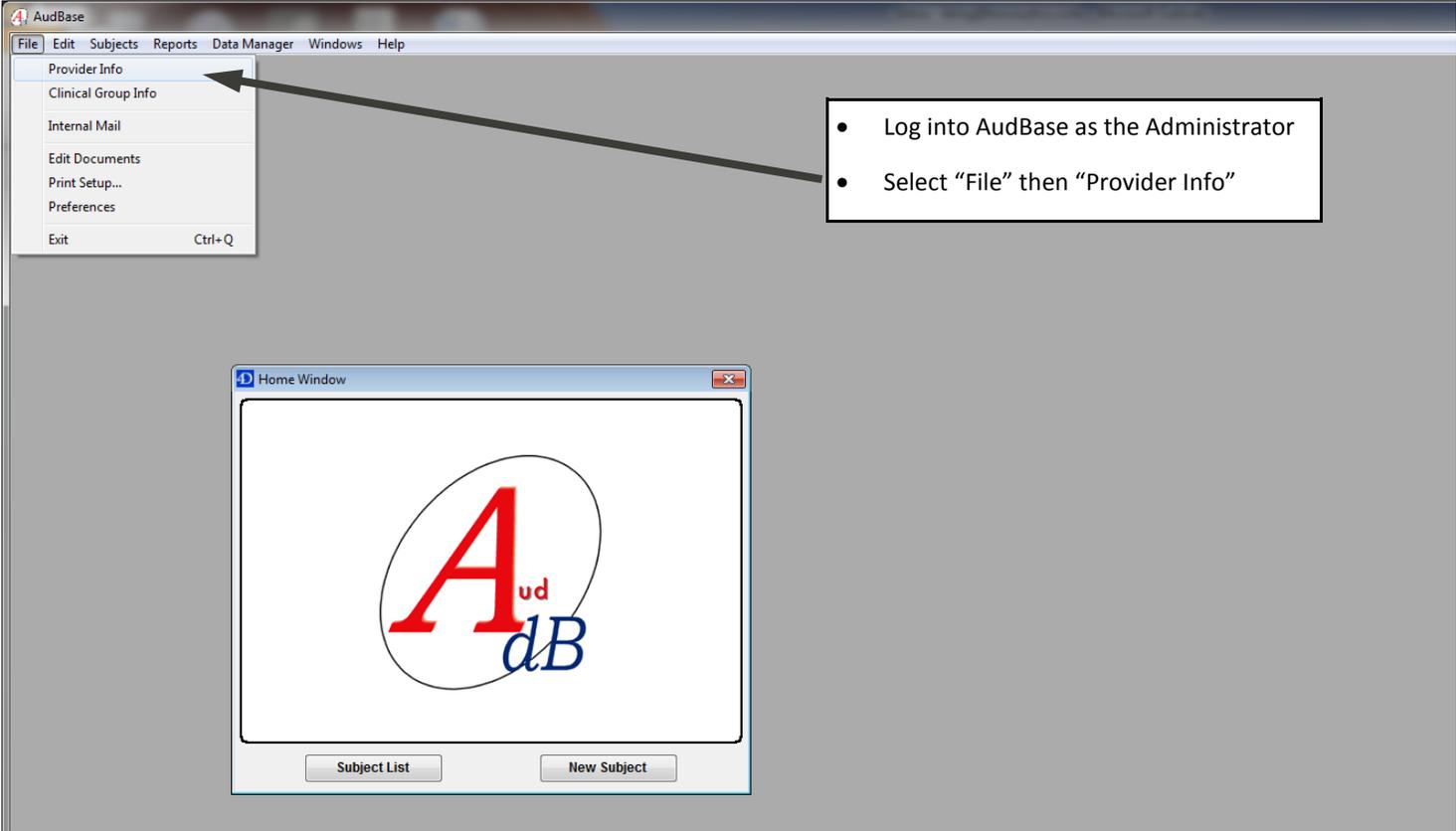


AudBase Electronic Signatures

AudBase allows for each Provider to set up an electronic signature. It can be a scanned image of their actual signature or a text copy of their name. The signature will automatically populate the "Signature" field of the audiometric report for printing or saving as a file. Preferences can be defined by the AudBase Administrator to either allow for modification of a signed report or not. If the selection is made to NOT allow for revision of signed records, then once signed, that record can be viewed at any time, but not unlocked and modified.

If a customized interface is developed, typically the electronic signature is the trigger for the report to be sent for import into the patient's electronic medical record (EMR).

Instructions for Setting Up Electronic Signatures

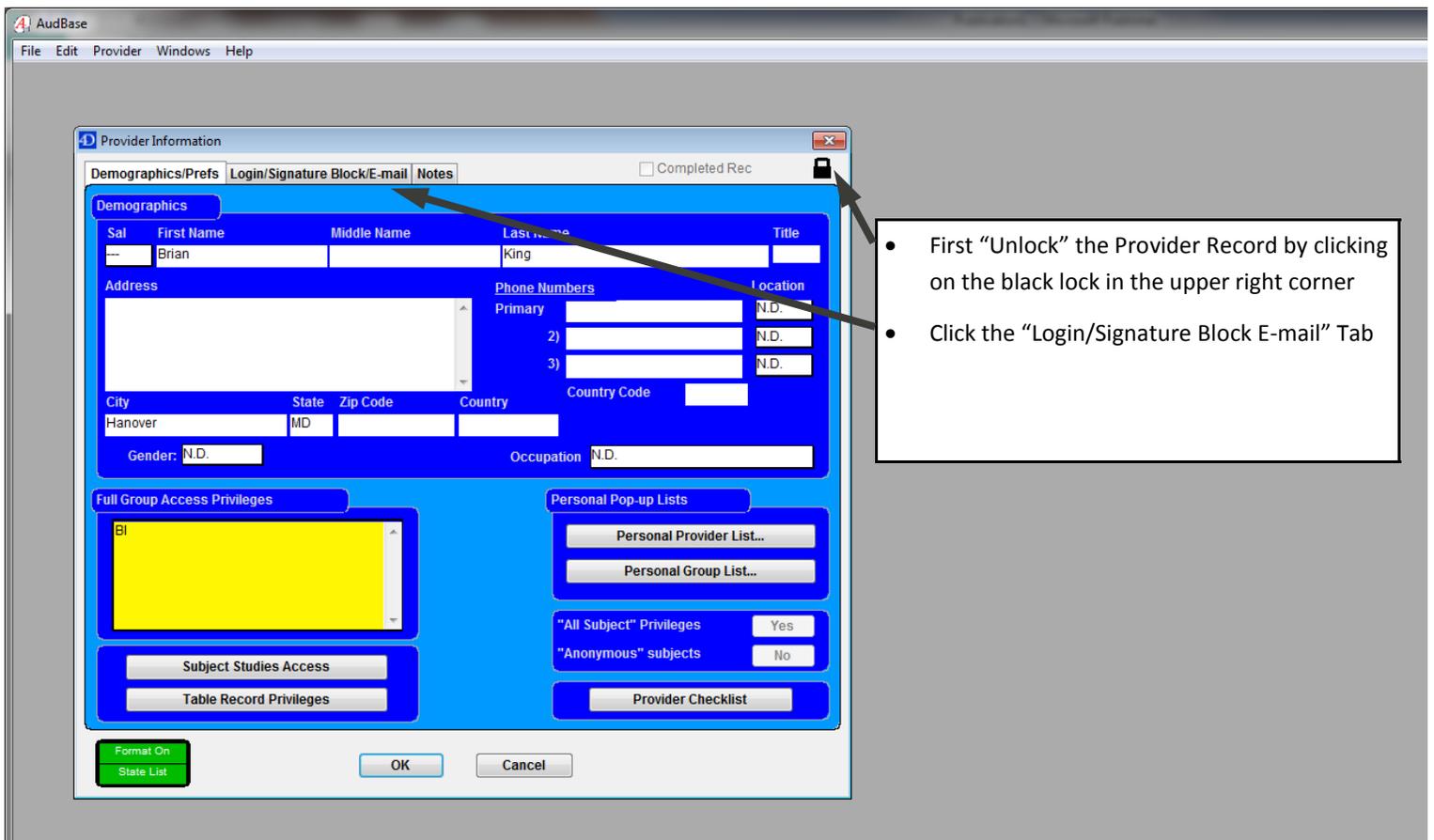
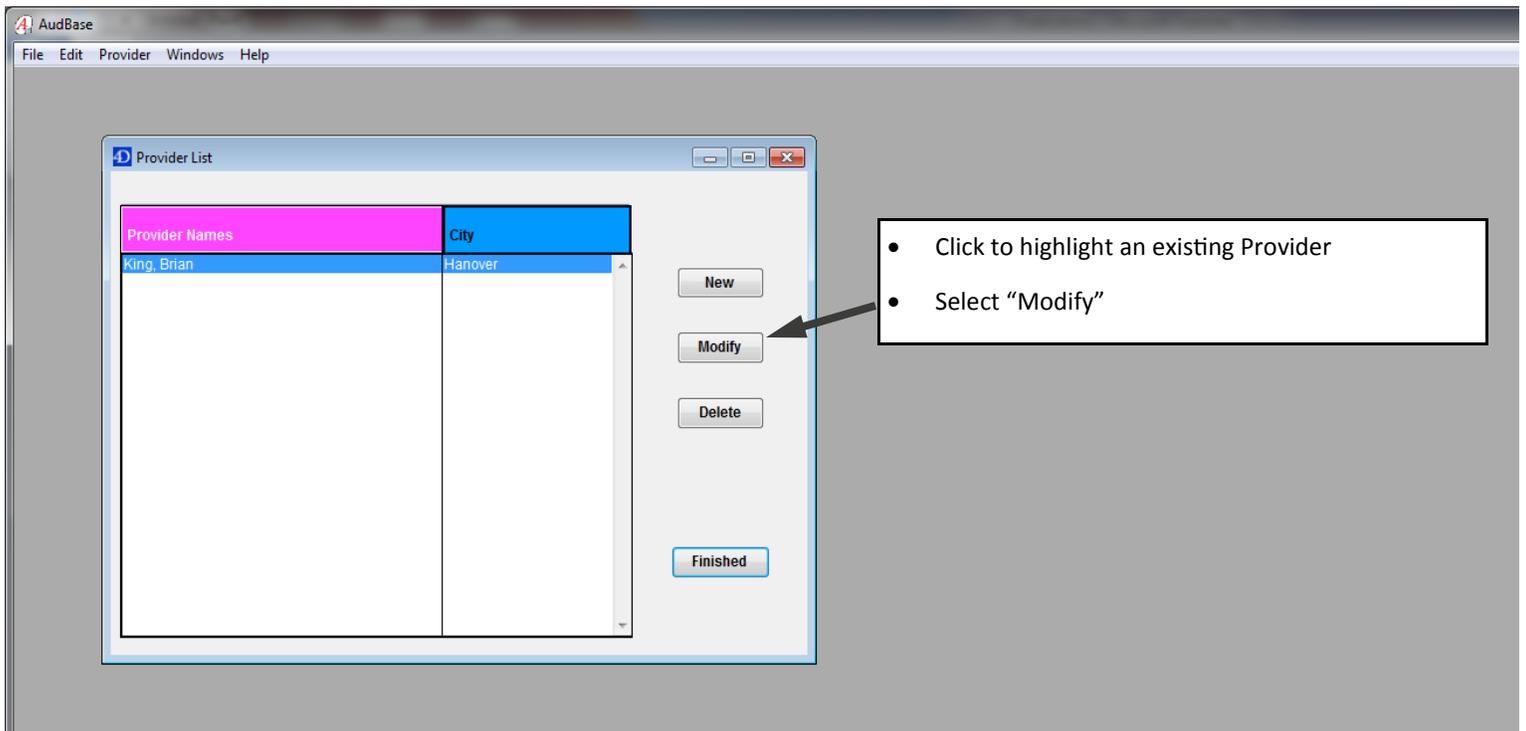


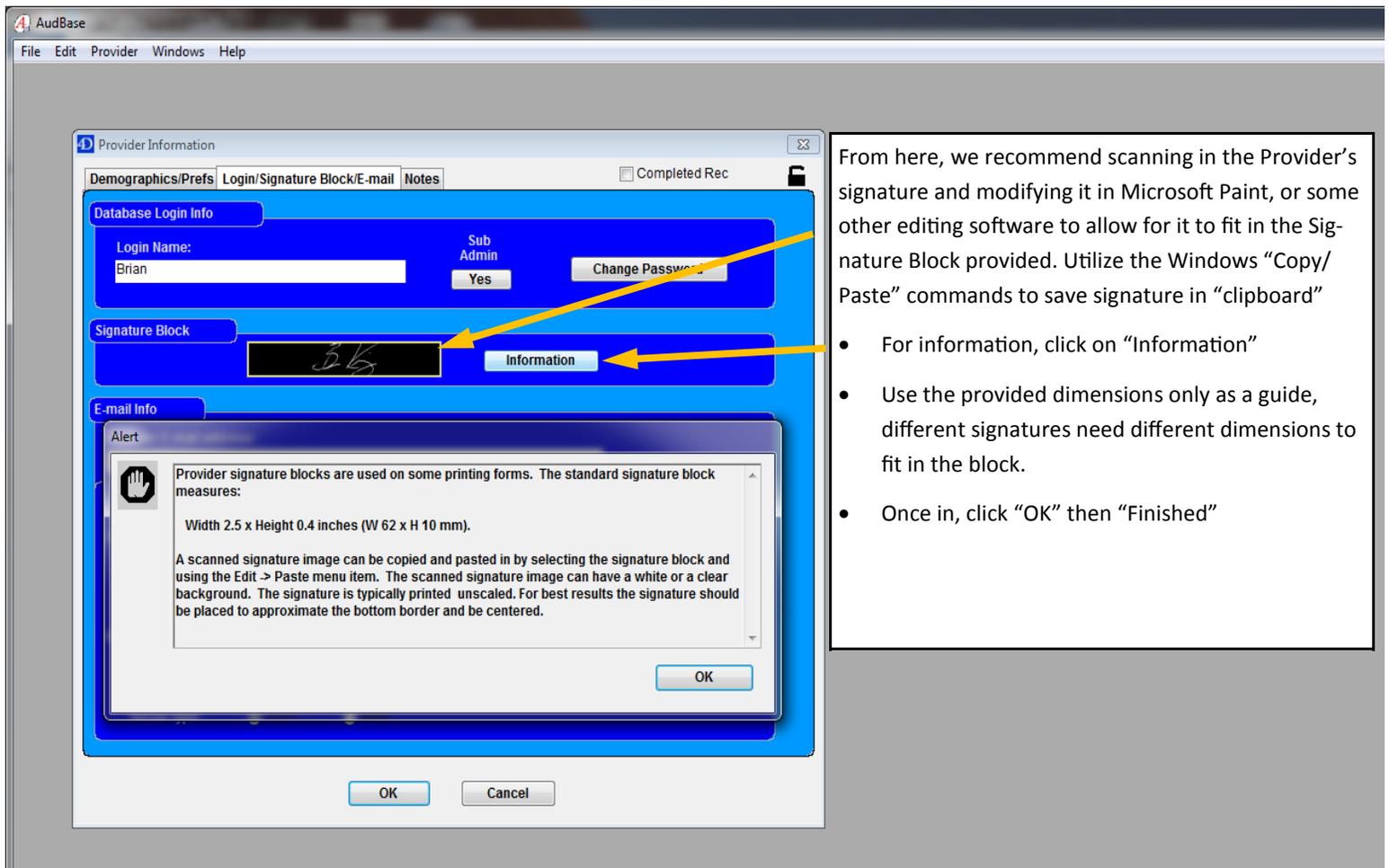
The screenshot displays the AudBase application window. The 'File' menu is open, and 'Provider Info' is highlighted. A callout box with a black border and white background contains the following instructions:

- Log into AudBase as the Administrator
- Select "File" then "Provider Info"

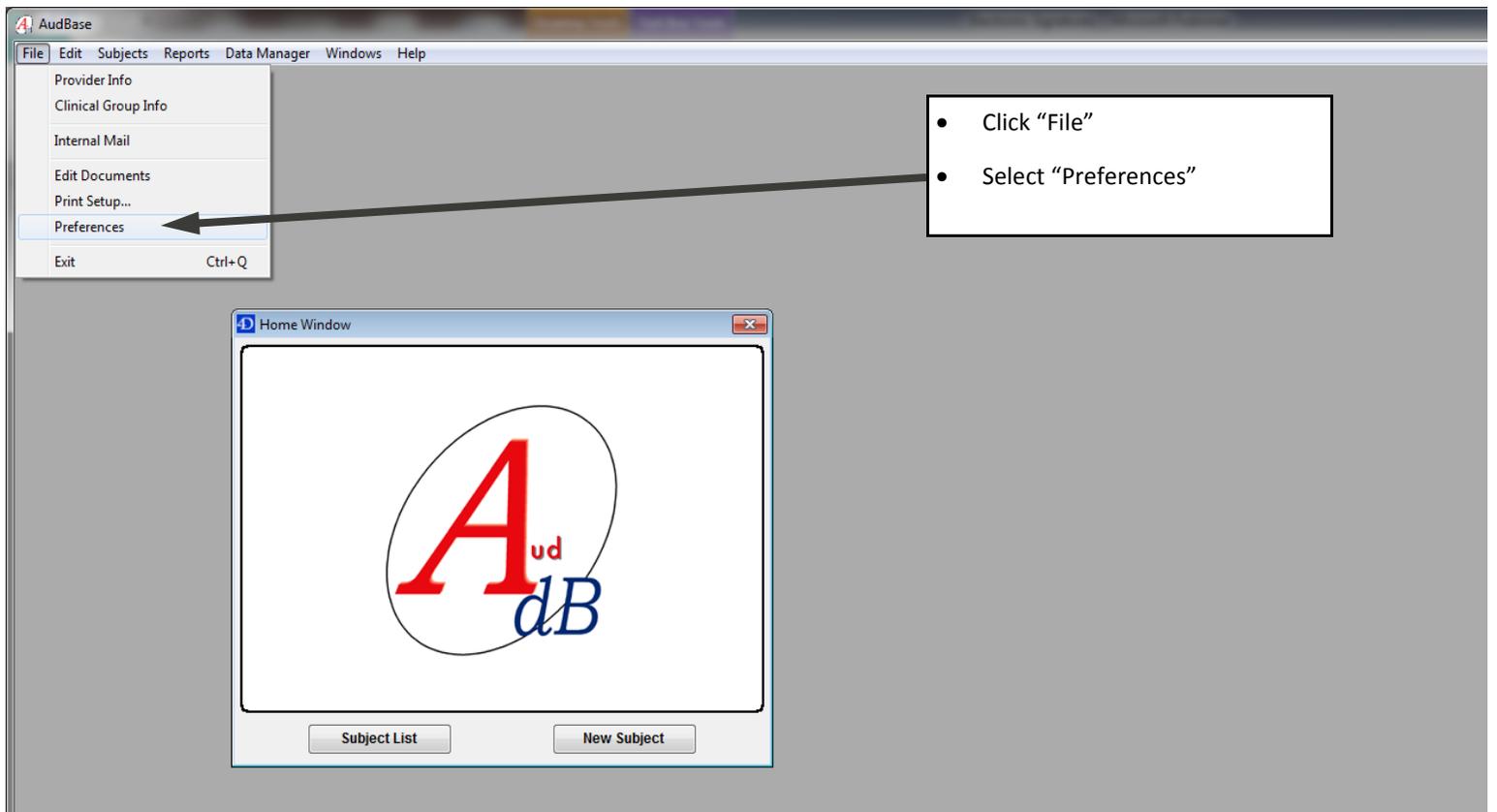
The 'Home Window' is also visible, featuring the AudBase logo (a large red 'A' with 'ud' in red and 'dB' in blue) and two buttons: 'Subject List' and 'New Subject'.

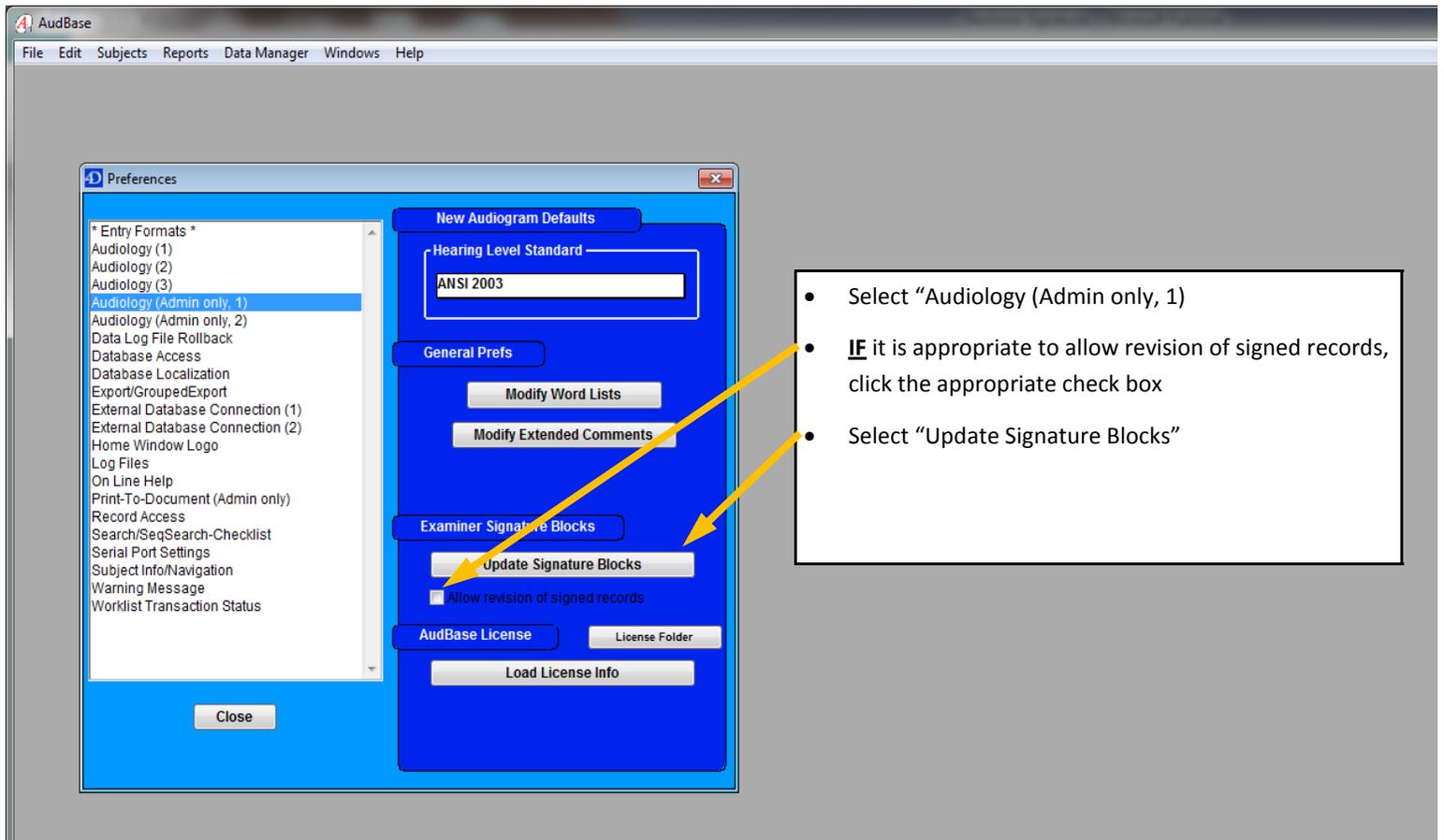
From the “Provider List”, you can either create a new user account, or modify an existing one to include the electronic signature. For information on creating a new user account, please refer to those instructions. The instructions below will show how to modify an existing Provider.



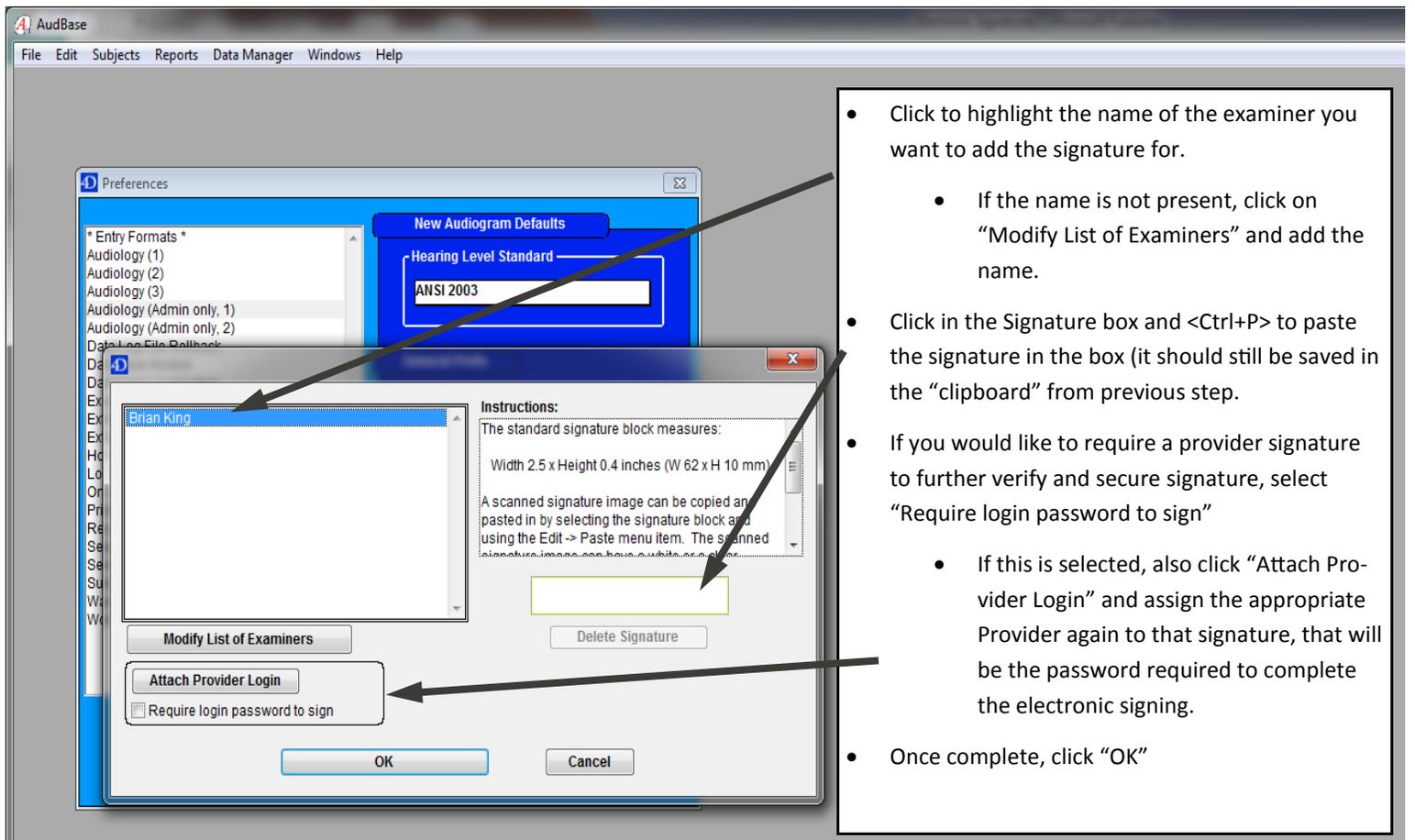


Now that the signature is loaded as part of the Provider Profile, we need to set the AudBase Preferences so that AudBase will recognize it for the specific User Account.





- Select "Audiology (Admin only, 1)"
- **IF** it is appropriate to allow revision of signed records, click the appropriate check box
- Select "Update Signature Blocks"



- Click to highlight the name of the examiner you want to add the signature for.
 - If the name is not present, click on "Modify List of Examiners" and add the name.
- Click in the Signature box and <Ctrl+P> to paste the signature in the box (it should still be saved in the "clipboard" from previous step.
- If you would like to require a provider signature to further verify and secure signature, select "Require login password to sign"
 - If this is selected, also click "Attach Provider Login" and assign the appropriate Provider again to that signature, that will be the password required to complete the electronic signing.
- Once complete, click "OK"

The final step is to configure the user account and set it to save the signature.

The screenshot shows the AudBase Preferences dialog box. The 'Audiology: General prefs' section is highlighted. The following options are checked:

- Audiology record: auto-save (30 secs)
- Save examiner print signatures
- Print examiner signatures
- Print examiner signatures as text

Buttons for 'Audiology Single Print Forms', 'Audiology Multi Print Forms', and 'Reload Print Form Footers' are visible. The 'Registration Information' section at the bottom shows user details for 'User: DEMO'.

- Ask the AudBase user to log into their account
- Select "File" then "Preferences"
- Click "Audiology (3)"
- Select "Save examiner print signatures"
- Select "Print examiner signatures"
- Click "Close" button

The screenshot shows the 'Audiogram for Test Patient' dialog box. The graph displays hearing level in dB (ANSI 2003) versus frequency in Hertz (Hz). The 'Right Left' section shows various test results. The 'Audiogram Date' is 02/03/2012. The 'Select Audiologist' field is populated with 'Brian King'. A signature selection prompt is overlaid on the dialog, showing a list of names with 'Brian King' selected. The prompt includes instructions on how to select a signature block and a 'Save Without Signature' button.

- Open a new patient record and collect data. When finished, select "OK"
- If the Audiologist assigned to the record has a signature profile assigned, a box will come up asking to sign or "Save Without Signature"
- If the Audiologist isn't done with the record, and need to come back in to modify, they should select "Save Without Signature"
- If the Audiologist wants to sign and lock the record, they should double click their name.
- If, in "Preferences" it was required that the examiner provide login information to sign, that prompt will display asking for password.