|  |  |  |  |
| --- | --- | --- | --- |
| Technician Name: Examiner: Date: | | | |
| Facility / Location: | | | |
| Inspection Item | checkmark | **Description** | **Comments** |
|  |  |  |  |
| Record Keeping |  | Technician Certification (current/posted) |  |
| DOEHRS-HC |  | Active user / Demonstrate DOEHRS-HC login | Delete inactive/invalid users. |
|  | Accurate Audiologist/HCPM Admin default data |  |
|  | Demonstrate Add new user / update Examiner data |  |
|  | Current certification # in user profile |  |
|  | Accurate test facility UIC in user profile |  |
|  | UICs listed in DOEHRS PC are current | How is this validated? How often? |
|  | Create, edit, & delete a UIC/WIC | Demonstrate ability. |
|  | UIC database & SDOC list located on PC desktop | Demonstrate search proficiency. |
|  | DoD components of UICs are not listed as "Other" | Must be USN, USMC, etc. |
| Calibration |  | Visual check of equipment |  |
|  | Functional Listening check |  |
|  | Biologic calibration check (DD2217) | Ensure accurate listener & audiometer info. |
| Test Administration |  | PT instructions, prep, seating, headset placement |  |
|  |  | Correct entry / edit of patient demographic data |  |
|  |  | Hx / tinnitus questions answered by each patient | Not gundecked by technician. |
|  |  | Import records / DR Inquire |  |
|  |  | Test administration and type (2215/2216/Non-HCP) | Track completion of required test(s). |
|  |  | Perform manual audiometric testing |  |
|  |  | Demonstrate edit / delete audiogram | Know when this is appropriate to do. |
|  |  | Tympanometry (perform, interpret, referral criteria) | If applicable. |
|  |  | Patient Counseling / Disposition | Detailed explanation of test results. |
|  |  | HC Education / Training | Appropriate/effective training delivered? |
|  |  | Appropriate referral process to Audiology/Med Provider |  |
| Reports |  | End of Day Report | Workload captured in Electronic Health Record. |
|  | Lists, Forms, Reports, Audit Trails | Understanding of purpose / utilization. |
|  | Electronic Health Record SOAP notes | Review samples for accuracy/standardization |
| Data Repository |  | Current / Active DR Acct / Demonstrate DR login | User must have \*.mil email account. |
| Data Management |  | Backup data to external or shared drive | Frequency / success. |
|  | Daily data export / verification of success | Check DR upload history/status. |
|  | Verify current database version and lookup tables |  |
| HPDs |  | Otoscopy performed | Correct otoscopy technique observed? |
|  | HPDs are re-fitted on STS patients | Correct fitting technique observed? |
|  | Counseling on HPD care & use |  |
|  | Accurate HPD info recorded in DOEHRS |  |
|  | HPD fittings are documented in patient record |  |
| Coding |  | Coding under correct clinic |  |
|  |  | Correct templates / ICD codes / CPT codes |  |
|  |  | Correct MEPRS code used in EHR and DMHRSi |  |
| # Health Records Reviewed: Errors Noted: Pass / Fail / Re-train / Re-assess: | | | |
| Summary / Comments / Plan of Action: | | | |

\*HCT competency was assessed through direct observation, unless otherwise stated.