

Documentation and Data Entry Checklist: Hearing Screening

Hearing Screening Entry: Did you...

- ★ Select the Screenings tab from the IC Health Screen?
- ★ Click on “New”?
- ★ Select the “Date of Screening” from the screening detail box, being careful to use the **correct year**?
- ★ Select “Hearing” (not Re-screen or Vision/Hearing) from the “Type” drop down menu? Enter any pertinent information, if known, in comments section. Example: “Screened per teacher request”
- ★ In Hearing field, select appropriate status (Pass; Failed/Referred; Unable to Test; Documented Loss) from drop down menu?
- ★ All other fields can be ignored, except when student fails.
- ★ Enter the Threshold Frequency Field and Otoscopic Field as applicable for students who fail?
- ★ Click Save at the top of the screen?

Hearing Screening Follow-Up: Did you...

- ★ Select “Follow Up” tab on IC Health Screen? Do not use the follow-up button in the screening tab.
- ★ Select “New Status”?
- ★ Select “Status Date” from the screening detail box being careful to select the **correct year**?
- ★ Type a diagnosis in the Hearing Diagnosis box?
- ★ Add additional text as needed in the Comment Box?
- ★ Click “Save” at the top of the screen?

This checklist is intended to be used with more specific information detailed in the Infinite Campus for Health Services Manual.