



**TRAINEE CLINIC SCHEDULE**  
**Neuropsychology Service, Department of Neurology**  
**Emory University Brain Health Center**

**Overview**

1. Verify patient assignment with Wilma Fernandez; specific patients may be swapped based upon learning objectives
2. Thoroughly review patient records through Emory Workspace
3. At supervision prior to patient arrival, present relevant clinical data and discuss patterns of expected neuropsychological performance
4. Following supervision but before patient arrival, create Q-interactive patient profile
5. Send Q-interactive assessment to iPad
6. Set up testing room and verify complete assessment protocols
7. Monitor for patient arrival by refreshing PowerChart (turns blue when checked in)
8. Text provider when patient arrives
9. Greet patient in waiting room
10. Ask patient for stickers they received at check-in and escort patient to testing room
11. With provider, perform interview and baseline cognitive assessment
12. Administer neuropsychological test protocol; slight protocol variations exist based upon referral pathway
13. Following testing, score and print all materials
14. Complete NP Summary Sheet and save to the Neurology share drive
15. Organize materials in scanning order, scan file and save to the share drive
16. Complete patient tracking log
17. Post-assessment supervision