*Recommended Step-by-Step Procedures for Audiologists Preparing to Receive UNHS Referrals Directly from Birthing Facilities*
*(This information was shared during the series of conference calls hosted by EHDI for audiologists held September 2010)*

1) Audiologist trains office scheduler to complete intake and scheduling of babies for follow-up diagnostic testing – ABR, OAEs, tympanograms, etc.

2) Determine number of appointments practice can make available for UNHS follow-up weekly in order to ensure timely follow-up.

3) Consider contacting birthing facilities and PCPs from whom you may receive referrals. Familiarize facilities and PCPs with your practice, your desire to work with them, and ability to provide timely evaluations of referred babies.

4) Follow Indiana’s Best Practice Guidelines when completing diagnostic evaluations of babies who do not pass UNHS.

5) After the follow-up evaluation, enter baby’s diagnostic audiology evaluation (DAE) results into EARS (within 5 business days of appointment).

6) Enter “no shows” and cancellations into EARS the day child does not show for appointment. In addition to any effort your office makes to reschedule families, EHDI staff will follow up with families to encourage follow-up.

7) If a baby is diagnosed with hearing loss-
   a. Share test results
   b. Inform families about the State’s First Steps program. Tell families that they also have the option of pursuing services privately (through insurance or self pay). Children with bilateral hearing loss of 40dB or greater whose families qualify by income may be eligible to pursue services through Children’s Special Health Care Services (CSHCS).
   c. Ask if family would like to be referred to First Steps and/or CSHCS
   d. Have family sign form indicating they have been informed about First Steps (keep form in child’s file). Regardless of a family’s decision to pursue First Steps, give written information regarding First Steps to all families (so that they will have their contact info).
   e. For families who wish to pursue First Steps-send a direct referral to First Steps within two days of diagnosis (per federal Part C regulations). Time is of the essence. First Steps needs to know about children who are diagnosed in a quick manner so that they may initiate the intake process with families.
   f. For families who wish to apply for CSHCS, provide an application.
   g. For families who do not wish to pursue services through First Steps or CSHCS, confirm their plans to pursue services privately.

8) Tell families to expect to receive a phone call/mailing from the ISDH EHDI program. Tell families EHDI will provide a parent toolkit that includes a number of resources available to them, some at no charge.)