



STEP 1: COMPLETE UNIVERSITY HEALTH SERVICES (UHS) RELEASE OF INFORMATION (ROI) AND CONSENT TO TREAT FORMS

University Health Services (UHS) takes its commitment to confidentiality very seriously. Confidentiality means that, in general, information contained within medical records cannot be disclosed without patient consent. If you receive occupational medicine services, such as an audiogram, UHS is required to obtain your written authorization before treatment is provided, and in order to provide your health information related to these services (i.e. the audiogram results) to the UW-Madison Occupational Health program.

Employees and others who require occupational medicine services, must complete certain occupational medicine forms prior to receiving services. The two occupational medicine forms that must be completed prior to receiving an audiogram are, *1: Privacy Notice and Consent to Treat & Occupational Medicine*, and *2: Authorization for Release of Occupational Health Records*. Release of this information is required to ensure compliance with recommended and required health screenings and preventative services, make required workplace accommodations, and for accident and exposure investigation and follow-up.

If you do not authorize UHS to release your health information related to the service to the UW-Madison Occupational Safety Program and other UW-Madison supervisory staff responsible for occupational health and safety, UHS will not provide these services to you.

To access the forms you will need to create a MyUHS account or login with your Net ID and follow these instructions:

1. Log-on to MyUHS:
<https://myuhs.uhs.wisc.edu>
2. Select: **FORMS**
3. Complete Occupational Medicine 1: Privacy Notice and Consent to Treat & Occupational Medicine 2: Authorization for Release of Occupational Health Records

Please note: These forms relate **ONLY** to your occupational health record within University Health Services, **NOT** your personal health record from your private physician. Information released is minimal, necessary and will not include personal health information.



STEP 2: SCHEDULING AN OCCUPATIONAL HEALTH HEARING EVALUATION (AUDIOGRAM)

UW employees identified as having occupational noise exposures exceeding the Occupational Safety and Health Administration (OSHA) noise exposure **action level** of 85 dBA as an 8-hour time-weighted average are included in the UW Madison Hearing Conservation Program.

The testing program consists of a baseline evaluation within 6 months of hire, and annual evaluations thereafter. The program is designed to provide early detection of occupational noise-induced hearing loss so proper intervention can be taken.

The UW Speech and Hearing Clinic (UWSHC) conducts the testing for UW employees at no charge to the employee. UWSHC scheduling generally follows the academic calendar. Annual or recurring patient visits are scheduled during the university semester to provide clinical students at the UWSHC the opportunity to see the greatest number of patients while minimizing the inconvenience to the affected departments.

In the RARE event that services are required during times that clinical students are not present, contact the receptionist at UWSHC at 262-3951 and specify a request be submitted to the UWSHC Coordinator who will communicate directly with the patient for confirmation of immediate need and scheduling.

General Scheduling Instructions:

1. The employee or employee's supervisor can call (608) 262-3951 to schedule an **"Occupational Health Hearing Evaluation,"** 8am-4pm weekdays during the academic calendar. Be sure to identify that this is an Occupational Health appointment for appropriate billing.
2. The **testing is conducted at the UW Speech and Hearing Clinic located in Goodnight Hall, 1975 Willow Drive, Madison, WI.** Each test takes approximately 30 minutes.
3. Baseline audiograms must be scheduled after a period of at least 14 hours without exposure to loud noise at work or home. Hearing protectors may be used as a substitute for the 14 hour noise-free period.
4. The test results will be compiled by the UWSHC and a copy given to the employee at the time of the test. A copy is also sent to University Health Services to be filed in the employee medical record.
5. If a shift in hearing ability is detected, **a second test should be scheduled within 30 days to confirm the hearing shift.** If a shift in hearing ability is confirmed with the second test, a notification letter will be mailed to the employee. The employee and supervisor will be instructed to complete an illness report for hearing loss. The Environmental and Occupational Health Unit and the supervisor will follow-up with the employee to determine protective measures to preserve the employee's hearing.
6. If medical follow-up is recommended based on test results, the employee could be referred to the UHS Occupational Medicine Physician, to an otolaryngologist, or their own physician.