



DJCRO

DIGITAL JOURNAL OF CASE REPORTS
IN OPHTHALMOLOGY

INSTRUCTIONS FOR DUKE ORIGINATED CASES

Prior to submission to the *DJCRO*, cases that were seen in Duke Clinics and that originate from Duke authors require a Duke risk management review and approval.

Please copy and paste this email template in a new email, enter patient information and **send secure to:**

Jennifer Phillips, MSN, CPHRM

Director Clinical Risk Management

Duke University Health System

Jennifer.g.phillips@duke.edu

Subject:

(send secure) Risk Management Review Request

Dear Jennifer,

We are submitting a case study that originated at Duke for consideration of publication in the *Duke Journal of Case Reports in Ophthalmology*. This email serves as a request for risk management review prior to submission.

Patient Name: {insert}

Patient MRN: {insert}

Please let me know if further information is needed. Thank you for your time and assistance. We look forward to your response.

Best,

Insert Your Name.