



Report Preparation

Description and Importance

The Report Preparation phase is an essential bridge between assessment administration and formal documentation. It ensures that all test data and documentation are accurately organized, securely stored, and pre-formatted for efficient report writing. Proper execution of this phase minimizes clerical errors, enhances workflow efficiency, and reduces time spent during the Report Writing process. By investing approximately one hour for every three patients, clinicians significantly streamline future efforts while maintaining high standards of accuracy and professional organization.

Learning Objectives

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

1. Create and organize electronic folders for each evaluation case using standardized naming conventions.
 2. Accurately save and verify the CNS Vital Signs report and Barkley Scales Report within patient-specific folders.
 3. Efficiently scan and insert supporting documents into the report template.
 4. Pre-fill critical identifying information and prepare reports for timely drafting.
 5. Establish a replicable workflow to prepare multiple reports efficiently.
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