

Writing Reports Anyone Can Understand

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Does “One Size” Fit All?

- To whom are you addressing the report?
- What is their level of sophistication about hearing and hearing loss?
- Why are you sending this report?
- What do you want the recipient to do about the information?
- Should you write different reports to different recipients?

Principles

- Write in the language of the recipient
- Don't hide behind professional jargon
- Use functional terms wherever possible
- Do not spend hours teaching the audiogram
- Relate your comments and recommendations to things the reader can readily identify

The HEAR Report

- History, relevant background
- Evaluation--what you did
- Audiological Findings--what you found
- Recommendations--what you want the recipient to do about what you found

H

History, Relevant Background

- Reason for and source of referral
- Acknowledge the referral concerns
- Include **ONLY** relevant background
- Describe in non-technical terms

Let's Try It

- Child did not pass newborn screening
- No pregnancy or birth complications
- No history of hearing loss in family
- Baby now 3 months and apparently healthy
- Parents feel baby responds adequately
- Occasional bouts of otitis media

E

What You Did

- Why you did what you did
- Describe in readily understandable terms
- NO JARGON!
- Describe test reliability in terms of the child's responses
- Any difficulties you encountered

Let's Try It

- Explain each of these procedures in laymans terms so parent or teacher can understand:
 - Otoscopy
 - Tympanograms
 - Otoacoustic Emissions
 - Sedated ABR air and bone
 - Pure tone and speech thresholds

A

What You Found

- FUNCTIONAL TERMS, NO JARGON
- SEE ABOVE
- SEE ABOVE
- SEE ABOVE
- SEE ABOVE
- SEE ABOVE

Let's Try It

- Describe test results functionally:
 - Otoscopy appeared normal
 - OAE's absent bilaterally
 - Tympanograms normal
 - Sedated ABR mild to moderate sloping hearing loss by air conduction, similar bone responses

R

What You Recommend About What You Found

- Clearly define your recommendations in functional terms
- Clearly state who is to carry out each recommendation
- Set definite timelines

Let's Try It

- Recommendations to parents
 - Examination by ENT
 - Earmold impressions
 - Hearing aid evaluation
 - Enrollment in early intervention ASAP
 - Hearing evaluation for siblings

Let's Try It

- How would you change for primary care physician?
 - Examination by ENT
 - Earmold impressions
 - Hearing aid evaluation
 - Enrollment in early intervention ASAP
 - Hearing evaluation for siblings

**The true test of a professional
is the ability to translate the
most complex concepts into
language anyone can
understand!**

