





Completing our report templates

This document provides you guidance on how to complete our report templates to ensure you are detailing your clinical observations and findings and providing us with sufficient clinical reasoning to support your treatment recommendations. The clearer and more detailed the information you provide us, the easier and quicker it is for us to ensure approval is confirmed for any treatment recommendations. Please take the time to read the notes below that will explain how the information you provide us is captured in a final report produced off our IT system.



Formatting

-  Please write your answers in full sentences as the questions do not appear in the final PDF version.
-  Please use capitals and punctuation where appropriate - there is no automated grammar or spell check.

Your clinical observations

-  The free text boxes will allow you to explain your clinical reasoning and give additional information where necessary. Please explain your comments as fully as possible,
-  If you do not need to complete a text box, or question, please refrain from using N/A. Instead please make a statement e.g. "The patient is not taking any medication for their injury" or "The patient reported no other medical history".

Patient subjective reporting

-  Please report on the patient's subjective rating of both their pain and the impact their injuries are having on their hobbies, activities of daily living and sleep. Please remember to ask these in your assessments.
-  This evidence is important for us when justifying further approval for treatment and is checked for in our audit process.

We have included an example report below where we have demonstrated clear use of sentences and information to present the clinical finding and justification for further treatment.

Please note

Unfortunately if all the questions are not completed we may have to ask you to resubmit your report on the portal.