

How to Complete a Progress Report

To open the Progress Report form, go to **Forms**, select **Fill New Form**, and choose **Progress Report** from the drop-down menu.

1. Enter the patient's full name, date of birth, and date of injury.
2. Enter the total number of visits for the current claim year to date.
3. Complete the Progress Report section by describing the patient's symptoms and limitations at the first visit, then summarizing the patient's current status based on the most recent visit. Clearly explain the progress made since treatment began. Include the patient's treatment goals and expected functional outcome. For example, indicate whether the goal is a return to work five days per week, resumption of normal work activities, or the ability to lift a specific amount of weight.
4. Enter the number of visits being requested for the doctor's review.
5. Enter your name and NPI number.
6. Enter the date of the report.