

AudBase Summary Set-Up/Functionality

Initial Set-up of Providers, Groups, and Preferences

Definitions:

Provider: Any AudBase user, most commonly an Audiologist for this application

Clinical Group: Can be an institution, such as a hospital or clinic, or it can simply be a research study group

- Administrator can log in with created username and password
- Click “File” and view “Provider Info”
 - o Select “New” and ***create a New Provider for every Audiologist*** and/or End User
 - “All Subject” Privileges” default to “Yes”
 - Click Login/E-mail Tab on top
 - Create Login Name
 - Select “Sub Admin” if appropriate
 - Change Password
 - Save
 - o When all Audiologists have been given an account, click “Finish” from the Provider List
- From “File” select “Clinical Group List”
 - o Click “New” and create a Group for every hospital/clinic associated with end-user
 - o Define the “Identifier Format” with \$=numeric values (keep cursor over box for full legend of symbols)
 - o Click “Changes” next to “Providers with Group Access” and add Users with access to created Group
 - o When done, select “Finished” and “Finished” once more
- From “File” select “Preferences” and make appropriate changes:
 - o “Entry Formats”
 - Modify Entry Lists as requested by customer
 - If changes were made (as will be the case in first time install) close out of preferences menu and then return in order to “refresh” the entry lists
 - o “Audiology (1)”
 - Select appropriate global defaults while logged in as Administrator
 - Select appropriate individual user defaults for ***each end-user while logged in as that end-user***
 - Defaults related to the login ID and Password of each end user
 - o “Audiology (2)”
 - Verify both boxes are checked under “Audiogram Tab Entry Form”
 - o “Audiology (3)”
 - Select Single Print forms as requested by customer
 - Defines the default printed Report Form for the customer
 - Designate equipment “Assignments”
 - GSI-61, COM 1 (or correct com port), DTR:9600:8:1:None
 - o Check box for “Auto Open Serial Port”
 - o *Uncheck* box for “Auto Open for New Records Only”
 - o “Update Settings”
 - Tymstar, COM 2 (or correct com port), DTR:9600:7:2:Even
 - o Check box for “Auto Open Serial Port”
 - o *Uncheck* box for “Auto Open for New Records Only”
 - o “Update Settings”
 - Click bottom “Update” button
 - o “Audiology (Admin only)”
 - Create or modify Word List (for Word Rec) if requested or required by customer
 - Create Extended Comments if requested or required by customer
 - Customize customer print form footers if necessary
 - See “Customize Print Form Footer” document in Distributor Manual

- “Database Access”
 - Set Global Write Access
 - Select Full Access unless otherwise indicated
 - Give Subadministrator appropriate privileges
 - All boxes checked unless otherwise indicated
- “Database Localization”
 - Set formats per customer recommendation
- “Record Access”
 - Set appropriate security if necessary
- “Subject Info/Navigation”
 - Set New Subject Defaults for Providers and Clinical Groups
 - This menu defines which names will be available for selection on all “New Subject” inputs
 - Move all Providers from left window to right window for each user log in
 - Select/Highlight the name of the currently logged in end-user and do this for each end-user
 - This will assign that logged in end-user as “Primary Provider” for any new patient they create.
 - Set New Subject Defaults for Clinical Groups
 - This menu defines which Clinical Groups will be available for selection on “New Subject” inputs
 - Move all Groups from left window to right window for each user log in
 - Select/Highlight the name of the Group the currently logged on end-user is associated with
 - This will assign that Group as the “Primary Group” for any new patient they create.
 - Set “Default Subject Input Form” to Input1
- Click “Close”

Program Functionality

PTA Tab

- From Home Window, select “New Subject”
 - Verify “Providers” and “Clinical Groups” box to be populated with created list
 - Type in at least “First Name” and “Last Name”
 - Select “Save/Goto Studies”
- Created patient history record should show up with no current tests available to view
 - Select “New Audiogram”
- “PTA” tab should be selected and visible audiogram with Masking and Pure Tone Average (PTA) visible at bottom
 - Click various icons on right and plot them on audiogram
 - Verify you can click once to plot, and again on same icon to erase
 - Click drop down boxes to make sure they are visible and accurate
 - If audiometer is hooked up, select “Remote” on GSI audiometer and verify that switch 7 of switch bank S901 (inside lid of audiometer) is “ON”
 - Press “Data Transfer” on Audiometer, appropriate icon should be plotted
 - Verify plotting of air-only icon for both right and left ear for entire frequency range
 - Turn Masking on in Channel 2 of Audiometer and again go through frequency range for both left and right phone to verify proper plotting of icons
 - Verify Pure Tone Average to be calculating
 - Click “Frequency Range” to view High Frequency Range, if audiometer is equipped, select “Data Transfer” on audiometer when in high freq. mode to verify proper plotting of icons.
- Select “Audiogram” from Top Toolbar
 - Click “Display Comparison Audiogram”
 - Second window should pop up with drop down list of previous audiograms conducted (if conducted)

SRT/SAT Tab

- Click on the “SRT/SAT” Tab on top of Audiogram
 - SRT, no babble should be available first
 - Verify data entry can be made manually in each field

- If connected to Audiometer
 - Select “Mic” on Audiometer and make sure speech counter stays at “0/0 0%” (this is how AudBase knows you are collecting SRT/SAT information)
 - Press “Data Transfer” and verify that data is sent to appropriate field
 - If masking is turned on, asterisk should be present in left box next to dB level
- **ONLY AIR DATA** will transfer from Audiometer, all other fields must be manually filled in
- Click on the SRT, no babble drop down box and select “SAT”
 - Verify data entry can be made manually in each field
 - If connected to Audiometer
 - Select “Mic” on Audiometer and make sure speech counter stays at “0/0 0%” (this is how AudBase knows you are collecting SRT/SAT information)
 - Press “Data Transfer” and verify that data is sent to appropriate field
 - If masking is turned on, asterisk should be present in left box next to dB level
 - **ONLY AIR DATA** will transfer from Audiometer, all other fields must be manually filled in

Word Rec

- Click on the “Word Rec” Tab on top of Audiogram
 - Verify data entry can be made manually in each field
 - As you collect data in the highlighted field (percent correct and dBHL), verify plotting on PB rollover graph.
 - Verify graph change as you select a different ear for either Monaural or Soundfield Aided
 - Verify you can press and hold <SHIFT> key and click the mouse to the left of the % to bring up the word recognition counter
 - Left Arrow Key marks # correct and Right Arrow Key marks # Incorrect
 - Click left and right arrow key a few times each
 - Click “OK” to verify % gets place correctly in record column
 - If connected to GSI-61 Audiometer
 - Select “Mic” button on Audiometer to get into speech mode
 - Press “Correct” and “Incorrect” buttons on Audiometer to calculate speech score on Audiometer screen
 - Press “Data Transfer” to verify appropriate dB level and score get transferred.
 - Sound Field data must be manually entered in, Audiometer does not transfer this information
 - Press the <Ctrl> key and <L> key to bring up and verify availability of customizable Word List (created in preferences)

Tymps Tab

- Click on the “Tymps” Tab on top of Audiogram
 - Verify manual data entry can be done in open fields
 - If connected to Tympanometer,
 - On tympanometer make sure data transfer option is set to “Summary + Graphics” (read GSI operators manual)
 - Select “Remote” on Tympanometer
 - Collect diagnostic and screening tympanogram data for both left and right ear then press “Data Transfer”
 - Verify appropriate data is sent to tymp graph and tymp numeric fields
 - Click “GSI33_Tympstar_Tymp...” drop down
 - Select next item which is Tympanogram_Screening
 - If collected and sent, verify the tympanogram to be present

Reflexes Tab

- Click on the “Reflexes” Tab on top of Audiogram
 - Verify manual data entry can be done in open fields
 - Verify drop down fields for dB level are present and can be selected
 - If connected to Tympanometer,

- On tympanometer make sure data transfer option is set to “Summary + Graphics” (read GSI operators manual)
- Select “Remote” on Tympanometer
 - Collect Reflex data for both right and left ears
 - Press Data Transfer
 - Data for last reflex done should transfer
 - If using a GSI Tymptstar, mark one previous reflex (see GSI operators manual)
 - Press data transfer to verify the data from the marked reflex was sent
- If end-user does not want Ipsi/Contra Reflexes plotted on Audiogram
 - Select “Drawing” from top menu bar
 - Select “Type”
 - Click each Reflex to toggle the corresponding check mark off
 - This can be set as a user default in the “Preferences” menu under “Audiology(2)”, “Display Options”

Notes Tab

- Click on the “Notes” Tab on top of Audiogram
 - Verify all drop down menus are populated appropriately and all items can be selected.
 - Insert test note data in “Notes:” section on a number of different lines so the Report layout can be verified correct when printed
 - If Pure Tone Masking, Bone Transducer Info, and/or SRT/SAT/WR Masking Info was collected, verify that summary information is populated in appropriate windows under “Notes:” box
- Complete record by selecting “OK” on top of Audiogram

Results Review/Print

- Verify that current test patient now has history of Audiogram with proper date stamp
- Double click on Audiogram in list to review
- Verify that black lock is present on top of Audiogram
 - Click lock to verify Administrator can unlock records if needed
 - Click an icon on the right and plot on audiogram to verify ability to change record
- Click all tabs on top to verify saved data is present
- Select “File” from top toolbar
- Click “Print Audiogram”
 - If a default Single Print Form was selected, verify that report to print out
 - If a default Single Print Form was not selected
 - Select any number of forms from list on left and drag them to window on right
 - Click “Update”
 - Print again
 - Make sure all information is correct in printout

Final Check

- Exit AudBase Program
- Log back in as another user that was previously set up
 - Verify their ability to log in
 - Verify their security settings
 - If set up as read only, they should have a red lock when opening any given audiogram and should not be able to unlock the record
 - Set appropriate defaults in “Preferences” for each user if requested by customer
 - Entry Formats
 - Audiology (1)
 - Subject/Info Navigation
 - See “Subject/Info Navigation” above