLIENTINFO_TK_LITFRNDSURN }" "{ IF { MERGEFIELD
TK_PICLIENTINFO_tk_SALUTATION } = "" "{ MERGEFIELD LINKNAME_TITLE_1 } {
MERGEFIELD LINKNAME_SURNAME_1 }" "{ MERGEFIELD
TK_PICLIENTINFO_tk_SALUTATION }" }" }

Re: { MERGEFIELD MATTER MATTER DESCRIPTION }

I write to update you on your claim.

{ IF { MERGEFIELD TK_PIDEF1DETAIL_tkDEF1LIABADM } = "Liability Admitted" "I am
pleased to advise that liability has been admitted in your claim. I will now obtain a medical report
from an independent medical expert in relation to your injuries to allow me to value your claim
and, ultimately, progress your claim forward to settlement." "{ IF { MERGEFIELD
TK_PIDEF2DETAIL_tkDEF2LIABADM } = "Liability Admitted" "I am pleased to advise that
liability has been admitted in your claim. I will now obtain a medical report from an independent
medical expert in relation to your injuries to allow me to value your claim and, ultimately,
progress your claim forward to settlement. " "{ IF { MERGEFIELD
TK_PIDEF3DETAIL_tkDEF3LIABADM } = "Liability Admitted" "I am pleased to advise that
liability has been admitted in your claim. I will now obtain a medical report from an independent
medical expert in relation to your injuries to allow me to value your claim and, ultimately,
progress your claim forward to settlement." "Unfortunately, the defendant is still denying your
claim. However, given the merits on liability, I will continue to prepare the claim for a trial and
part of this preparation involves obtaining medical evidence from an independent medical
expert." }" }" }

The medical expert, { IF { MERGEFIELD TK_PIINJMEDDETS_TKMED_EXP_INSTR } =

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"Expert 1" "{ MERGEFIELD "TK_PIINJMEDDETS_tkMEDEXPERT1_title" } { MERGEFIELD
 "TK_PIINJMEDDETS_tkMEDEXPERT1_forename" } { MERGEFIELD
 "TK_PIINJMEDDETS_tkMEDEXPERT1_surname" }" "{ IF { MERGEFIELD
 TK_PIINJMEDDETS_TKMED_EXP_INSTR } = "Expert 2" "{ MERGEFIELD
 "TK_PIINJMEDDETS_tkMEDEXPERT2_title" } { MERGEFIELD
 "TK_PIINJMEDDETS_tkMEDEXPERT2_forename" } { MERGEFIELD
 "TK_PIINJMEDDETS_tkMEDEXPERT2_surname" }" "{ IF { MERGEFIELD
 TK_PIINJMEDDETS_TKMED_EXP_INSTR } = "Expert 3" "{ MERGEFIELD
 "TK_PIINJMEDDETS_tkMEDEXPERT3_title" } { MERGEFIELD
 "TK_PIINJMEDDETS_tkMEDEXPERT3_forename" } { MERGEFIELD
 "TK_PIINJMEDDETS_tkMEDEXPERT3_surname" }" "" }" }", is experienced in preparing such
 reports and will send an appointment to you within the next four to six weeks.

If you have not received an appointment by then, please advise me.

If the appointment is inconvenient, then you should telephone the doctor's secretary and re-arrange it. However, you will appreciate that this may well cause delay in you being examined. Sometimes doctors are called to Court or because of their other obligations have to cancel appointments at short notice.

Different doctors, and medical conditions, will require different types of examination. Your appointment may be brief if the doctor has seen full medical records. You will be asked to describe the symptoms you have had and any you continue to suffer. You will also need to describe the injury itself and your treatment. You may want to take with you a written note of the problems you have had, and any questions you wish to ask. A member of your family, or friend, can accompany you if you wish. The doctor may ask for you to have X-rays taken. If you have any X-rays or scans in your possession, please take these with you.

The doctor's job is to act on our instructions, but nevertheless he has a duty to the Court to prepare a fair report. He may therefore want to ask questions so as to be satisfied that all your problems are attributable to the injury.

Following the examination a report will be sent to me and I will then send this on to you for you to read and agree. This usually follows within about four to six weeks of the examination unless delayed by the need to see medical records.

It is likely that if you fail to keep any appointment made for you by the doctor, a cancellation fee will become due. If the appointment which is sent to you is inconvenient then you must take immediate steps to contact the doctor to re-arrange the appointment.

Finally, I attach a handout on the role of the medical expert in Personal Injury cases which you may wish to read before you appointment.

Yours sincerely

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{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME\*UPPER }
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