

## Medical/Allied Health Professionals Report Writing tips for NDIS Appeals Support©2018

A document prepared by AMIDA Appeals

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This sheet provides tips for report writing for Medical/Allied Health Professionals for a participant on or accessing the NDIS. The report needs to use the terminology of the Act. It is preferable to be in a structured format that facilitates the NDIA. Hence these suggestions.

There needs to be several clear areas of a report, A, B and C. If the report uses the key words/terms underlined below, it will be referencing the requirements of the NDIS Act. B3 is crucial.

### A. Identification of patient and health professional's relationship:

The report must identify:

- Patient's name;
- Patient's DOB;
- How long the patient has been treated by this health professional;
- Diagnosis – name the disability;
- Name other health services you are aware that this person accesses. You can state other assessments or tests you are aware that have been done for this patient.

### B. The report should then provide a detailed description of the impact of the diagnosis. The report will address the relevant aspects of the *NDIS Act* if it discusses each of:

1. State that the disability is attributable to one or more of: intellectual, cognitive, neurological, sensory or physical impairments, or an impairment/s attributable to a psychiatric condition;
2. The disability is a permanent impairment or is likely to be so. And in opinion of report writer that the person is likely to require NDIS support for lifetime;
3. The disability substantially reduces the functional capacity to undertake or engage in certain activities, listed here. Mention as many as relevant, and describe the disability in terms of the reduced capacity for each.
  - a. Communication
  - b. Social interaction
  - c. Learning
  - d. Mobility
  - e. Self-care
  - f. Self-management

The report should say that the disability means then person is unable to participate effectively in activities, or perform tasks or cannot do so without assistive technology or home modifications.

4. If the disability varies in intensity, mention this fact. But discuss the disability/s as they present in the intense periods. (Disabilities which vary in intensity are covered by the scheme.)

### C. The report should then outline the supports that, in your opinion, the person will need going forward. The report should state that:

1. each support is "reasonable and necessary", in the writer's opinion; types of supports are:

- i. examples are support workers to provide specific care or assist with outings, OT, speech therapy, psychology, and the approximate number of hours each week.
  - ii. If you believe specific assistive technology or home modifications or transport needs are, or would be, valuable supports, then state them.
  - iii. A short list of formal supports you know your client uses such as other health services is useful. You can name the type and purpose and even the level of care (weekly).
  - iv. You should include any informal support networks of family and community that are or might be valuable, such as family carers. Also address the limits of those carers, if relevant, such as limited by carer age or strength. This is particularly the case for children with a disability. An example maybe “The disability requires significant care exceeding those required of a child without a disability. This results in physical and mental fatigue/impact on the parent’s/carer’s capacity to provide constant care and supervision.
2. the reason for each support, such as, to enable the person to undertake activities, or participate socially (or economically);
3. State the Expected Benefits or Outcomes for each support (formal, informal and specific supports). This can be divided into Short-term and Long-term Recommendations if appropriate. State the benefit that would be obtained *in terms of the list in B3* being socially or economically active; or capacity to engage in certain activities. You can state this in terms of what you know the person would like to do.