

**PROPOSED****Minimum Testing and Examination Requirements for Audiologists and Hearing Aid Dispensers Fitting Hearing Aids**

Audiologists and Hearing Aid Dispensers who fit hearing aids are required to conform to the following minimum testing and examination requirements when fitting hearing aids:

**Initial Visit**

- 1) Case history
- 2) Otoscope Inspection- document observations
- 3) FDA Questions- need at least a positive statement of no substantive history
- 4) Air Conduction; Bone Conduction; Speech Audiometry (Speech Reception Threshold; & Speech Discrimination)

**On Delivery**

- 1) Requires some performance measure for fit, comfort and hearing (e.g. Can use patient questionnaire, Real Ear, etc.)
- 2) Instruction and orientation to hearing aid, including delivery of manufacturer's instruction booklet
- 3) Follow-up visit scheduled

**PROPOSED****Minimum Record Documentation for Audiologists and Hearing Aid Dispensers Fitting Hearing Aids**

Audiologists and Hearing Aid Dispensers are required to maintain the following minimum record documentation when fitting hearing aids:

**Initial Visit**

- 1) Case history
- 2) Otoscope Inspection- document observations
- 3) Results of testing: (Audiometric exam, tympanometry, acoustic reflexes)

- name of person doing test
  - date of test
  - equipment used (calibration records available)
- 4) Recommendations based on testing (e.g. specifications for hearing aid, referral to physician, etc.)
  - 5) FDA Questions- can be in case history; but need at least a positive statement of no substantive history
  - 6) Signed Medical Waiver or Signed Medical Clearance
  - 7) Purchase Agreement if hearing aid sold- date of sale, purchase price, return policy, deposits, signature of patient, name and address of business, signature of audiologist or hearing aid dispenser including license number
  - 8) 3-day cancellation notice if client is not fitted in provider's office

### **Minimum Record Documentation (continued)**

#### **On Delivery**

- 1) Completed Delivery Notice and 30-day cancellation notice
- 2) Specifications of Hearing Aid, including Hearing Aid Manufacturer, model, serial number, amount charged for the hearing aid, payment received, signature and license number of audiologist or hearing aid dispenser
- 3) Some performance measure for fit, comfort and hearing
- 4) Instruction and orientation documentation, including delivery of manufacturer's instruction booklet
- 5) Date of scheduled follow-up visit (within 30 days)

#### **Progress Notes**

- 1) All visits dated and documented
- 2) Reason for visit and action taken
- 3) Phone calls for emergencies need to be documented in the chart
- 4) Hearing aids returned to the manufacturer for repairs or electronic, acoustic or fit modifications or returned for credit should be documented

- 5) Document refunds for returned hearing aids, including return date and date refund was issued
- 6) Document hearing aid repair history, including hearing aid exchanges and replacements with new serial numbers
- 7) Document hearing aid loss and damage insurance replacements, including new serial numbers
- 8) Document extended warranties, including serial numbers