

Report Submission

Description and Importance

The Report Submission phase is the final step in the adult ADHD evaluation process, where clinical professionalism, patient experience, and operational efficiency converge. A consistent and secure method for delivering reports ensures timely access to results, protects sensitive information, and reinforces the evaluator's reliability and attention to detail. This chapter outlines an efficient, step-by-step protocol for finalizing, securing, emailing, and following up on completed ADHD reports. It also anticipates common patient needs and referral responsibilities, making this a crucial element of service delivery and practice growth.

Learning Objectives

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

1. Finalize ADHD reports with password protection and accurate patient identifiers.
 2. Communicate clearly and securely with patients during report delivery.
 3. Coordinate internal tasks such as saving reports, updating billing, and follow-up communication.
 4. Handle re-tests, documentation requests, and referral correspondence.
 5. Maintain professional standards of documentation accuracy, privacy compliance, and client-centered care.
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