

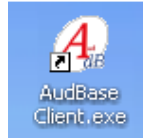
AudBase Guidebook

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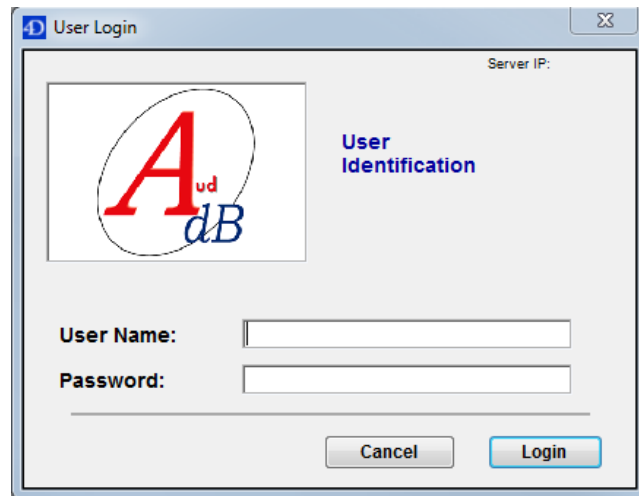
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Opening AudBase

1. Login into the computer.
2. Double click on the “AudBase Client.exe” icon on the computer desktop.

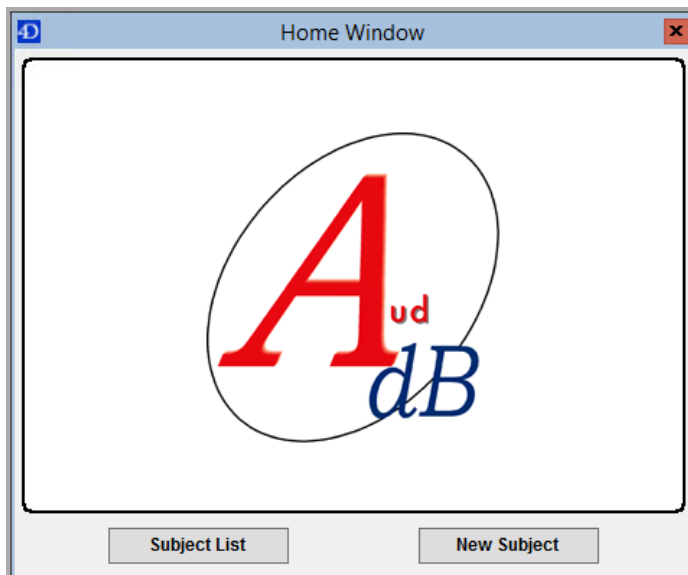


3. Type in your “User Name” and “Password” and click “Login”.

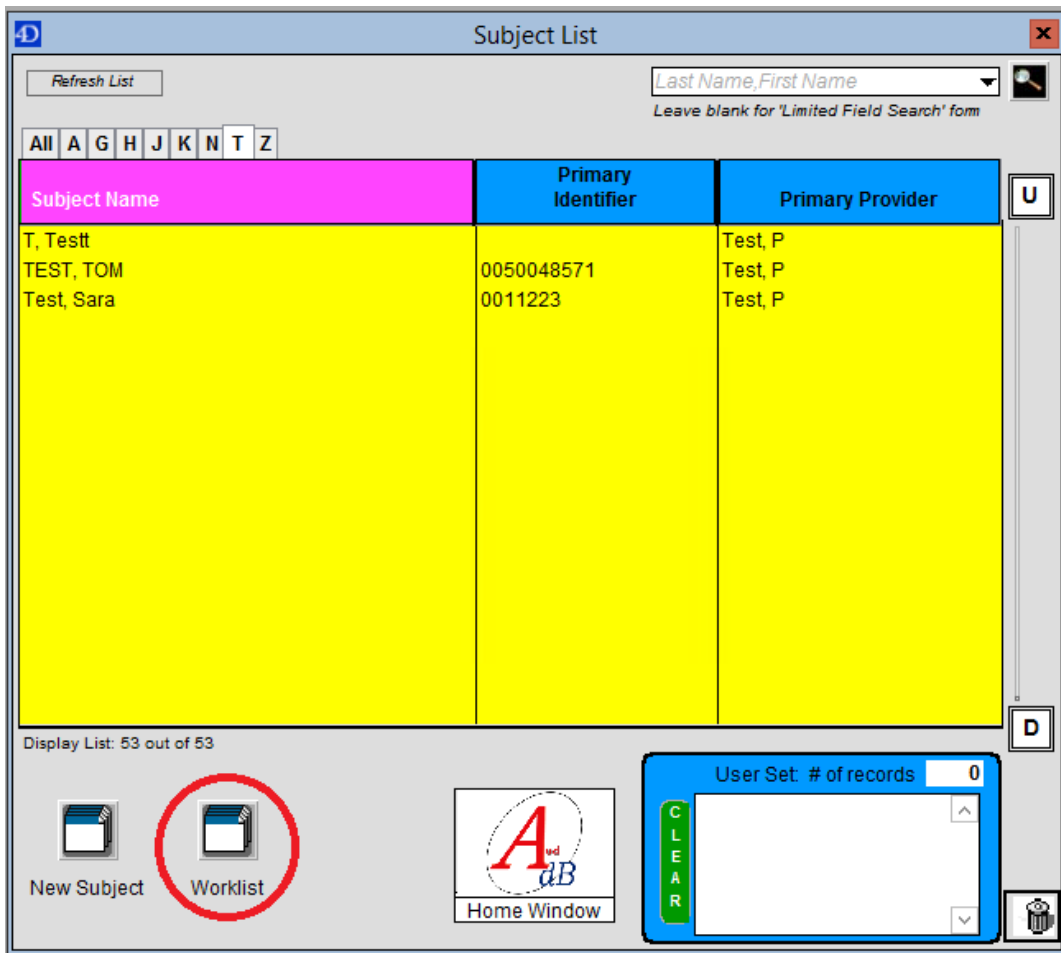


Choosing a patient off the worklist

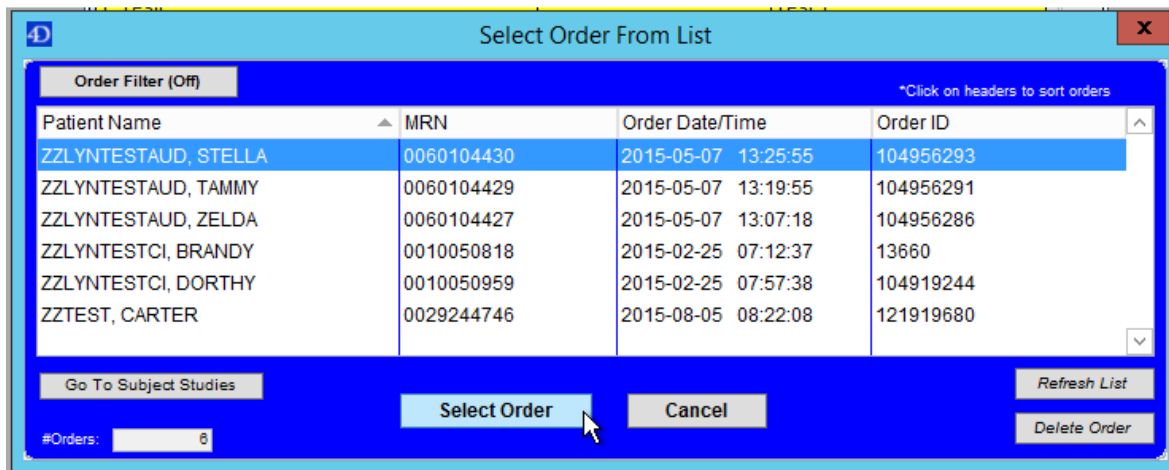
- On the Home Window click Subject list.



- Then click the Worklist button



- Choose the appropriate patient off the worklist, then "Select Order"

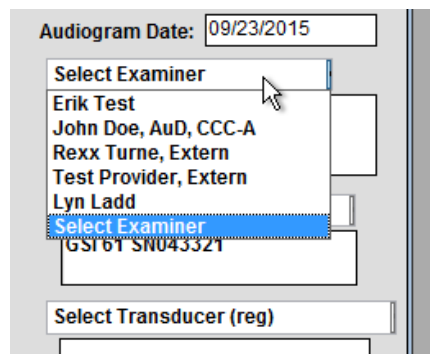


- A new audiogram will open, and you can conduct testing in this record.

Performing Pure-Tone Air & Bone Conduction Testing

Below is the audiogram template:

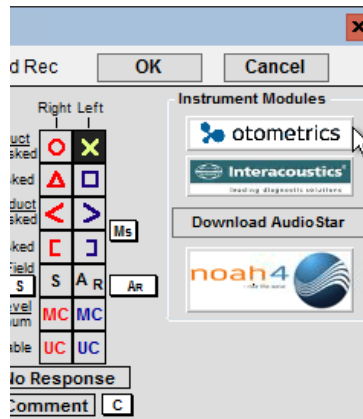
1. Examiner name, audiometer, transducer, and test method can be defaulted or changed with the drop down menus on the right hand side.
 - a. To change to your name, click on the “Select Examiner” box and click on your name. Two or more names can be added to this box.



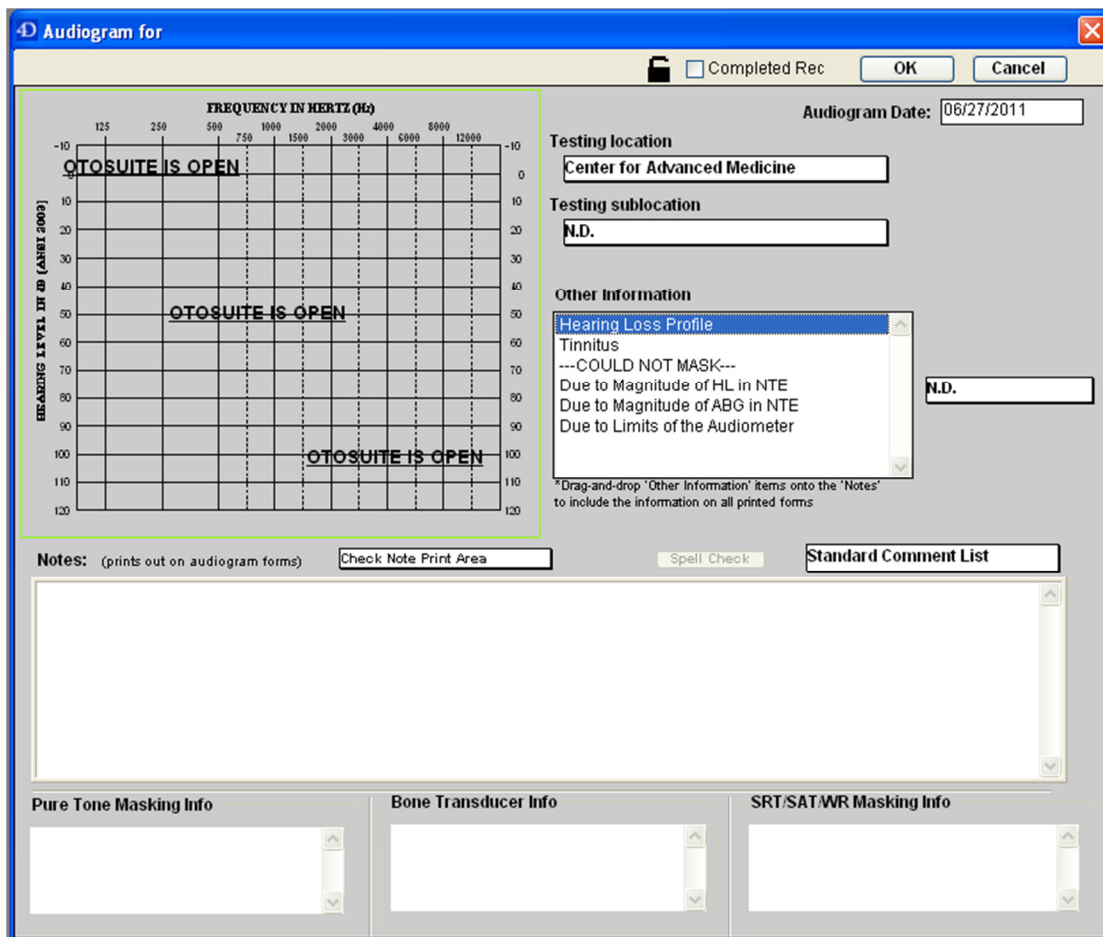
- b. Repeat the same steps for Audiometer, Transducer, and Test method, when appropriate.

Using OtoSuite connected equipment

1. Perform all of the steps under the "Opening AudBase" section of this guidebook. When you are in a new audiogram, launch OtoSuite by clicking the Otometrics button on the right side.



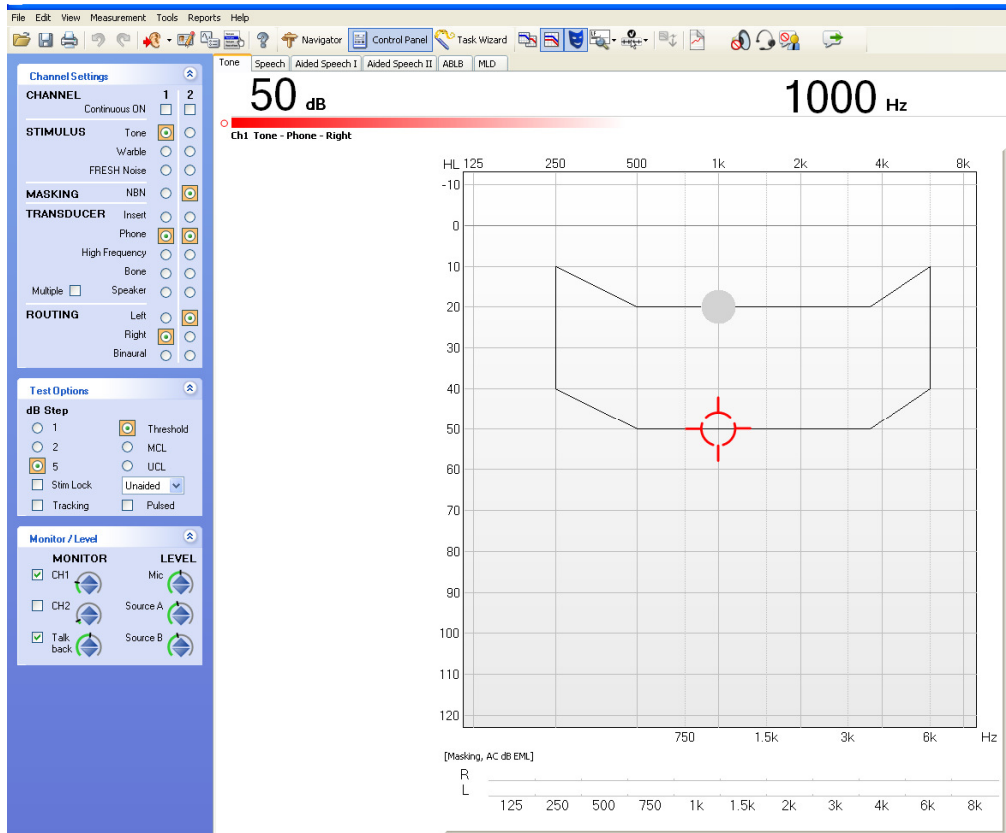
2. All of the information for AudBase will be collected in OtoSuite. During this time, the AudBase screen will look like this:



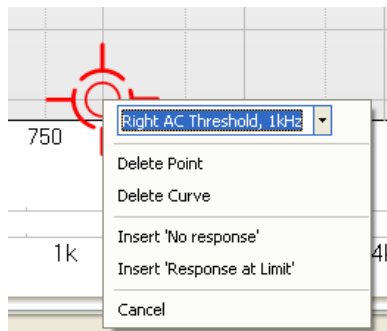
-At this time you will only be able to add notes.

3. If you are unfamiliar with storing data in OtoSuite, here are some tips:

- a. To save a threshold, double click at the particular frequency and threshold level, or press the “Store” button on the audiometer.

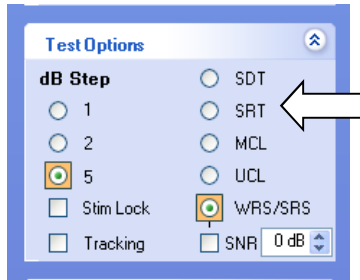


- b. **For masked thresholds**, the masking noise must be left on in order for the symbol to appear as masked before you press “Store” or double click on the screen.
- c. **For no response**, right click with the mouse on the threshold symbol on the audiogram and click “Insert ‘No response’”. **Note: Other special symbols, such as vibrotactile cannot be added via OtoSuite, but will have to be added once the data is transferred to AudBase.**

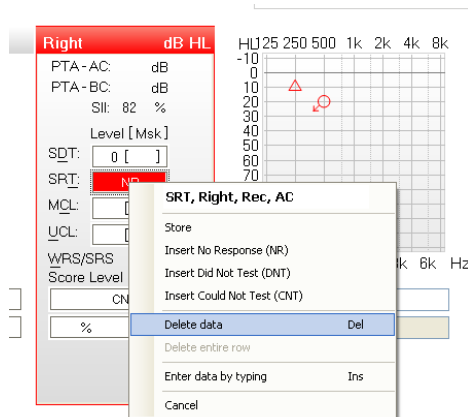


- d. For SRT/SDT/WRS, choose the respective test by clicking on the button near the test name in the “Test Options” box (see below). You can keep track of answers by pressing the “Correct” and “Incorrect” buttons and pressing “Store” or manually type the score into the box by left

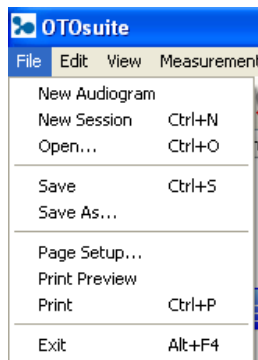
clicking on the respective box and clicking “Enter data by typing”. Remember to leave the masking noise on for the masking level to transfer.



- i. To insert no response/did not test/could not test, right click on the respective box and click on the respective choice of “Insert No Response (NR)”, “Insert Did Not Test (DNT)”, or “Insert Could Not Test (CNT)”.



4. When finished, click on “File” and click on “Exit” and click “Yes” when asked to save. The data will then transfer to AudBase. You can then add information such as examiner, audiometer, transducer, test method, reliability, and any other notes to the audiogram.



Adding Notes for Case History/Recommendations/Other

1. The notes tab (below) is where you can add:

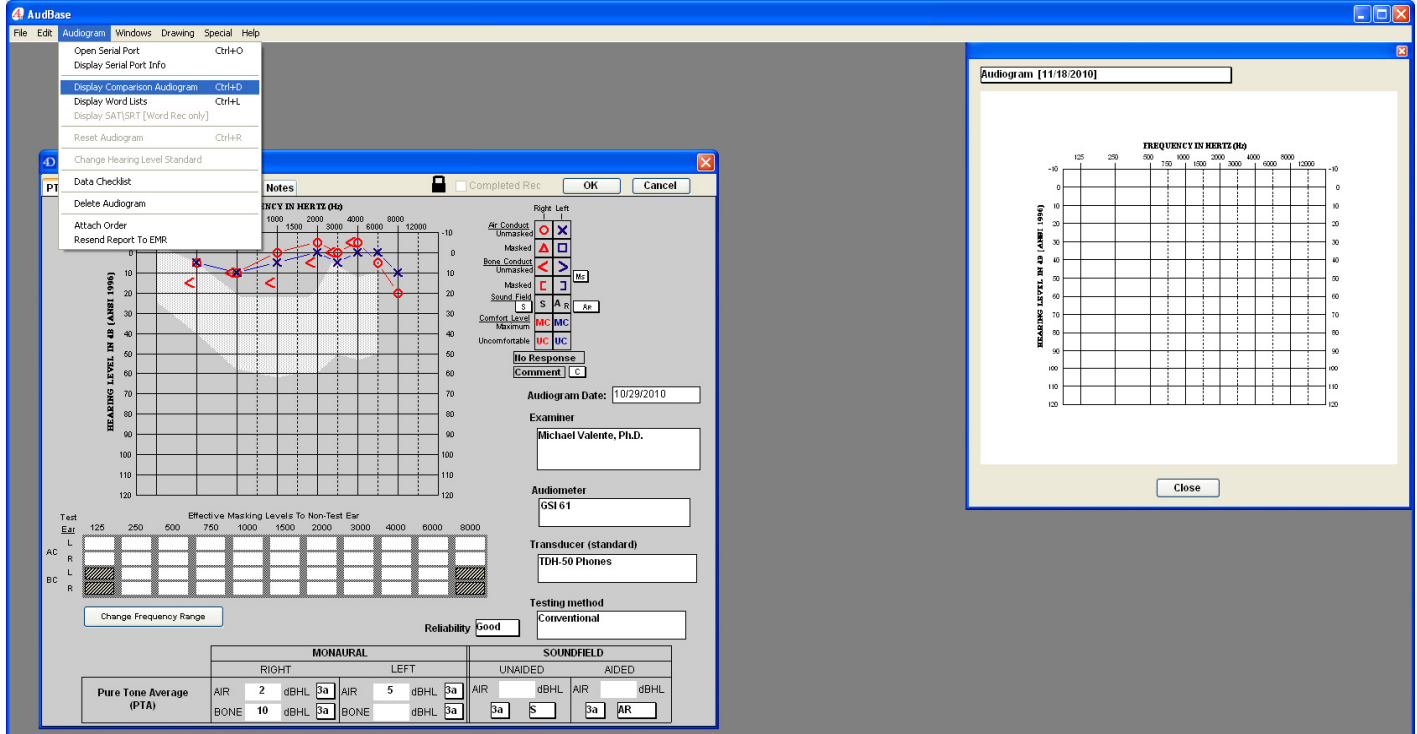
- a. Testing location by clicking on the box below “Testing location”

- b. The booth you tested by clicking on the box under “Testing sublocation”

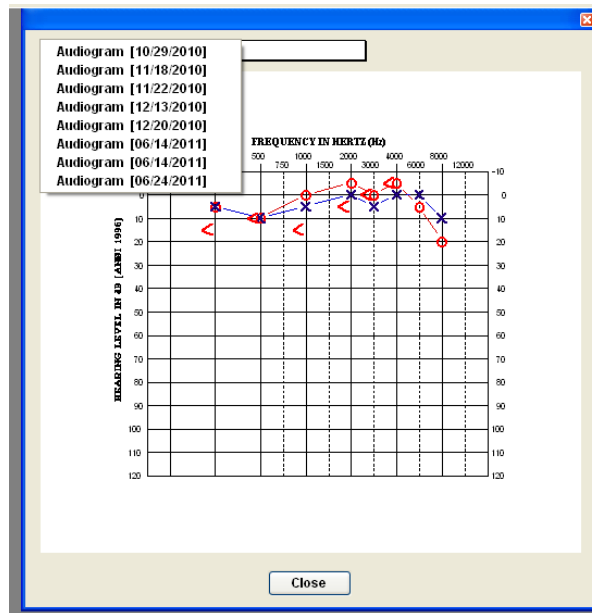
- c. The note sections is a free text section typically used to document:
 - i. Validity
 - ii. SRT/SAT method of presentation
 - iii. Word recognition method of presentation and HL/EM info
 - iv. Explanation of comment symbols (v=vibrotactile, etc.)
 - v. Case History
 - vi. Recommendations

View Previous Audiograms

1. To view a previous audiogram for comparison, click on “Audiogram” and then click on “Display comparison Audiogram”. The comparison audiogram box will display on the right of the screen.



2. To look at a different comparison audiogram, click on the box above the audiogram and select the date you would like to view.

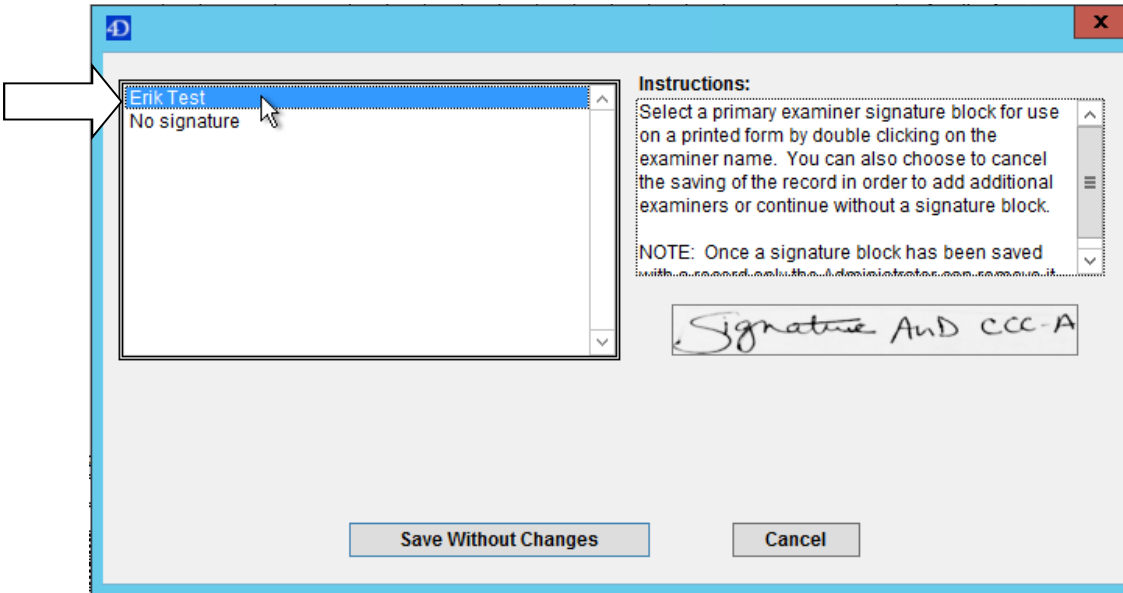


Signing a Record

- a. When finished with the audiogram, click “OK” and **double click on your name** to the left of the screen to sign the report.

***This is the trigger to send the signed report to your EMR**

- b. If you are not finished with the report, and wish to add further testing or notes at a later time, click “Save Without Changes” You can revisit this record later to make changes and sign to send the report to your EMR.

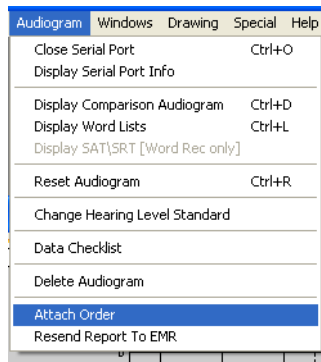


Attaching an Order to a completed Audiogram

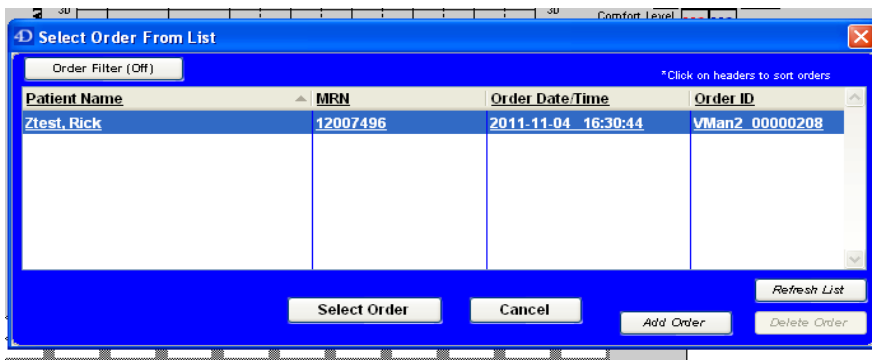
An example of why you would do this is if the patient had not yet been entered into the EMR, so the AudBase worklist did not have the patient listed when you tested the patient. You can still conduct the tests, then “Attach Order” after the Audiogram is completed.

1. Open the completed audiogram.

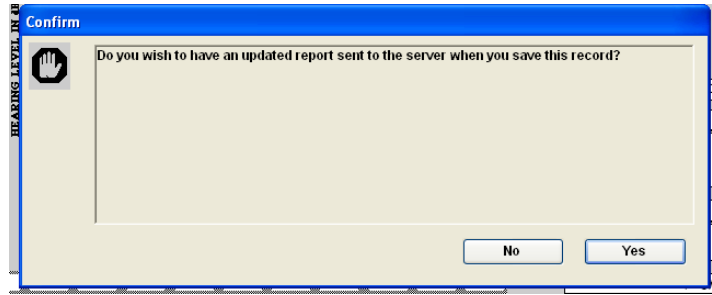
Click “Audiogram” and then “Attach Order”



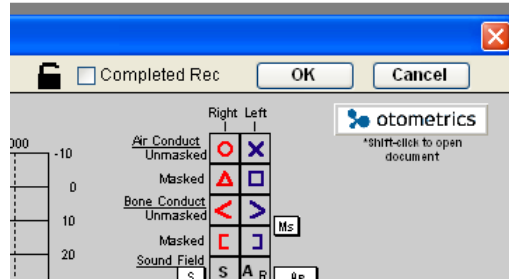
2. Click on the order to highlight it in blue, then click “Select Order”



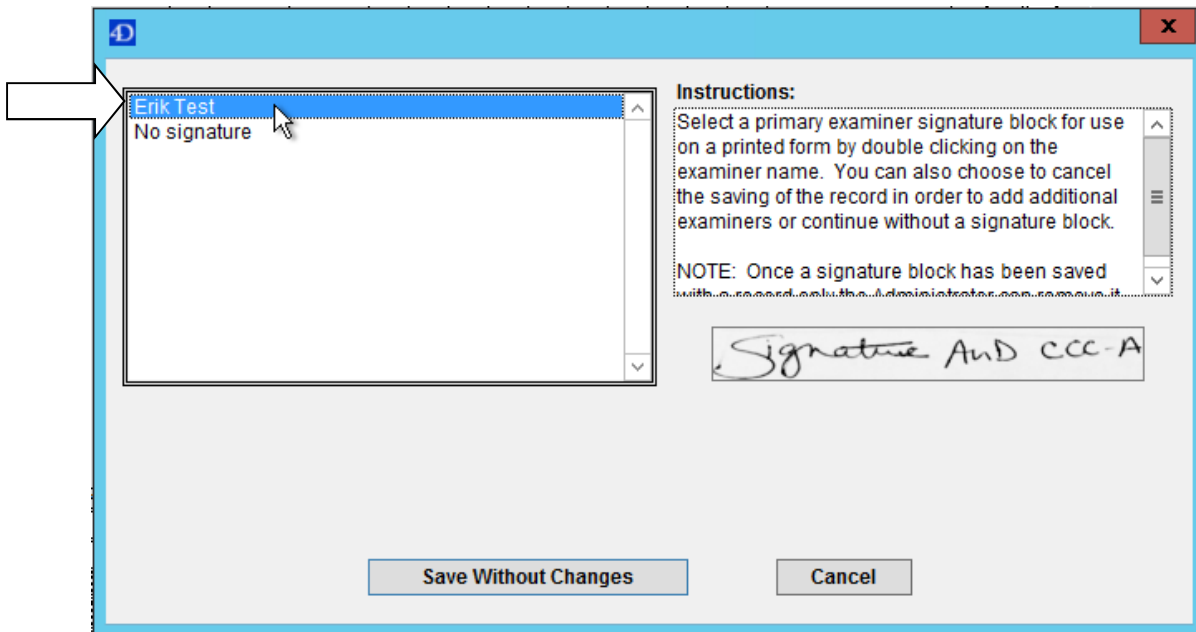
3. Click "Yes"



4. When finished with the audiogram, click "OK" in the upper right hand corner of the audiogram



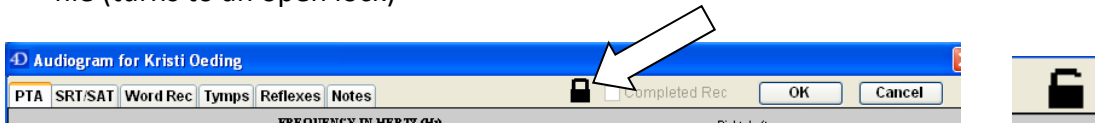
5. Double click on your highlighted name in the box on the left side



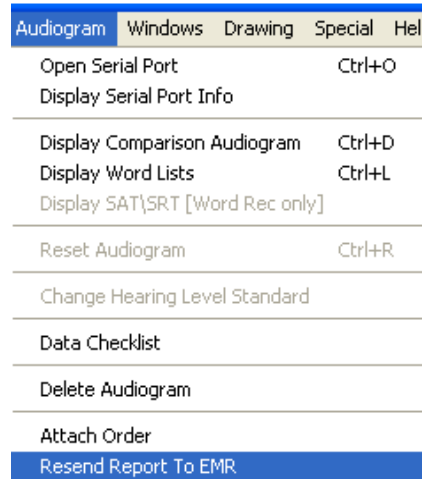
6. The audiogram will appear in your patient's EMR encounter as usual.

Revisions and Sending Revision to the EMR

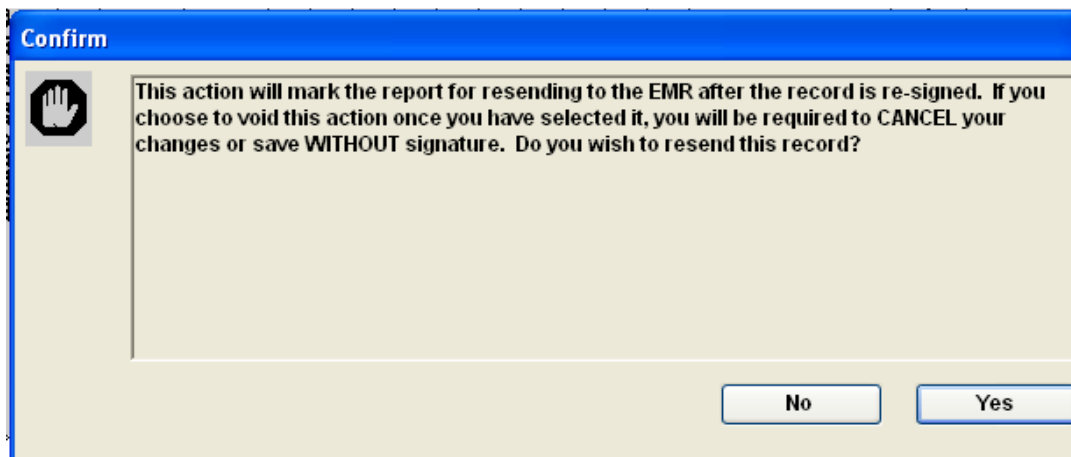
1. Open the audiogram you are revising. Click the lock at the top of the screen by the tabs to unlock the file (turns to an open lock)



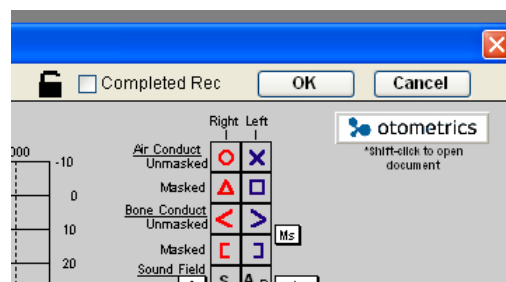
2. Make the changes to the patient record, and click "Audiogram" and select "Resend Report to EMR"



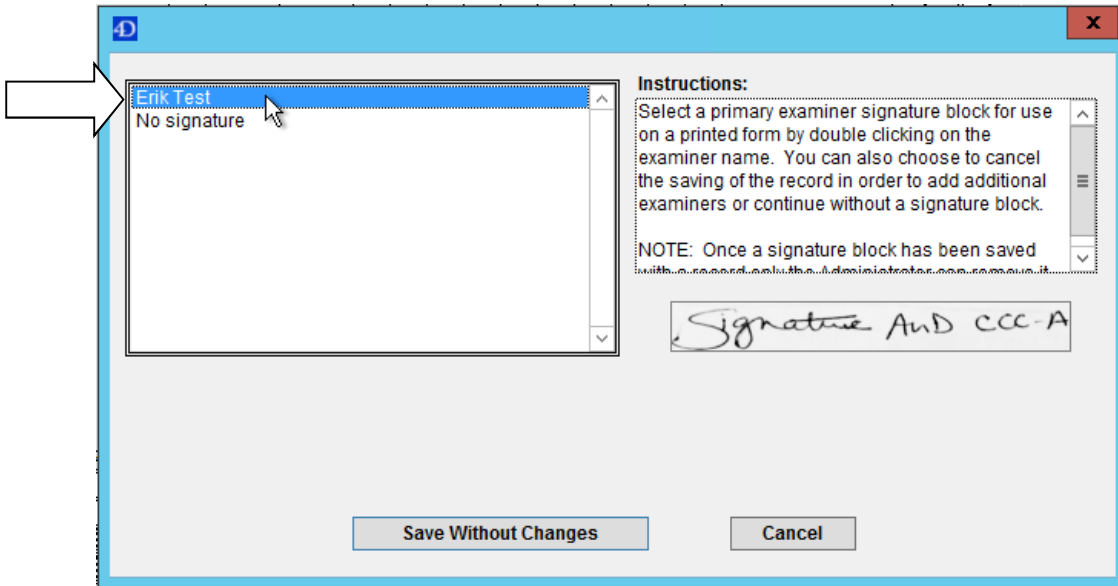
3. Click "Yes"



7. When finished with the audiogram, click "OK" in the upper right hand corner of the audiogram

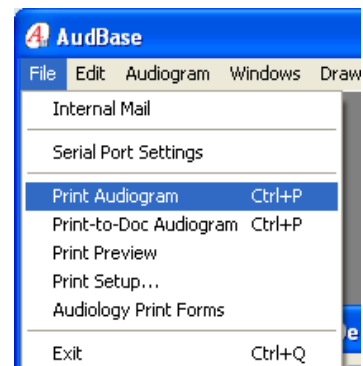


8. Double click on your highlighted name in the box on the left side and the revised audiogram will be resent to the EMR.



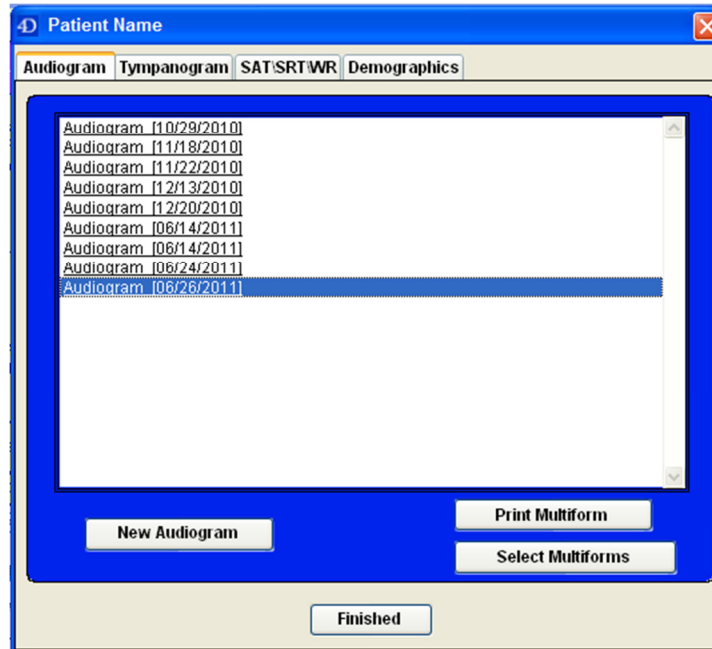
Printing Audiograms

1. If you need to print the audiogram, click on "File" and click "Print Audiogram".
2. Make sure that the correct printer is selected and click "OK".

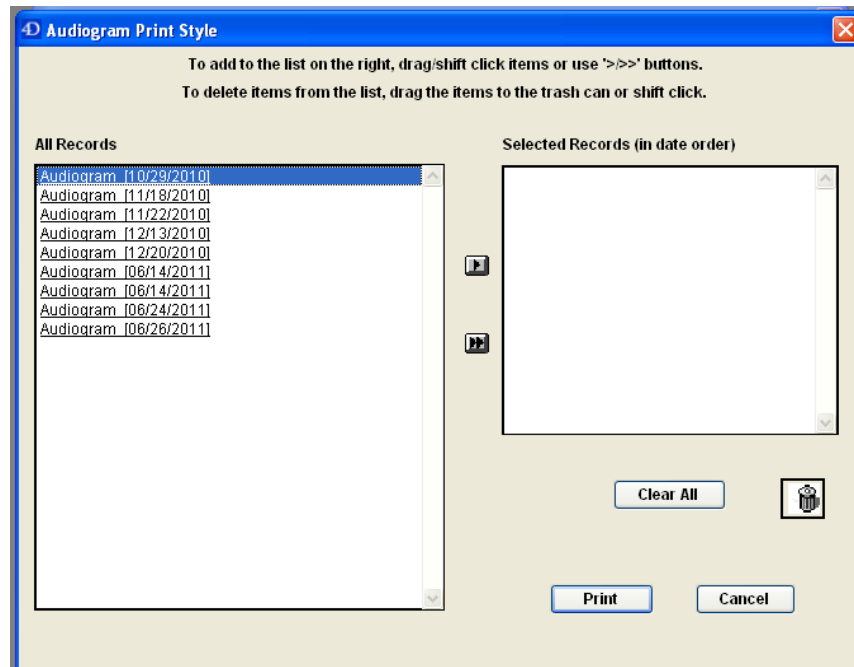


Print Multiforms

1. This is an option to print a page that reports threshold shifts between audiograms (see example on next page). To do this, double click on the patient you want and click “Print Multiform”



2. Next select the audiograms you want to be included in the report by clicking on the desired audiogram date(s) and pressing the single arrow button. The double arrow will move all Audiograms to the selected records field.



3. Once you have all the audiograms you want to compare, click the “Print” button.

Hospital or Clinic Name

Address Line 1
 Address Line 2
 City, State Zipcode
 (888) 555-0000

Testing Location: Center for Advanced Medicine
 West County
 Central Institute for the Deaf

Patient Identifier **100001**

NAME **Ztest, Rick**

D.O.B. **00/00/00**

MEDICAL RECORD

DIFFERENTIAL AUDIOGRAM, STYLE 2

INFORMATION KEY: Threshold shifts are calculated with respect to the previous audiogram in the series: 1) negative = threshold shift better than previous, 2) positive = threshold shift worse than previous.

RIGHT EAR												LEFT EAR											
125	250	500	750	1K	1.5K	2K	3K	4K	6K	8K	12K	125	250	500	750	1K	1.5K	2K	3K	4K	6K	8K	12K

DATE 11/07/2011

- FIRST AUDIOGRAM -

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

DATE 11/23/2011

THRESHOLD LEVELS

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

THRESHOLD TREND

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

DATE 11/23/2011

THRESHOLD LEVELS

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

THRESHOLD TREND

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

DATE 11/28/2011

THRESHOLD LEVELS

	15	25		30		40	40	55	55	55													
--	----	----	--	----	--	----	----	----	----	----	--	--	--	--	--	--	--	--	--	--	--	--	--

THRESHOLD TREND

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

DATE 11/28/2011

THRESHOLD LEVELS

		15																					
--	--	----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

THRESHOLD TREND

		-10																					
--	--	-----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

DATE 11/28/2011

THRESHOLD LEVELS

	15	30		40	30	40	50	45	45	45			15	35		35	35	35	45	50	40	40	
--	----	----	--	----	----	----	----	----	----	----	--	--	----	----	--	----	----	----	----	----	----	----	--

THRESHOLD TREND

		15																					
--	--	----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--