

## Handy Tips

- The Medical Summary Report is key to a successful application. It provides a succinct, comprehensive summary that captures information about the person's experiences and the impact on his or her life. Remember that the DDS examiner rarely has an opportunity to meet the applicant.
- The goal: When the DDS disability examiner reads your report, he or she should be able to "see" the person you see and arrive at the same conclusion.
- With the applicant's permission, you can include a photo. It won't be deemed evidence but can be very helpful.
- Provide a clear description of the person in the opening paragraph describing how he or she looks, behaves, speaks and interacts with others. Help the reader see the person as you see him or her.
- Write clearly, using simple language that avoids technical jargon.
- Have a trustworthy colleague critique your report for clarity and comprehensiveness.
- While it is written for the purpose of obtaining benefits, the Medical Summary Report can be invaluable to other service providers. With the person's permission, send the report to them.
- When the report is complete, acknowledge your own hard work and the wonderful service that you have provided. Nice work!