

HCP CLINIC ASSIST VISIT CHECKLIST

✓	GUIDANCE / INSTRUCTIONS	COMMENTS
	DOD Instruction 6055.12	
	NEHC TM 6260.51.99	
	OPNAV Instruction 5100.23 (shore)	
	OPNAV Instruction 5100.19 (afloat)	
	MCO 6260 (Marines)	
	DOEHRS-HC User Manual	
	Local Instruction / SOP	
	OSHA Recordables - how are they submitted to Safety?	
	HIPAA	
	Infection Control Protocol	
	CERTIFICATIONS	
	Technician Certifications Posted	
	Booth Certification Posted	
	Functional Listening Checks	
	Biologic Calibration Checks	
	Annual Electroacoustic Calibration Checks	
	SCHEDULING & TRACKING OF HC TESTING	
	Effective scheduling system	
	Effective follow-up test protocol	
	Effective patient no-show protocol	
	Effective referral procedures	
	Effective process to re-establish 2215's after Audiology eval	
	DOEHRS-HC	
	Equipment Inventory -Computer, printer, audiometer(s), calibrator, handswitches	
	System functioning properly	
	Internet connected	
	Current version of DOEHRS-HC	
	Current version of Look-up Update	
	All users certified and proficient with DOEHRS-HC	
	All users demonstrate proper functional & daily calibration ck	
	All users possess an active DR Account	
	Data is exported weekly (minimum)	
	Only current users are active in the database	
	Appropriate test facility UIC is entered for each user	
	HEARING PROTECTION	
	All sizes of pre-formed plugs on hand	
	Hand-formed plugs on hand	
	Accurate documentation of HPD types/sizes in DOEHRS-HC	
	HC EDUCATION & TRAINING	
	How is initial/annual training provided & documented?	
	How is effectiveness of training assessed?	
	HCP STATISTICS	
	Documentation of enrollees (military & civilian)	
	List of UIC's & Major Commands	
	HCP Compliance	
	STS Rates	
	No Show Rates	
	RESOURCES	
	Tech Proficiency Review (see Appendix C in TM 6260.51.99)	
	Process to call in a DOEHRS-HC trouble ticket	
	Process for audiometer calibration/repair	
	Process to submit DOEHRS-HC improvement suggestions	
	Regional Audiologist contact info	
	MHS Helpdesk contact info	
	NEHC contact info	
	NMIMC contact info	