

PROCESSING OF REPORTS

Therapy Plans, Evaluation Reports, Progress Reports and Discharge Summaries must be word processed. Computers and word processing programs are available in the Student Planning Room (EDH room 118) and in the College of Education Computer Lab (EDH room 216). A student assistant is available in the Computer Lab (room 216) to help with the computer. If a student experiences any difficulty in getting into either of the labs, the Clinic Coordinator should be notified. A key providing access to the Student Planning Room, therapy materials area, and all therapy rooms is issued to each student clinician at the **beginning of the first practicum rotation** by the Office Assistant. The keys are returned when the student leaves for internship.

Professional staff who are word processing their own reports (direct client service) should use their office computer. Professional staff have access to the Computer Labs in room 216.

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 placed in the clinical educator's box in the Student Planning Room or LRE office. 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 mailbox in room 118. **All reports should be placed faced down in the mailbox.** 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.