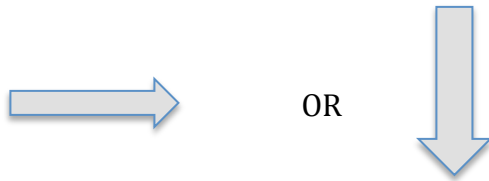


Create a Case Report Timeline using Microsoft Word

Creating a timeline does not need to be difficult. Here are two ways to create a timeline using Microsoft Word. We have attached a sample timeline.

Option 1: Create a Timeline Picture:

1. In the “Home” menu select “Insert” and the “Shape” on the right side of menu. Open “Block Arrows” and select the appropriate arrowed line. If you “click” on an arrow and go to the format tab you can select the color of the arrow.



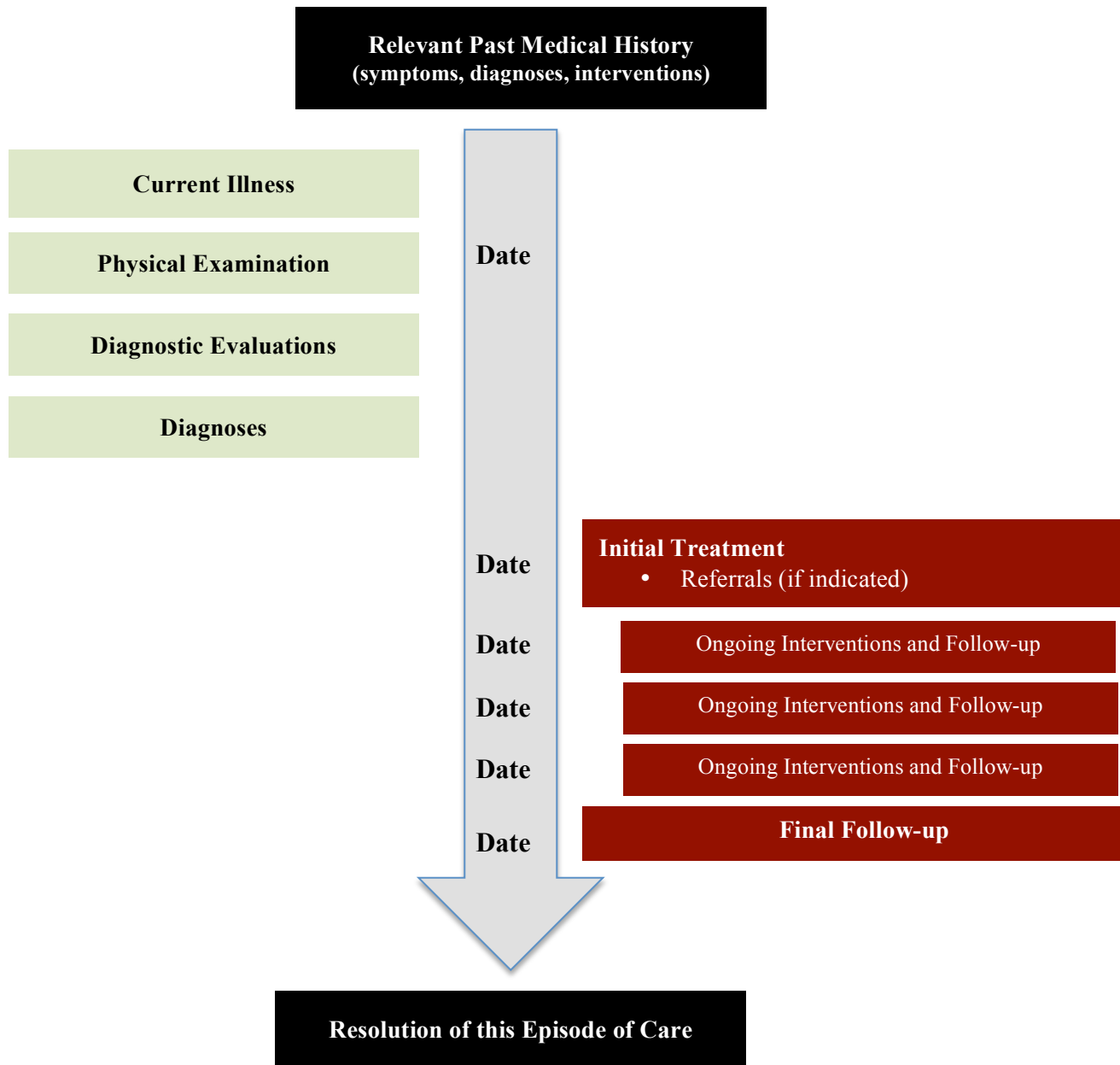
(Note that these arrows are adjustable in both length and width.)

2. In the “Home” menu select “Insert” and choose “Text Box” and then choose “Text Box” again. Once you have inserted the text box where you wish on the page you can enter text and move it around.
3. Often the arrow will be in the middle of the page (horizontal or vertical) and different types of visits can be grouped on either sides of the arrowed line.
4. Continue adding enough text boxes to accommodate the number of visits and clinical information you wish to present. Remember that the timeline provides a visual image of the case and does not need to contain all of the information related to this case report.
5. **Black boxes – Relevant past medical history and final resolution of this case**
6. **Green boxes – Current illness, physical exam, diagnostic evaluations, diagnoses**
7. **Red boxes – Interventions and follow-ups**
8. **Gray arrow - Dates**

Option 2: Create a Timeline Table:

1. Select the “Table” tab from the menu bar, select “Insert” and choose “Table.”
2. Select the number of columns and rows. Choose at least 3-5 columns and enough rows to cover the important milestones of your case.
3. You can always add columns and rows while you are by selecting the “Table” tab, selecting “Insert”, and choosing “Insert Rows” or “Insert Columns”.

Timeline Picture Created Using Microsoft Word



Timeline Table Created Using Microsoft Word

| Dates | Relevant Past Medical History and Interventions | | |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| | Relevant personal, family and psychosocial history including important past interventions, outcomes, and follow-up. Genetic information should be included if available. | | |
| Date | Summaries from Initial and Follow-up Visits | Diagnostic Testing (including dates) | Interventions |
| | Patient's primary concerns as well as clinical initiated diagnostic assessments and diagnoses. | Relevant testing such as laboratory, imaging, or surveys. Include dates for testing. | Pharmaceuticals and dietary supplements, dietary and lifestyle recommendations, procedures |
| | Follow-up visits: <ul style="list-style-type: none"> • Important outcomes and follow-up information • Report adherence to interventions, how was this assessed • Were there any unanticipated or adverse events | Relevant testing such as laboratory, imaging, and surveys. Include dates for diagnostic testing. | Pharmaceuticals and dietary supplements, dietary and lifestyle recommendations, procedures |
| | Follow-up visits: <ul style="list-style-type: none"> • Important outcomes and follow-up information • Report adherence to interventions, how was this assessed • Were there any unanticipated or adverse events | Relevant testing such as laboratory, imaging, and surveys. Include dates for diagnostic testing. | Pharmaceuticals and dietary supplements, dietary and lifestyle recommendations, procedures |
| | Add additional rows as needed for more follow-up visits | | |
| | Final outcome for this episode of care | | |

| Dates | Relevant Past Medical History and Interventions | | |
|-------|-------------------------------------------------|-----------------------------------------|---------------|
| | | | |
| Date | Summaries from Initial and Follow-up Visits | Diagnostic Testing (including dates) | Interventions |
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