Date:

To:
System Performance Improvement Committee
North Texas Regional Advisory Council (NTRAC)
4312 Call Field Rd., Suite 100
Wichita Falls, TX 76308

Subject: Hospital Notification of Tertiary/Third Level Case Review Request

Dear System Performance Improvement Committee

On behalf of (**place name of organization here**) I am formally requesting a tertiary (third-level) review of a trauma case that has completed both internal and secondary performance improvement processes. This request is submitted in accordance with NTRAC's Trauma Performance and Patient Safety (PIPS) Plan and aims to promote system-wide learning and accountability.

Case Summary (De-identified):

- Patient Identifier:
- Date of Incident:
- Mechanism of Injury:
- Facilities/Agencies Involved:
- Brief Case Description:
- Initial Assessment & Interventions:
- Outcome:

Purpose of Review:
We are seeking a tertiary review due to:

Supporting Documentation Attached (if necessary):

- Internal PI findings summary
- Secondary review documentation
- Timeline of care and transfer, as applicable
- Additional relevant documents (if any)

Confidentiality and Legal Protections:
Please note that this request, and all documents submitted in relation to this case, are protected under:

- Texas Administrative Code Title 25, Part 1, §157.125(c)(2)(E) – All proceedings and records of a regional advisory council's quality assurance and performance improvement activities are confidential and not subject to disclosure.
- Texas Health and Safety Code §§773.095 and 773.096 – Protection of records and communications made for the purpose of medical or trauma system review.
- Health Insurance Portability and Accountability Act (HIPAA), 45 CFR Parts 160 and 164 – This case is de-identified where possible, and all patient information shared is provided

for the sole purpose of healthcare operations and quality improvement within a secure and authorized environment.

We respectfully request that this case be placed on the agenda for the next System PI Committee meeting. Please confirm receipt of this request and advise if additional documentation or clarification is needed.

Sincerely,