

DOEHRS-HC COMPETENCY CHECKLIST

Date Mastered	DOEHRS APPLICATION
	DOEHRS-HC Help Menu
	INTRODUCTION
	Assistance & Problem Reporting
	Training Mode
	SECURITY
	Practicing inter-application password discipline
	Logging Into DOEHRS-HC as an Administrator
	Logging Into DOEHRS-HC
	Changing Users Without Exiting DOEHRS-HC
	Adding a New User
	Updating Examiner Data
	Excluding Passwords
	Changing Your Password
	Access Levels
	Viewing User Stats
	CALIBRATION
	Performing a Functional Listening Check
	Configuring the CCA-200 Audiometer Application
	Performing an Annual Electroacoustic Calibration
	Performing a Daily Calibration
	Prevent Printing a Certificate of Audiometer Daily Calibration
	Deleting a DD 2217 Biological Calibration Check
	ADMINISTRATIVE DEFAULTS
	Creating an Administrative Default
	Options Window
	General Tab
	Scheduler Tab
	PATIENT DEMOGRAPHICS
	Entering Patient Demographics using Demographic Input
	Entering Patient Demographics in the Run Test Window
	Entering Patient Demographics in the Manual Entry (Input Audiogram) Windows
	Editing Patient Demographics
	Editing Patient Demographics in the Demographic Input Window
	Editing Patient Demographics in the Run Test Window
	Editing Patient Demographics in the Audiogram Edit Window
	Editing Patient Demographics in the Manual Entry (Input Audiogram) Windows
	Searching for a Patient
	Editing HPD Information
	Creating a New UIC/WIC
	Editing a UIC/WIC
	Editing a UIC/WIC from the UIC/WIC Field

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	Editing a UIC/WIC from the Edit Menu
	Deleting a UIC/WIC
	TESTING
	Manually Determining a Subject's Threshold
	Performing a DD 2215 Hearing Test
	Performing a DD 2216 Hearing Test
	Performing a Non-Hearing Conservation Test
	Manually Entering a DD 2215 Hearing Test
	Manually Entering a DD 2216 Periodic Hearing Test
	Manually Entering a DD 2216 Follow Up 1 Hearing Test
	Manually Entering a DD 2216 Follow Up 2 Hearing Test
	Re-establishing a Reference Audiogram
	Re-establishing a Reference - Positive STS on a Follow-up 2 Hearing Test
	Re-establishing a Reference - Negative STS on a Follow-up 1 Hearing Test
	Editing an Audiogram
	Deleting a Hearing Test
	Adding an Audiometer
	Audiometer Diagnostic Information
	Audiometry Summary
	DISPOSITION / REFERRAL
	Manually Generating Referrals
	Searching for a Referral
	Editing a Referral
	Hearing Profiles and Hearing Status
	DATA MANAGEMENT
	Compacting and Repairing the DOEHRHS-HC Database
	Restoring the DOEHRHS-HC Database
	Backing up the Database
	Exporting DOEHRHS-HC Data
	Importing DOEHRHS-HC Data
	Importing Patient Demographics from Non-DOEHRHS-HC Sources
	Obtaining a DR Account
	Importing Data From the Local Database
	Requesting Records from the Data Repository (DR) - "DR Inquire"
	Exporting Data to the Data Repository (DR)
	REPORTS
	Printing Notices
	Editing Notices
	Viewing Lists
	Viewing Forms
	Viewing Reports
	Viewing Audit Trail Reports
	Exporting Reports

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	PROGRAM MANAGEMENT
	Generating DR Reports
	Understanding installation and patient demographics
	Determining program compliance
	Identifying reasons for non-compliance using Discoverer Viewer
	Correcting errors in records already exported to the DR
	Using available tools
	Submitting System Change Requests (SCRs)
	Performing monthly lookup table updates
	Getting help