

Create a Case Report Timeline in Microsoft Word

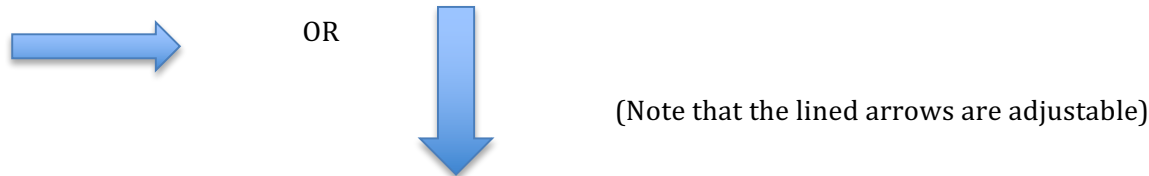
Creating a timeline does not need to be difficult. Here are ways to create a timeline using Microsoft Word.

Create a Timeline Table:

1. Select the “Table” tab in the top menu bar and select “Insert” and then select “Table.”
2. You will be asked to select the number of columns and rows. Choose at least 3 columns and enough rows to cover the important milestones of the case.
3. Remember you can always add columns and rows while you are working in a table by going back to the “Table” tab, selecting Insert, and choosing “Insert Rows” or “Insert Columns”.

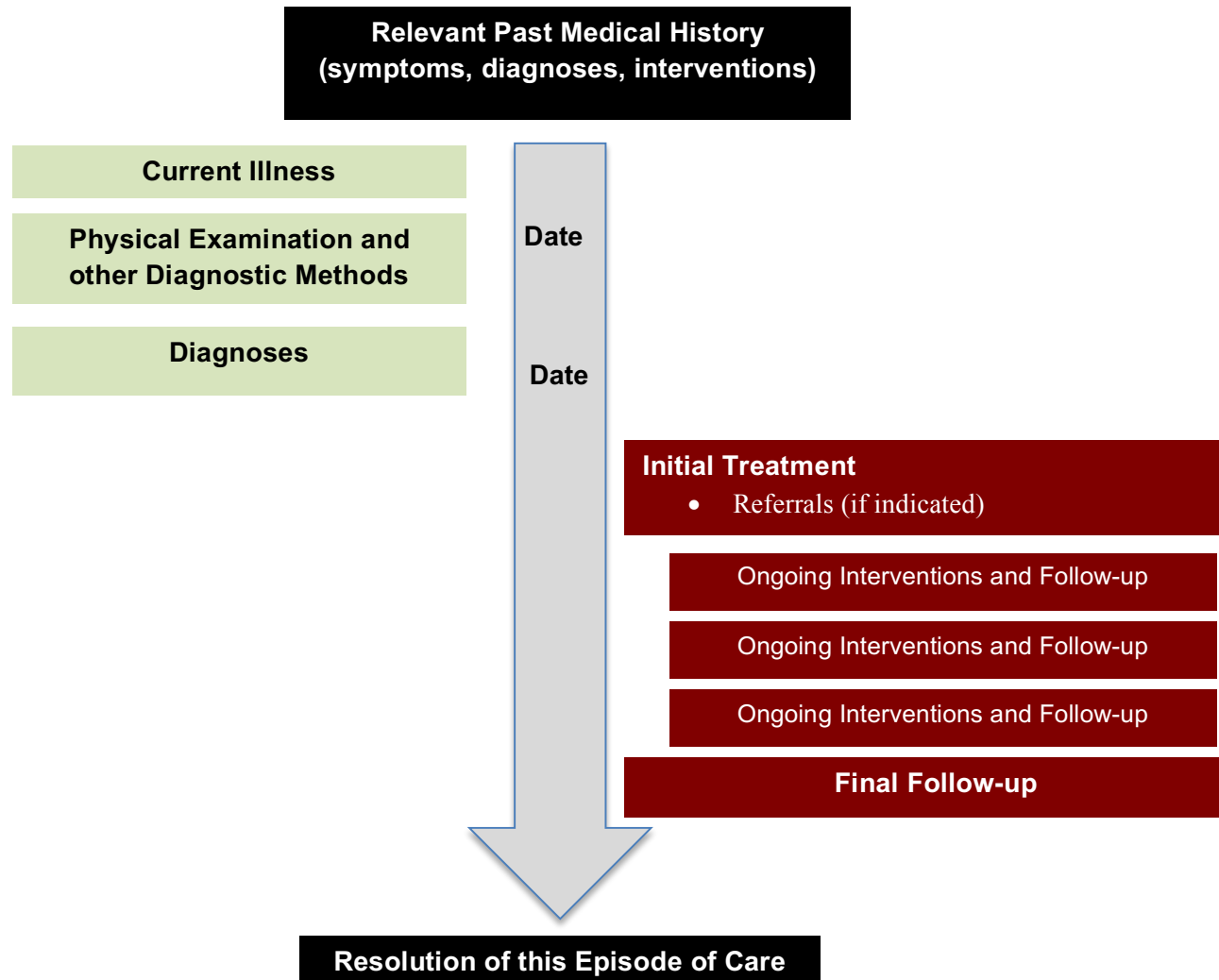
Create a Timeline Figure:

1. In the “Home” menu select “Insert” and the “Shape” on the right side of the menu. Open “Block Arrows” and select the appropriate arrowed line. We recommend one of these:



2. In the “Home” menu select “Insert” and choose “Text Box” and then choose “Text Box” again. Once you have inserted the text boxes 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. The information can be presented elsewhere in the text of the case report.

Timeline Figure Can Be 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 clinically initiated diagnostic assessments and diagnoses.	Relevant testing (imaging, laboratory, or surveys. Include dates for testing.	Pharmaceuticals, dietary supplements, diet and lifestyle recommendations, procedures, etc.
	Follow-up visits: <ul style="list-style-type: none"> • Important outcomes and follow-up information • Report adherence to interventions and how assessed • Were there any unanticipated or adverse events 	Relevant testing such as laboratory, imaging, or surveys. Include dates for testing.	Pharmaceuticals, dietary supplements, diet and lifestyle recommendations, procedures, etc.
	Follow-up visits: <ul style="list-style-type: none"> • Important outcomes and follow-up information • Report adherence to interventions and how assessed • Were there any unanticipated or adverse events 	Relevant testing such as laboratory, imaging, or surveys. Include dates for testing.	Pharmaceuticals, dietary supplements, diet and lifestyle recommendations, procedures, etc.
	Add additional rows as needed for more follow-up visits		
	Final outcome for this episode of care		