PROCESSING OF REPORTS

Therapy Plans, Evaluation Reports, Progress Reports and Discharge Summaries must be word processed. Computers are available in the Professional Preparation room (University Hall room 122). The Professional Preparation room is open anytime the Clinic is open. If a student experiences any difficulty in getting a computer, the Clinic Director should be notified.

Professional faculty who word process reports from direct client service should use office computers.

The first page of the final copy of all reports must be set up to run on Clinic letterhead stationery (8 spaces from the top, if using a font size of 12). Additional pages should be on plain paper (3 spaces from the top) with the correct header in the top left corner of the page. Paper clip (do not staple) the pages together. A Graduate Assistant or office staff will run the report on letterhead stationary.

When a report draft is ready for the clinical educator to review, it should be put in the clinical educator's mailbox in the kitchen (University Hall room 108). Inclusion of the client chart and other information is at the clinical educator's discretion. All audiologic reports are placed in the client chart and placed in the appropriate slot in the Clinic Office. The clinical educator should return the reviewed draft to the student clinician's locker/mailbox in University Hall room 107. This process continues as needed until the final copy is signed. Final copies should be carefully proofed by the clinical educator and student. Copies of the report that are to be sent to other agencies should have a current signed release form. Release forms should be updated every twelve months. Signed final copies of the report should be given to the Office Staff.