

Audiologist's Responsibilities **Hearing Center, Inc**

- Clinical/Diagnostic Duties
 - Screenings and comprehensive hearing tests
 - HAE, HA demos, HAF, ear impressions
 - Immittance
 - ENGs
 - OAEs
 - Pt. case history
 - Cerumen management
 - HAC, adjustments, modifications
 - Counseling pt's regarding hearing loss and hearing aids
 - Discuss financial information and insurance with patient
 - Complete necessary paperwork with patient (U & C form, financial policy, medical waiver, etc)
- Audiologist related activities
 - Chart notes & documentation of testing and hearing aids
 - Ordering hearing aids, earmolds, and supplies
 - Checking in new hearing aids and repairs
 - Programming new hearing aids and repairs as necessary
 - Regularly check loaner aids and ALDs
 - Maintain HA and repair log book
 - Medicaid prior authorization paperwork
 - Voc Rehab prior authorization paperwork and quotes
 - Write letters and reports for physicians and patients
 - Courtesy calls to patients
 - Maintain and update HA programming software
 - Marketing...Senior Expos and Lunch n Learns
 - Newsletter articles
 - Continuing education
- Other duties
 - Travel to other offices to cover for maternity leave, sick days, and vacation time
 - Assist receptionist
 - Scheduling appointments
 - Answering phones
 - Checking pts in and out
 - Updating patient contact information in computer and chart
 - Taking messages
 - Verifying Medicaid eligibility
 - Putting charts together
 - Pulling charts
 - Organize, copy, and make forms
 - HCI meetings
 - Consultation with other professionals
 - Cleaning patient rooms, waiting room, and office area
 - Clean and maintain equipment
 - Keep up-to-date on master fee schedule and billing codes