



Rancho Los Amigos National Rehabilitation Center

Communication Disorders Department -Audiology

Policy and Procedure

SUBJECT: PATIENT DOCUMENTATION FORMS

Policy No.: 417

Supersedes: September 1990

Revision Date: February 2022

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PURPOSE

To describe the required patient documentation forms

POLICY

To ensure appropriate forms are completed in order for patients to obtain audiology services and/or equipment (e.g. hearing aids). These forms are in addition to the Audiometric Screening Form and Audiology Note (Refer to Policy 418) that are recorded in the medical record.

PROCEDURES

Medi-Cal Forms: All patients who procure a hearing aid(s) through Medi-Cal must have two forms submitted to the vendor of the patient's choice by the audiologist in order to process the Treatment Authorization Request for the hearing aids. The Audiologic Report and Hearing Aid Evaluation Report is completed by the audiologist and contains audiologic test data (e.g. patient and examiner identifying information, pure tone and speech audiometry results, hearing aid recommendation information). The second form, The Physicians Report of History, Examination And Recommendation for Hearing Aid, is completed by the patient's primary and/or referring physician. The original forms are sent to the patient's vendor for processing. Copies are kept in the patient's working file for follow-up and coordination of care. Audiology adheres to medical center policies regarding privacy and storage of patient information (COD Policy 519).

EFFECTIVE DATE: September 1990

COUNTY OF LOS ANGELES · DEPARTMENT OF HEALTH SERVICES

REVIEWED: February 2022

Signature(s) on File