**FORM #6 [Personal Reference/Recommendation - suggested]**

***PERSONAL LETTERHEAD***

CONFIDENTIAL AND PRIVILEGED

[Insert date]

RE: [Insert name of resident/fellow]

To whom it may concern:

I have received a request to provide a personal reference/recommendation as to [Insert name of resident/fellow], MD/DO.

1. This, and all other communications between me and your healthcare organization is a protected communication between Quality Improvement Committees as contemplated under the Tennessee Patient Protection and Quality Improvement Act, Tenn. Code Anno § 63-1-150 and § 68-11-272 (as amended 2014) (PPQIA). Under the PPQIA, healthcare providers who act as a Quality Improvement Committee (QIC), when providing information to other QIC’s, are conferred immunity and a presumption of good faith, and the communication is confidential, privileged, and protected from direct or in-direct means of discovery, subpoena, or admission into evidence. The PPQIA recognizes that a QIC includes state, local, group, individual and hospital healthcare professional associations. Accordingly, this submission is sent relying upon the confidentiality, privileges and immunity conferred under the PPQIA and any analogous statute or rule in your state, as well as the Health Care Quality Improvement Act, 42 U.S.C. Section 11101, *et seq*.,

2. I have prepared this submission in my personal capacity as a physician employed by [*Name of practice*]. Although I am also an Assistant/Associate Professor at the University of Tennessee Health Science Center and hold the academic positions of [insert physician title], this letter is not in my capacity as a state employee.

Please call me if you have any questions.

Sincerely,