



# HEARFORM

THE NEW STANDARD

HearForm™ - CounselEar™ - NOAH3 &4™



Noah 4

# HearForm 10 and NOAH

HearForm is NOAH 3 & 4 compatible and officially a member of HIMSA. HearForm connects to NOAH through an optional module available from our partners at <https://www.counselear.com/HearForm>. An explanation of fees for the module can be found at the end of this document.

The following audiometric data is currently being passed between HearForm and NOAH:

1. Air Conduction (including masked and no response)
2. Bone Conduction (including masked and no response)
3. MCL Tone (currently only for CounselEAR)
4. UCL Tone (currently only for CounselEAR)
5. Tympanometry (Type, Pressure, Compliance, ECV, Gradient)

The newest version of the Synergy module can now transfer Speech data between NOAH and CounselEAR or HearForm. The following fields can now be transferred:

SRT: dB and Mask for Right and Left  
MCL: dB for Right and Left  
UCL: db for Right and Left  
WR: %, dB, and Mask for Right and Left  
WRN: %, dB, and Noise for Right and Left

Please click below (when ready) to set up a 30 day free trial before starting the connection process.

<https://www.counselear.com/HearForm>

CounselEAR is adding new import capabilities to a future Module that will pull in a number of other audiometric fields.

## Requirements

(Each computer can run HearForm on FileMaker Pro 9, 10, 11 or 12.)

The Module works with both 32bit and 64bit systems.

**Important: If you host your files on FileMaker Server software, you will not be able to use this product unless you upgrade to FileMaker Server Advanced. Please call HearForm to discuss your options. 888-453-8806.**

## Setting up your Computer to Transfer Data

It is assumed that you have already installed NOAH on the computer that will be used for data transfer. (This process will work with NOAH 3.6.1 or later client installations.)

In order for HearForm to link with NOAH, you will need to install two files.

### CounselEAR Synergy™ (NOAH Module)

This should be installed on the same computer(s) on which the NOAH client has been installed. (CounselEAR Synergy will work with NOAH 3.6.1 or later client installations.)

You can download the CounselEAR Synergy file at this link...

<https://www.CounselEAR.com/Installs/Synergy/setup.exe>



### HearForm Gateway

The HearForm Gateway component should be installed on the same computer on which HearForm is being Hosted (The Server.)

<https://www.counselear.com/Installs/HearForm/Gateway/GatewaySetup.exe>



Technical Explanation: The HearForm Gateway installation does the following...

- Installs as a Windows service called HearForm Gateway which allows ODBC communication between the NOAH client and the FileMaker database
- Installs DataDirect ODBC driver
- Creates Windows Firewall exception to open communication to the FileMaker database
- Modifies Windows Registry to enable ODBC communication within FileMaker

*Note: While we do not support NOAH software installation or issues, HearForm Technical Support can help you with the installation of HearForm and CounselEAR modules. Please feel free to call 888-453-8806 to arrange a HearForm Connection installation appointment.*

### **CounselEAR Synergy™ (NOAH Module)**

The download of Synergy will take approximately 2-3 minutes. (The file is less than 7 megabytes.)

<https://www.CounselEAR.com/Installs/Synergy/setup.exe>

Your current version of NOAH will be automatically checked. Synergy is compatible with NOAH 3.6 and greater. To upgrade your version of NOAH follow the prompts on the screen or [Click Here](#).

### **HearForm Gateway**

<https://www.counsellear.com/Installs/HearForm/Gateway/GatewaySetup.exe>

The download of the HearForm Gateway will take approximately 5-7 minutes. (The file is less than 18 megabytes.)

Following completion of the download, double click the file "Setup.exe" or select "Run" when prompted.

Once the installation process has completed, you will receive a pop-up confirmation message.

# Using the System

Open NOAH and HearForm10.

The HearForm Gateway allows...

- Transfer to NOAH from HearForm
- Transfer to HearForm from NOAH

In both cases, you must add a new client to NOAH before you can *Export to* or *Import from* HearForm. The client/patient *does not* need to be in HearForm first, but must already be in NOAH.

HearForm's connection with NOAH is based upon the current client chosen from the NOAH client register. The screenshot below shows the creation of a new NOAH client. We have added data to many of the 25 editable fields; however, only the patient's first & last name and date of birth are required.

The screenshot displays the NOAH Client Register application window. A 'New Client' dialog box is open, allowing for the entry of a new client's information. The dialog box contains the following fields and values:

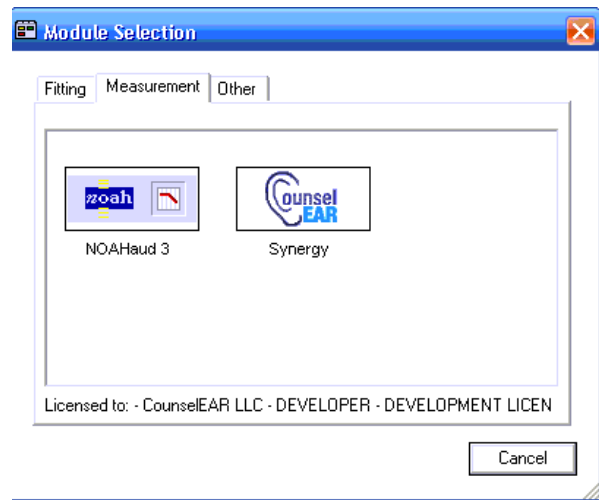
First name:	Helen	Client number:	0000001
Last name:	Brooks	Gender:	Female
Occupation:	Retired	Date of birth:	7 / 12 / 1939
Address Line 1:	1592 Oakcrest Lane, #45	Social security no:	555-44-3333
Address Line 2:		Referral:	May Better Hearing Letter
Address Line 3:		Physician:	Dr. Mary Stenberg
City:	Northport	Insurance 1:	BC/BS of WA
State:	WA	Insurance 1 no:	994-423573462
Zip:	99157	Insurance 2:	Kaiser Permanente
Phone, home:	509-123-4567	Insurance 2 no:	04-3652436989
Phone, work:		Other:	
Fax:		Client group:	11
E-mail:	helenb45@gmail.com	Created by:	ABC
		Date created:	5 / 7 / 2010

Buttons at the bottom of the dialog box include 'Work with Client', 'Save and New', 'OK', and 'Cancel'. The background application window shows a search interface with a dropdown menu set to 'Last Name' and a table with columns for 'Last Name' and 'First Name'. The status bar at the bottom of the application window displays: Client Name: Session Date: Today's Date: 5/7/2010 User ID: ABC

Add a new client/patient (or open an existing client) and then click the “Open Module Selection” item in the top toolbar.

Click the Measurement tab and you should see the Synergy module. Double-click this icon to open the module.

(Note: Hearing instrument manufacturers are located under the “Fitting” tab)



## There are four tabs within Synergy:

### Module Configuration

- Specify connection information for CounselEAR as well as HearForm
- The module requires that you have a CounselEAR user account in order to use any of the features

### Import Data into NOAH

- Import audiometric data from HearForm or CounselEAR into NOAH
- Once the data has been imported you can verify everything is in the system properly by viewing it thru NoahAUD, which is another module that comes by default with the NOAH client installation

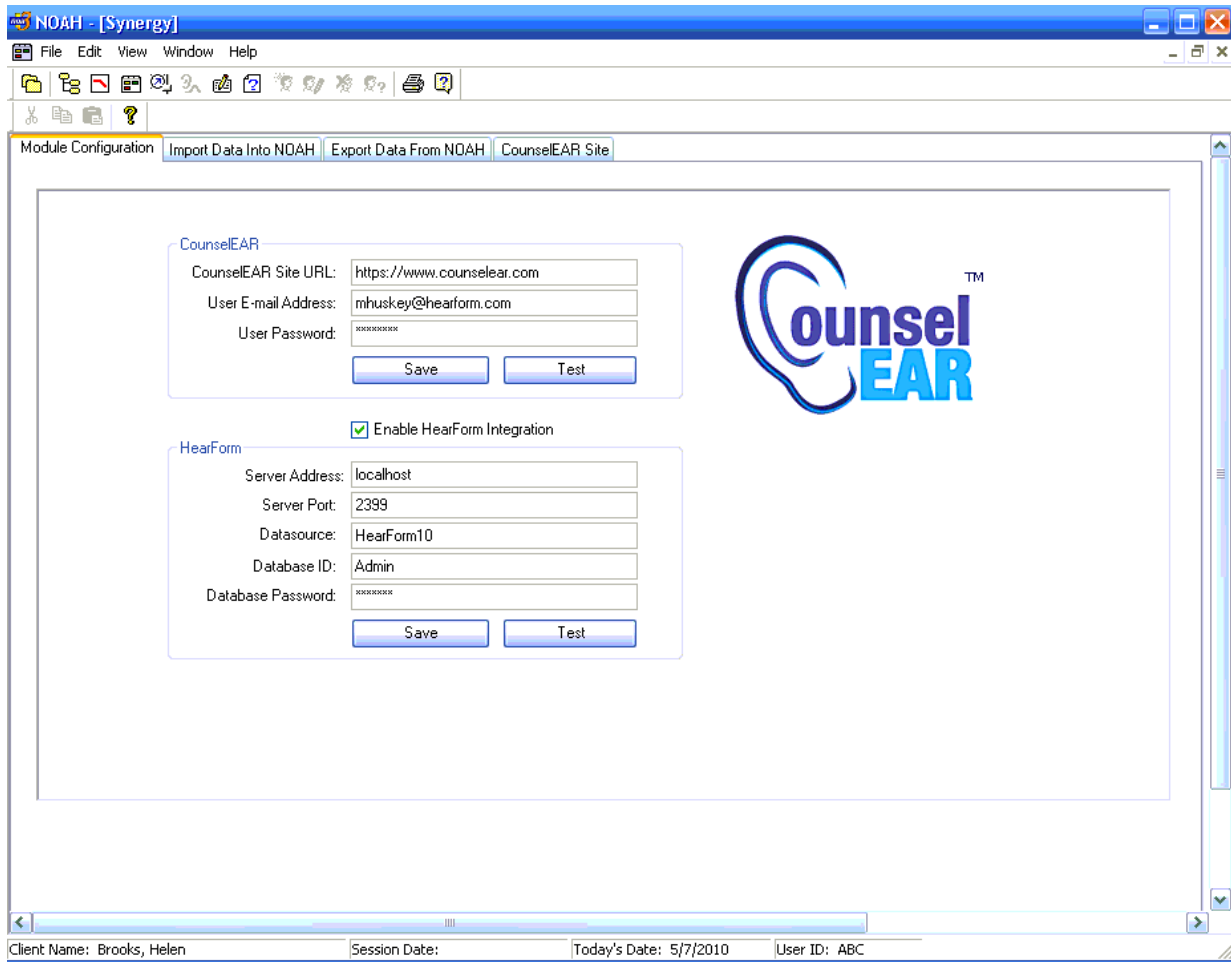
### Export Data from NOAH

- Export audiometric data from NOAH to HearForm or CounselEAR
- An option exists to create the patient in HearForm or CounselEAR if it does not already exist

### CounselEAR Site

- Used primarily to work with the export from NOAH to CounselEAR

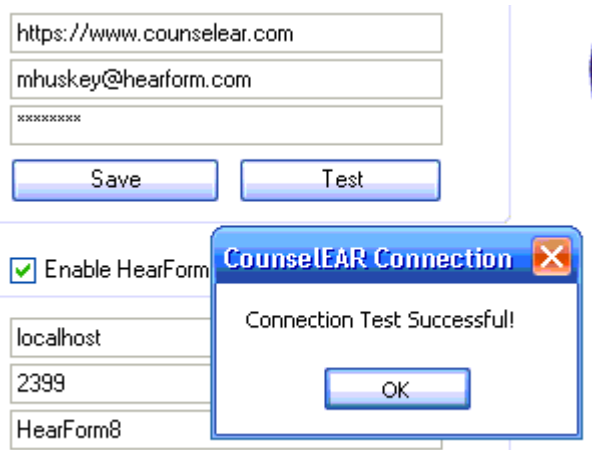
# Module Configuration



## CounselEAR Section

After you have opened Synergy, begin by entering your email and CounselEAR password then click "Test" and then click "Save."

(You will only need to do this the first time you use Synergy.)



## HearForm Section

Check the box “Enable HearForm Integration.”

Fill in the remaining fields as follows...

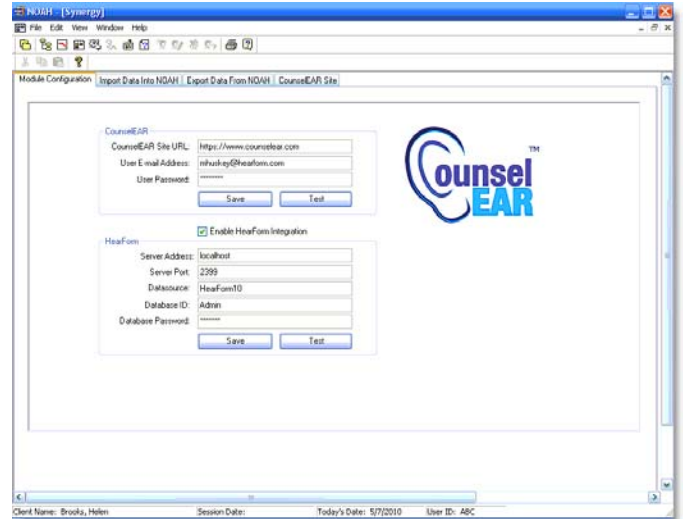
Server Address: **localhost**

Server Port: **2399**

Datasource: **HearForm10**

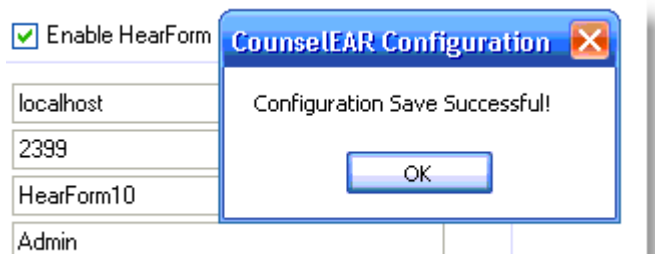
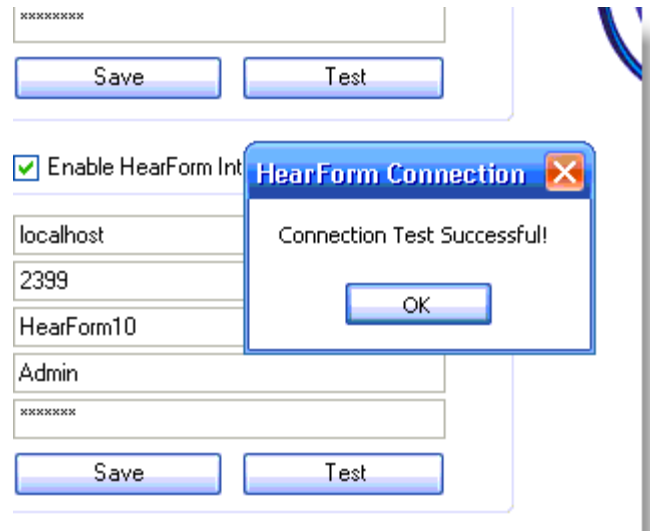
Database ID: **Owner** (or your HearForm account name)

Database Password: **Your HearForm password** (call 888-453-8806 if you need help.)



**Note: The Server Address should be the name of the computer on which the HearForm database is installed, (which is shown to you at the end of the gateway installation.)**

“Test” and then “Save.”



## Import Data into NOAH

If you already have audiometric data in HearForm, you can import that data into NOAH.

First click the “Import Data into NOAH” tab and then the lower “HearForm Patients” tab.

The screenshot shows the NOAH - [Synergy] application window. The main window has tabs for 'Module Configuration', 'Import Data Into NOAH', 'Export Data From NOAH', and 'CounselEAR Site'. The 'Import Data Into NOAH' tab is active, and within it, the 'HearForm Patients' sub-tab is selected. The interface displays a search form for patient information, a list of matching patients, and a detailed view of a patient's audiometric data.

**Steps To Import Data Into NOAH:**

1. Select a patient from the search list
2. Select the date of the visit to be imported
3. Click the import button to transfer the data to NOAH

**Search Form:**

First Name:   
Last Name:   
Date of Birth:

**Matching HearForm Patients:**

- Elisa Gracely [12/31/1948]  
    - 02/23/1999

**Right Ear | Left Ear**

Patient Name: Elisa Gracely  
Clinic:  
Audiologist:  
Visit Date: 02/23/1999

**Thresholds in dBHL**

	250	500	750	1000	1500	2000	3000	4000	6000	8000
Air Conduction	35	25	25	25	35	45	45	40	55	55
Bone Conduction										
MCL										
UCL										

Client Name: Gracely, Elisa      Session Date:      Today's Date: 5/7/2010      User ID: ABC

By default, CounselEAR automatically searched your whole HearForm file to find a matching record. You'll likely see flashing during the search process.

If no patient is found, click the "Search HearForm Patients" button to search again.

Matching HearForm Patients: 1

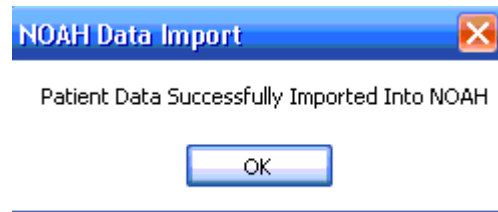
- Elisa Gracely [12/31/1948]  
02/23/1999

Once the patient is matched in HearForm, HearForm Audiometric data is displayed in the Right and Left Fields near the bottom.

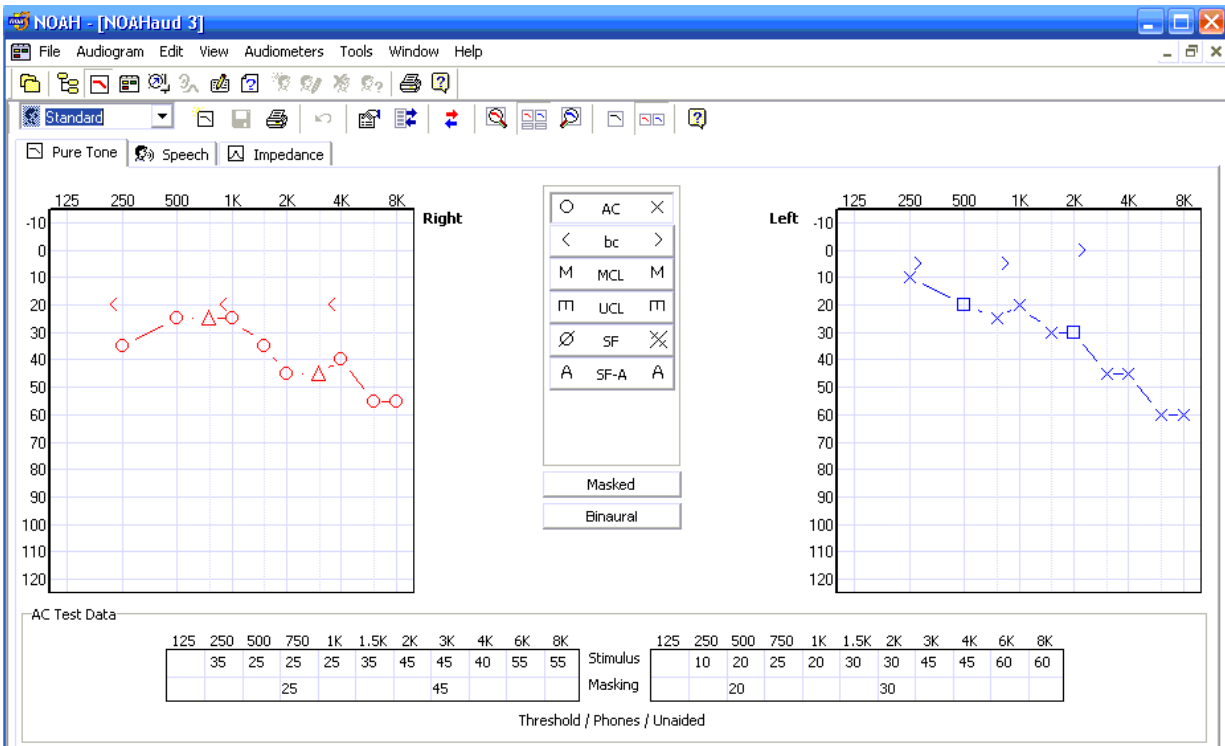
Click the "Import Patient Visit Data Into NOAH" button (shown below) to complete the import.



A success confirmation box will appear.



The audiometric data can now be used in NOAH.



## Export Data From NOAH

To move data from NOAH to HearForm, click the "Export Data From NOAH" tab.

See the instructions on the right of the CounselEAR screen.

Click the "HearForm Patients" tab (middle of screen) to continue.

NOAH - [Synergy]

File Edit View Window Help

Module Configuration Import Data Into NOAH Export Data From NOAH CounselEAR Site

Patient Activity for Helen Brooks

- 05/07/2010 - New Audiogram

CounselEAR Patients HearForm Patients

First Name: Helen

Middle Name:

Last Name: Brooks

Date of Birth: 07/12/1939

Patient #:

Phone #:

E-mail Address:

Search CounselEAR Patients

Matching CounselEAR Patients: 0

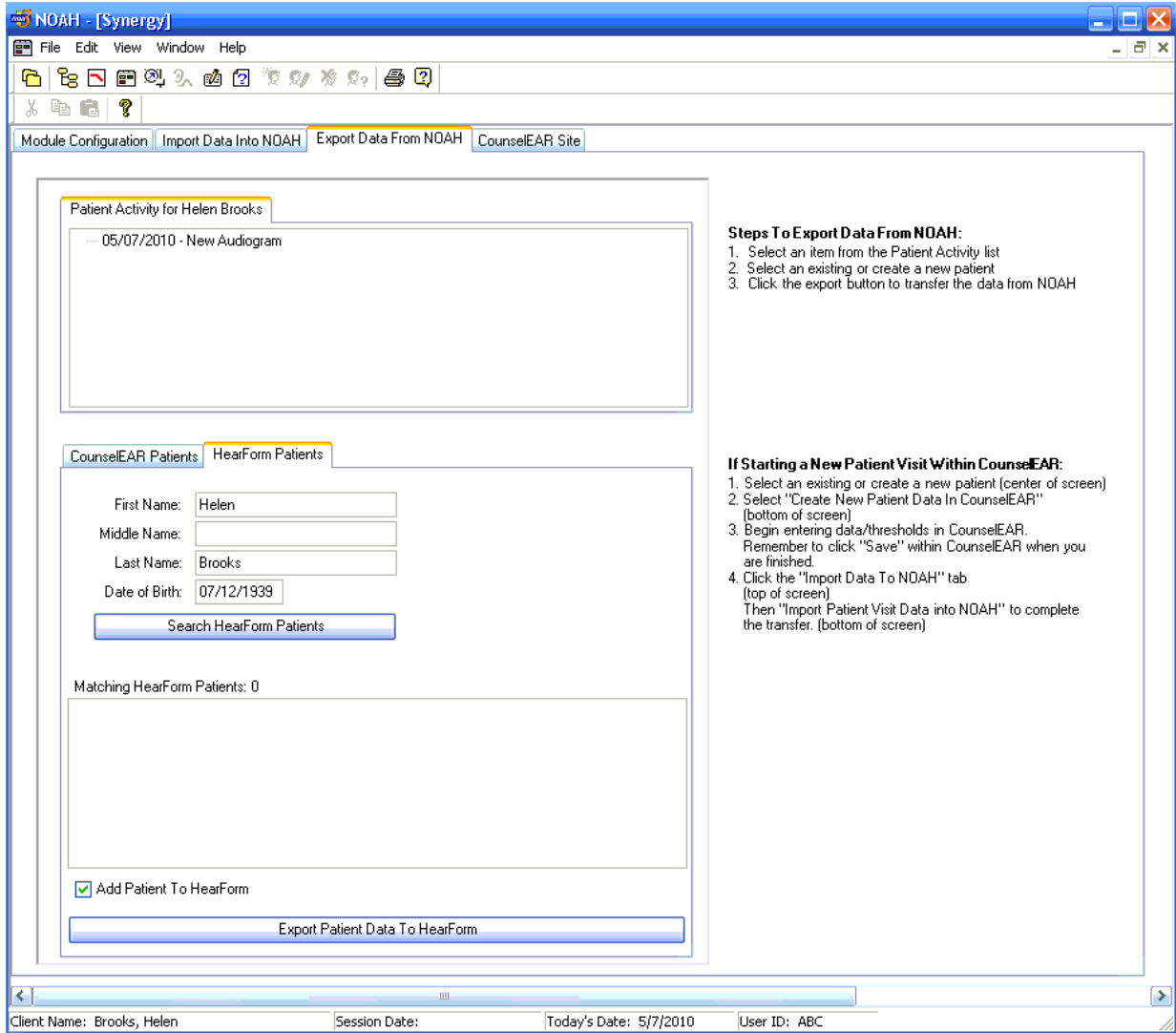
Client Name: Brooks, Helen Session Date: Today's Date: 5/7/2010 User ID: ABC

**Steps To Export Data From NOAH:**

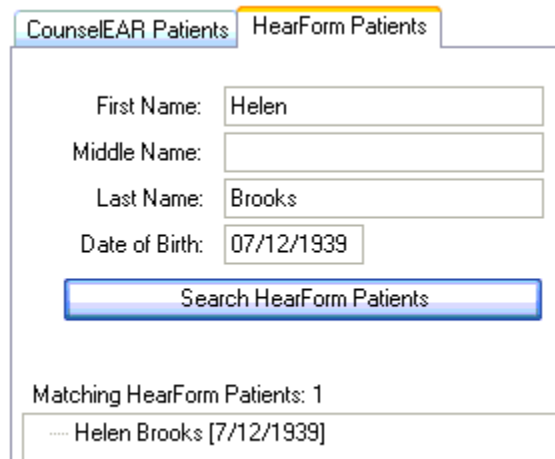
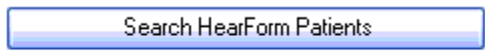
1. Select an item from the Patient Activity list
2. Select an existing or create a new patient
3. Click the export button to transfer the data from NOAH

**If Starting a New Patient Visit Within CounselEAR:**

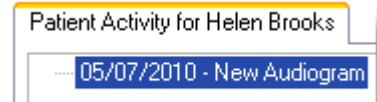
1. Select an existing or create a new patient (center of screen)
2. Select "Create New Patient Data In CounselEAR" (bottom of screen)
3. Begin entering data/thresholds in CounselEAR. Remember to click "Save" within CounselEAR when you are finished.
4. Click the "Import Data To NOAH" tab (top of screen) Then "Import Patient Visit Data into NOAH" to complete the transfer. (bottom of screen)



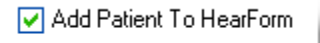
If needed, click the “Search HearForm Patients” button.



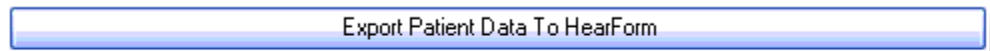
After finding a match, select an item from the Patient Activity List.



Click the “Add patient To HearForm” button (bottom of screen area) if the patient does not already exist in HearForm.



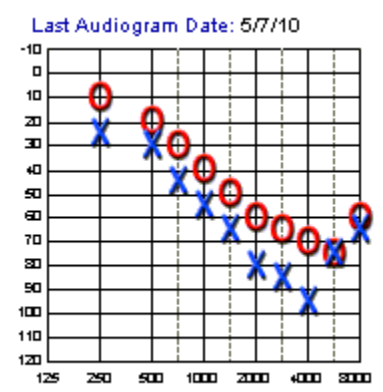
Click the Export button to transfer data from NOAH to HearForm.



A confirmation box will appear.



The Audiometric Data is now available in HearForm



**CounselEAR Site:** This tab is used primarily to work with the export from NOAH to CounselEAR.

## **Which tools do I get with my CounselEAR Membership?**

### **CounselEAR™: Audiologist's Online Report Writer™**

CounselEAR™ is an exciting, new online tool that enables audiologists to rapidly create customized counseling summaries as well as their official audiologic reports.

Improve what patients remember and be more efficient – Anytime, Anywhere.

CounselEAR Patient Report™ and Professional Report™ give audiologists two great ways to make their clinics more efficient and effective.

### **Why Use CounselEAR Patient Report™?**

**Problem:** Research has shown that patients only remember about half of the information given in a counseling session. Of that, approximately half is remembered incorrectly. That means that in a typical counseling session, only 25% of the information is remembered correctly! Therefore, studies recommend that the best way to improve recall is to provide patients with customized education materials that are illustrated and easy to read. \*Margolis, R.H. "In One Ear and Out the Other – What Patients Remember." *AudiologyOnline*. 2/23/04

**Solution:** *CounselEAR Patient Report™* gives audiologists the ability to create patient-specific summaries including easy-to-read descriptions of the hearing loss as well as customized recommendations and comments; All in under 60 seconds! CounselEAR Patient Report™ enhances what patients remember and increases the likelihood that they will follow through with recommendations.

### **Why Use CounselEAR Professional Report™?**

**Problem:** Typing official audiologic reports can be time consuming and expensive. However, handwritten audiograms and reports are often difficult to read and prone to errors.

**Solution:** *CounselEAR Professional Report™* makes writing official reports quick, easy, and more accurate. Custom templates and optional use of speech recognition software speed you through to completion with little need for typing. You can create Fax Cover Sheets, Cover Letters, and Medical Clearance forms with a single click then fax or email the full report directly from CounselEAR.

## Advantages of CounselEAR™

- Quick and Easy to Use
- Rapidly Create Patient and Professional Reports Online
- Improve Patient Counseling
- No More Handwritten Audiograms
- Unlimited Access Online. Anytime, Anywhere
- HIPAA Compliant
- Customize to Your Clinic
- Fax and Email Reports Directly from CounselEAR
- Create Cover Letters, Fax Cover Sheets, & Medical Clearance Forms with a Click
- Compatible with Speech Recognition Systems for Voice Dictation



Please see the next page for a list of Frequently Asked Questions.

# CounselEAR Frequently Asked Questions

## **How does CounselEAR speed up report writing?**

By using a system of customizable templates, you are able greatly reduce the need for typing. You can rapidly “click” your way to concise, professional looking reports.

## **Is CounselEAR compatible with NOAH?**

Yes, CounselEAR Synergy (our NOAH module) allows your data to transfer seamlessly between CounselEAR and NOAH. CounselEAR Synergy comes at no extra charge and can be easily download from the Home page.

## **Will CounselEAR work with my audiometer?**

If you use a NOAH compatible audiometer, you can use CounselEAR Synergy within NOAH. If you do not use a NOAH compatible audiometer, we suggest setting up a laptop or desktop computer near your audiometer. This way, you can enter your audiometric data while you test. You are then only seconds away from creating customized counseling summaries, your professional audiologic reports, as well as transferring your data into NOAH.

## **Can I use CounselEAR to create other types of reports?**

Yes, you can choose to remove the audiogram and associated boxes from the Professional Report. You can set this preference for all reports or for individual patients. This may be beneficial to you in the following ways:

1. Creating Tinnitus, Vestibular, CAPD, Electrophysiology, and Hearing Aid evaluation reports.
2. Printing the audiogram via your current audiometer then using CounselEAR to create the official report, as well as the fax cover sheet and cover letter.

## **Can I maintain my Referral Database within CounselEAR?**

Yes, you can upload and modify your referral database at any time. This information can then be used to create fax cover sheets and cover letters with only a couple of clicks. We are happy to assist with uploading your referral database. Please contact us at [support@CounselEAR.com](mailto:support@CounselEAR.com) with questions.

## **What is so special about the CounselEAR Patient Report?**

Imagine being able to provide your patients with colorful, customized counseling summaries in under a minute. Research has clearly shown that verbal counseling alone is ineffective. In fact, patients generally only remember about 25% of your message correctly.\*

CounselEAR Patient Report is the only system of its kind available today. With the Patient Report you can improve what your patients remember and increase the likelihood that they will follow through with your recommendations.

### **Do I have still need to write-out my audiograms?**

No, you can speed up your report writing process by putting down your pen and picking up your mouse. When possible, having your computer next to your audiometer enables you to record all of your audiometric data throughout the testing session without the need for traditional pen and paper audiograms.

If your audiometer is Noah compatible, your patient data can be easily transferred between Noah and CounselEAR. In this way, CounselEAR helps make your office more efficient, accurate, and effective.

### **What do you mean by “Templates”?**

CounselEAR enables you to create or modify statements to be used in producing the history, results, and recommendations report se. So instead of typing every phrase or statement, you can just click and go.

All statements can be quickly changed for individual patients without affecting your clinic templates. CounselEAR is pre-populated with templates that can be changed or deleted at any time to meet the needs of your clinic.

### **Can I create my own templates?**

Yes, templates for audiograms as well as statements for history, results, and recommendations can be customized to your clinic. You can add, edit, or delete templates at any time. In addition, all templates can be modified for individual patients without permanently affecting that template.

### **How do I access CounselEAR?**

CounselEAR is entirely online. Therefore, you have access to your patient database anytime, anywhere. Connecting to CounselEAR is as easy as going online. All you need is a computer and an internet connection. There is no software download required.

### **Do I need to have any special equipment or particular audiometer to use CounselEAR?**

No, if you have access to a computer and an internet connection you can use CounselEAR.

### **Do I have to sign a contract to use CounselEAR?**

No, CounselEAR subscriptions are month-to-month. You can cancel your subscription at anytime with no penalty.

### **How do I try CounselEAR?**

Click on the free 30-Day icon on the home page [www.CounselEAR.com](http://www.CounselEAR.com).

Enter some basic information and you can start using CounselEAR in seconds. No credit card information or software downloads are required to try CounselEAR

## CounselEAR Fees

CounselEAR assists Hearing Healthcare Professionals by enhancing communications to both Physicians and Patients.

CounselEAR has created the NOAH Module that will allow HearForm to send data to and receive data from your NOAH3 and NOAH4 database.

There is a monthly **or** a one-time purchase fee for this NOAH connection module. CounselEAR services are also included as a part of this 10% discounted package.

HearForm receives no financial benefit for recommending this service. In return, CounselEAR has agreed to offer HearForm customers services at their lowest pricing.

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### Full-time Clinic Rates (after 10% discount)

\$431.40 per clinic ( $\$35.95 \times 12$ )

Includes maintenance fee for first year

Annual maintenance/upgrade fee = \$39.95 per clinic

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### Half-time Clinic Rates (after 10% discount)

\$215.40 per clinic ( $\$17.95 \times 12$ )

Includes maintenance fee for first year

Annual maintenance/upgrade fee = \$19.95 per clinic

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