

So, you want to do a Case Report? Here's a reminder checklist to get started. Version 10/31/23

I know this looks like a daunting list but most of these can be knocked off fairly quickly and will save you trouble in the long run.

1. How do I **FIND** a case report?
 - a. Think about **your patients**
 - b. Ask your **preceptor** if THEY have some case report possibilities
 - c. **Think broadly!**
 - d. Family, friends, before med school? **Are YOU** a case report???
 - e. Case report could be
 - i. A **Zebra**: an unusual case
 - ii. A **Horse**: a classic case
 - iii. Any case **with instructional points** to it
2. **ASK the preceptor** if it's OK to write it up.
3. **What is the Interesting Question about this case report?**
4. Get **CONSENT from patient if possible**. RVU has a HIPAA Research Authorization Form you can use, it's in this folder.
 - a. OR request Waiver of Consent if practicable, also in this folder.
5. **Build your Team**. Preceptor, RVU Faculty Adviser, other students, other experts? Reference Librarian at RVU? They can be so helpful. An extra student or two does NOT dilute the value to you and can spread the work out. No extra credit for Lone Wolf efforts.
6. **Build your landing base**. Google Docs works, Teams works, etc. Share links with team. You will want to store images, saved documents, your working word processor document, etc.
7. Get a **Reference Manager**. Most of us at RVU **use Zotero** which is **FREE**.
 - a. Download at Zotero.com.
 - b. YouTube is full of Zotero introduction videos
 - c. Make a **Group Library** for your Case Report (you have to do this on the Zotero Web page, you can't do it on the App for some odd reason.)
 - i. Make it a **Private Membership group**.
 - ii. Start storing all your literature searches in the Group Library..
 - d. **SHARE** the group library link with your Team.
8. Make sure you have done CITI training
 - a. Complete [CITI Training](#) for research (See [instructions](#) for how to enroll in classes).
9. Complete the [Student Research Approval Form](#) on iNet
10. Fill out the **IRB application form** on iNet/Forms/Research and Scholarly Activity Forms
 - a. *Yes you have to do this to get it published.*
 - b. Put in an RVU faculty member if possible as your PI, outside people have more trouble doing the admin work.
 - c. You will call it a Case Report (or series) and this makes the process much simpler.
11. Get with preceptor, advisor, and pick out a differential diagnosis of a few **journals** that might fit.
 - a. **Read a few case reports** in that journal.
 - b. Download **the Instructions for Authors** from the journal websites.
 - i. These often give you the overall format they are seeking for their case reports.

- c. Also think about **Posters and Presentations** at national meetings, local meetings, RVU Research Day, etc.
12. **Get clinical information** from Preceptor.
 - a. **Hx and PE**, course of treatment
 - b. **Other studies**, labs, pathology, radiology (often Images)
 - c. Just **bullet point it out**. Don't worry about making the history perfect yet!
 13. Assemble your **background information**. (your Lit Review)
 - a. **Bullet points** in document draft (you can put a short Hook in to remind you of the publication you're thinking about.)
 - b. **Unless you are a good writer, just stick to bullet points. They can be expanded and rearranged later.**
 - c. **Zotero to store references** that you find (store them all!)
 14. **And finally get writing...don't start this too soon! The paper will morph on you.**
 - a. **Draft up Clin Hx**
 - b. **Then Discussion**
 - c. **Then Intro if needed, write near the end**
 - d. **Abstract, write LAST.**

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