

an

to

of writing great  
Rehabilitation  
Cost Reports



Jacqueline Webb & Co

Britain's No. 1 Rehab Cost Consultancy

[www.jwebb.co.uk](http://www.jwebb.co.uk)





is for

**Assessment** of injuries and the cost of restoring the injured person/claimant - as nearly as possible - to their former lifestyle. Your report covers every aspect of rehabilitation.

**A** is also for **Appointment** to visit the claimant. Make it by phone. Confirm it in writing.



Other **As** are **Accommodation** and essential **Adaptations** to Home.

A large, light green letter 'B' is positioned on the left side of the page. To its right, a smaller, dark green letter 'b' is positioned. The text 'is for' is placed between the two letters.

is for

**Before Visiting.** You will receive a full brief: Solicitor's Letter of Instruction, medical reports – and, of course, the claimant's details. If you've any queries, we'll answer them.

**B** is also for **Bullet Points**

- Provided in the Format menu
- of your word processor,
- they're the best way to clarify
- a list of issues
- in your report.



is for

**Care** needed: past, present and future.

**C** is also for **Consistency** of style and presentation. Vital, when you're producing reports.

Other **Cs** are **Changes** in Career/Educational status that affect the claimant.

Your **Conclusions** – not just opinions, but findings you can justify.

Above all, **C** is for **Cost**. Never forget that.





E  
is for

**Expert Witness.** As one of our Consultants, you may be asked to defend your findings in Court. Challenging, but exciting – and not too daunting, if you're well prepared.

**E** is also for the **Equipment** essential to normal life for many injured people.



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is for

**Functional Assessment.**

e.g. Postural Control;  
Upper/Lower Limb; Pain;  
Psychological consequences.  
We provide a template for  
assessing them.

**F** is also for **Functional Consequences** – the real-world consequences of the injury – and Family/Support, another key issue.

**f**

A large, bold, dark green capital letter 'G' is positioned on the left side of the image. To its right and slightly below is a smaller, light green lowercase letter 'g'. The letters are set against a plain white background.

is for

**Grammar.** Incorrect grammar can change the sense of a report – sometimes with tragic results. Remember the panda that shot up a restaurant and then just walked out? All because of an incorrect comma in a dictionary : “Panda. Black and white bear. Eats, shoots and leaves...”









is for **KISS**

Keep

It

Simple and

Succinct

Same as for any other report, really!





**N**  
**n**

is for

**Never Assume  
Anything.**

Check and  
check again...  
and, if in doubt,  
ask again.

O  
O

is for **Omissions.**

Disastrous in any report. Another case of check and check again...



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is for

**Paragraph.** Keep them short, sweet and to the point. Never more than one topic.

**P** is also for **Paradoc** – which you won't find in the Oxford English Dictionary; it's the name we give to our online library of standard text passages that can help you compose parts of your report.

Other **Ps** are **Pre-existing Conditions**. Describe them – but had they caused the claimant any problems before the incident? It's for you to say.

**Proof-reading** – when you've completed your report.

A large, bold, green letter 'Q' is positioned on the left side of the image. It is the first letter of the word 'Qualifications'.

is for **Qualifications.**

End the  
report  
with your  
qualifications  
and experience.

A light green lowercase letter 'q' is positioned below the large green 'Q'. It is the second letter of the word 'Qualifications'.



is for **Repetition.**

Avoid repetition.

Say it once -  
and in the  
right place.



is for

**Suppliers.** Though we have a list of trusted equipment suppliers, your input will be valued.

**S** is also for **Stairlifts** – will one be needed? How much will it cost to install?

Other **Ss** are **Syntax** - the formation of grammatical sentences (we only mention the G-word again because it's so important) – and **Style:** short, incisive sentences, crisp, single-minded paragraphs.





is for

**Useful** – or perhaps we should say vital - information. In a typical assessment, you'll acquire a stack of it. Don't keep it in your head. Take notes throughout – and hang onto them, even after you've transferred the salient facts to your PC. You never know when you may be asked to refer back to a specific detail.



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is for

## **Validity**

Your validity.

If you're working with us, you've already convinced us of it. Which means that you'll always have our full support.



s for

## **Wheelchairs.**

What sort? Powered?  
What sort of vehicle  
can accommodate it?  
Where are ramps  
needed?



Do any doors  
need widening?



is for

**Xtreme Care.**

Someone's  
future depends  
on it.



is for **Youth.**

Although injury affects all ages, young people are most likely to lose out on education, sport and that first, vital rung on the career ladder.

And in catastrophic cases, they'll need care for longer, too...

is for **Zeal.** You'll need plenty of this – but if you succeed as one of our Consultants, you'll enjoy a uniquely valuable and rewarding vocation.



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