Adult ADHD Specialist
Psychological Evaluations

Office Support

Description and Importance

Office support is the backbone of a smooth-running clinical practice. From scheduling and billing to records and communication, effective administration ensures efficiency, compliance, and client satisfaction. As services expand, such as adding adult ADHD evaluations—strong systems become essential. This chapter outlines key support tasks and strategies to help your practice grow with confidence and clarity.

Learning Objectives

By the end of this chapter, participants will be able to:

1. Identify and describe the core administrative tasks essential to running a streamlined clinical practice.

2. Evaluate the effectiveness and scalability of current office support systems.

3. Plan for administrative infrastructure needs when introducing a new specialty, such as adult ADHD evaluations.

4. Compare in-house versus outsourced administrative support options and assess their cost-benefit tradeoffs.

5. Implement key strategies to improve billing practices and reduce no-show rates.

Outline

1. **The Hidden Engine of Clinical Success**

   o The essential role of administrative support in sustaining a clinical practice

   o Consequences of inadequate office systems