

**Considerations for Audiologists Preparing  
to Receive UNHS Referrals from Birthing Facilities**

- 1) Train office scheduler on your office's procedures for accepting referrals and phone calls from hospitals and doctor's offices.
- 2) Determine number of appointments your practice can make available each week for UNHS follow-up 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. Hospitals and doctors will have access to the Level 1 Audiology Centers list.
- 4) Evaluate your current pay sources and determine if you would like to add new sources such as Medicaid and/or Children's Special Health Care Services (CSHCS). Medicaid Provider Enrollment information can be found at: <http://provider.indianamedicaid.com/become-a-provider/enroll-as-a-provider.aspx> and CSHCS Provider Enrollment information can be found at: <http://www.in.gov/isdh/19620.htm>.

**Procedures for Audiologists Who Conduct UNHS Follow-up on Babies:**

- 1) Follow Indiana's Best Practice Guidelines when completing diagnostic evaluations of babies who do not pass UNHS.
- 2) Following the evaluation, report baby's diagnostic audiology evaluation (DAE) results in EARS (preferably within 5 business days of appointment).
- 3) 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.