SOME SUGGESTED GUIDELINES FOR READING REPORTS WITH CLIENTS

- Clients should understand that while these reports are very comprehensive by most standards, we could never attempt to include every significant issue in their lives and sometimes the author must make a 'judgement call' as to what is included for these purposes. Clients should understand that including *too much* information may distract Compensation Panel members from 'hearing' the main points and this may impact on the maximum amount awarded.
- Clients are invited to correct any errors *of fact* that appear in the draft report. e.g. dates, names, sequences, etc. The author of the report bears responsibility for the grammar, wording, headings, etc, but any typographical errors should be pointed out at this time.
- In the style of all medico-legal reports, all the information up until "<u>Opinion</u>" is regarded as the *history*, as provided in the assessment interview(s). As such, this is all worded *in the past tense*.
- The "<u>Opinion</u>" is that of the *author*. This section is worded in the present tense.
- It is not advisable to leave draft reports with the client after the reading, unless they would clearly benefit from extra time to make corrections. This period of time must be specified and a deadline provided for the return of any amendments. These should be legible.