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) Otoscopic 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) Otoscopic 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