

## Logistics

---

### Description and Importance

Logistics are the operational engine behind every successful adult ADHD evaluation. While clinical expertise guides the diagnostic process, it is logistical precision that ensures it unfolds smoothly—from the testing environment to client preparation to the delivery of reports. This chapter presents a practical system for structuring your office, digital workflow, communications, and scheduling so that every client experience is professional, efficient, and consistent. By investing in streamlined logistics early on, you protect your time, elevate your practice's reputation, and create the foundation for sustainable growth.

---

### Learning Objectives

1. Identify essential components for office and testing setup in adult ADHD evaluations.
  2. Describe administrative structures that support efficient clinical operations.
  3. Prepare clients using standardized materials and rating scales.
  4. Utilize professional communication tools to enhance scheduling and follow-up.
  5. Implement a sustainable weekly scheduling model to balance clinical and documentation tasks.
- 

### Outline for Presentation

1. **Why Logistics Matter in Adult ADHD Evaluations**
  - Logistics as the backbone of operational success
  - Impact on professionalism, client experience, and workflow