



MEDICAL MALPRACTICE STAFF BOOT CAMP

COURSE SYLLABUS

- 1. INDIANA MEDICAL MALPRACTICE LAW OVERVIEW**
- 2. MEDICAL MALPRACTICE LITIGATION PROCESS OVERVIEW**
 - **MEDICAL REVIEW PANELS**
 - **COURT**
- 3. WHAT YOU NEED FOR THE FILE AND HOW TO GET IT**
 - **MEDICAL RECORDS AND BILLS**
 - **ACCIDENT REPORTS/POLICE REPORTS**
 - **MEDICAL LIEN INFORMATION**
- 4. MEDICAL CHRONOLOGIES AND BILLING SUMMARIES**
 - **READING MEDICAL RECORDS AND BILLS**
- 5. PREPARING A DEMAND PACKAGE**
- 6. PREPARING A PANEL SUBMISSION**
- 7. FILING THE COMPLAINT**
 - **CORRECTLY NAMING THE DEFENDANT**
 - **DOCUMENTS NEEDED FOR FILING**
 - **SERVICE OF PROCESS**
- 8. IMPORTANT LITIGATION DEADLINES**
 - **STATUTE OF LIMITATIONS**

- **DISCOVERY DEADLINES**
- **FAILURE TO PROSECUTE**

8. DISCOVERY REQUESTS AND RESPONSES

- **NON-PARTY SUBPEONAS**
- **DEPOSITION SCHEDULING AND NOTICES**
- **OBJECTIONS**
- **REQUESTS FOR ADMISSION**
- **REQUESTS FOR PRODUCTION**
- **INTERROGATORIES**
- **WITNESS AND EXHIBIT LISTS**
- **TIMING**

9. MOTION TO DISMISS OR SUMMARY JUDGMENT RESPONSES

- **EXHIBITS**
- **REDACTING CERTAIN INFORMATION**

10. MEDIATION/SETTLEMENT

- **CONFIDENTIAL MEDIATION STATEMENTS**
- **CLIENT PREPARATION**
- **SETTLEMENT STATEMENTS**

11. TRIAL PREPARATION

- **WITNESS SUBPOENAS**
- **EXHIBITS**
- **TRIAL NOTEBOOKS**