



## Pre-Office Visit

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### Description and Importance

Pre-office visit preparation is critical to the success of completing adult ADHD evaluations. This chapter outlines the administrative and clinical tasks that must be completed **before** a client arrives, including structured scheduling, intake procedures, homework assignment, confirmation messages, and file setup. When executed consistently, these steps save valuable time, reduce errors, and enhance the client experience—ensuring that each evaluation starts smoothly and stays on track.

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### Learning Objectives

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

1. Describe the core administrative and clinical tasks that occur before an adult ADHD evaluation session.
  2. Structure evaluation appointments for efficiency, including optimal scheduling blocks.
  3. Implement a systematic intake and homework assignment process to enhance client preparedness.
  4. Utilize effective confirmation strategies to minimize missed appointments and ensure client engagement.
  5. Prepare and organize client files in advance to streamline in-session documentation and reduce delays.
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