# Standard Operating Procedure for

# Audiometry Screening

**Appendix 3. How to use Hearscreen audiometer**

1. Open the HearTest app. Opening the app will automatically log you in.
2. Press Start.
3. Testing as — default option is chosen for you. Click on the Arrow at the bottom right corner.
4. Select Facility -> select the option for the facility. If facility is not listed, information can be entered using the “**+**” icon at the bottom right corner.
5. Select patient -> create patient profile if not available using the “**+**” icon at the bottom right corner.
	1. Step 1:
		1. ID number
		2. Medical Record Number (This is the EMR ID Number). This app takes numeric values only, please enter the facility code and patient code
		3. First Name (required). For Kazakhstan please enter the patient’s initials since this data is synced to the cloud.
		4. Last name (required)
		5. Birth date (required)
		6. Gender
	2. Step 2
		1. Language (required): English
		2. Email
		3. Contact number
	3. After entering all necessary information, press “Add” at the top right corner.
	4. Consent -> check Accept on both Terms of Screening and Terms of Data -> press OK
	5. Select Protocol -> default protocol is chosen (1000Hz, 2000Hz, 4000Hz, 8000Hz)-> Arrow bottom right corner
	6. Choose a quiet room. Hear Test will automatically check for ambient noise. Make sure noise level is OK -> Arrow bottom right corner
	7. Place the headphones correctly on the patient’s ear (Letter “R” for right ear, Letter “L” for left ear). Note that headphones are not designed for comfort.
	8. Tone and Masking Noise Conditioning (need manual from Hearscreen)
	9. From now, do as the instruction on the screen says: Press the button when you hear a beep sound, even if it is very soft. Sometimes you may hear a ***shhh*** noise in one ear. Ignore this and only press the button for the beep sound. Press Start.
	10. “Listening at a high volume….” -> press OK
	11. If the ambient noise is too loud at one point in the test, you will need to restart the test to ensure validity.
	12. Once the test is finished, copy threshold values onto the Audiometry Form.