

C&P Appointment Record

Purpose: Create a contemporaneous record of what occurred during a C&P examination, what was discussed or performed, and anything you may want to accurately remember later.

Guiding question: What happened during this appointment?

PRESERVE THE EXPERIENCE BEFORE YOU INTERPRET IT.

Write this while the appointment is fresh. Record what you remember as accurately as you can. You do not need to decide whether something was good, bad, correct, incorrect, favorable, or unfavorable. Preserve the facts first. Interpretation can come later, if it is needed at all.

This is an appointment record, not a C&P coaching sheet.

1. Appointment Information

Date:		Time:	
Location / Method:		Examiner Name, if known:	
Examiner / Contractor Organization, if known:		Condition(s) discussed:	
Approximate start time:		Approximate end time:	

2. Before the Examination

When did I arrive or check in?

Were there forms or questionnaires I completed? If so, what were they?

Did I bring or reference any records, notes, medication lists, assistive devices, or other materials?

Did the examiner review or discuss any of those materials with me?

3. What We Discussed

This is not a transcript. Record what you remember being asked and what you remember saying.

Topic	What I Remember Being Asked	What I Remember Saying
Symptoms		
History		
Treatment		
Daily function		
Work		
Other		

4. What Happened During the Examination

What examinations, tests, movements, measurements, or other activities do I remember the examiner performing?

Did the examiner ask me to describe symptoms or function during any of these activities? If so, what do I remember?

Did I experience symptoms or difficulty during the appointment that I want to remember?

5. Things I Want to Remember

Was there anything about the appointment that stood out to me or that I may want to remember later?

When recalling something someone said: Make clear that you are recalling it from memory rather than presenting it as a verbatim quotation unless you know the wording is exact.

6. After the Appointment

Did I receive any paperwork or instructions?

Was any follow-up discussed?

Is there anything I need to do next?

Did this appointment create an item that belongs in Tool 16? ☐ Yes ☐ No

WHAT YOU REMEMBER IS NOT AUTOMATICALLY THE SAME THING AS WHAT THE EXAMINER DOCUMENTED.

If you later obtain the examination report, do not rewrite this record to make the two match. Preserve what you remember from the appointment and preserve what the examiner documented as separate sources. If a meaningful difference needs to be understood, use Tools 10 and 11.

Keep the standard: Go to the appointment, participate honestly, and afterward record what happened while it is still fresh.