



**KENTUCKY BOARD OF CHIROPRACTIC EXAMINERS
Peer Review Committee**

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**IMPORTANT NOTICE
TO ALL USERS OF THE
BCE PEER REVIEW COMMITTEE**

All cases submitted for review by the Committee MUST meet the following criteria:

(1) When sanitizing records for submission to the Peer Review Committee, please follow these instructions carefully: Black out or white out **ALL** names and addresses as well as any other identifying information. **DO NOT** cover up dates or doctor degree designations such as DC, DO, MD, etc. The sanitizing process applies to ALL doctors names and addresses as well as those of the patient and the third party payors. It is **IMPERATIVE** that the doctor degree not be sanitized. In the past the Board staff has attempted to correctly sanitize records, which were incorrectly submitted, however, time does not permit us to continue to do this. All future cases, which are not properly sanitized, will be returned to the submitter to be done correctly.

If you have ANY questions, please feel free to call Beverley White.

(2) ALL COPIES must have ALL pages numbered. The documentation should be placed in ascending chronological date order (starting with the earliest date of treatment first) and numbered consecutively. Please number the pages in the lower right hand corner of the page, making sure it is not cut off during copying.

(3) Page 2 of the instructions MUST be completed and returned with each case submitted, along with the Petition for Review and the Certification of Records.