# Bridge

## Getting Started GUIDE

Auditdata

1 Bridge Overview	
2 Installation	4
2.1 System Requirements	4
2.2 Installation Procedure	5
3 Getting Started	
3.1 Launching Bridge	
3.2 Customizing Settings	
3.3 Viewing Client Data	
3.4 Working with Audiograms	
3.5 Managing Journal Entries	17
3.6 Running Bridge in Offline Mode	

## **1** Bridge Overview

Bridge is a fully compatible cloud connector that links Manage with your local Noah modules. Now available as part of the Manage system, it allows clinics to store patient records online and eliminates the need to transfer files between offices.

Being fully integrated with Noah, Bridge helps staff to perform their daily tasks more efficiently – handle audiological data relating to measurements and fittings, create and save journal entries, work with client feedback and process questionnaires to improve patient engagement.

Its key advantages are as follows:

- · Ease of use the interface is intuitive and user-friendly
- Accessibility data is available 24/7 from any location
- Security sensitive information is protected at transfer and at rest
- Reliability audiograms, fitting data, journals and such are regularly updated
- Flexibility users can store data locally when offline and synchronize with the system when back online

This document will guide you through the installation and initial configuration of Bridge.

## 2 Installation

Prior to starting the installation process, ensure that your computer meets or exceeds the minimum system requirements.

#### 2.1 System Requirements

Processor	Processor/Clock speed: 2 GHz (or higher)
System RAM	2 GB (4 GB recommended)
Free hard drive space	1 GB free for Bridge and 1 GB free for every Noah module (audiometric equipment, fitting software, REM/HIT software)
Operating System*	Microsoft Windows 10
Screen Resolution	1280x960 (or higher)
Network	Internet connection min. 0,5 Mbit/s
Noah	Bridge is compatible with Noah v4.13
Noah License	Noah 4 Engine license is needed for using Noah modules in Bridge

\*Your OS must be up to date. All Windows updates must be installed.

#### Noah Licensing

Bridge is fully integrated with the Noah system, and can run a variety of Noah fitting and measurement modules.

For more information about Noah, visit the HIMSA website.

- Bridge requires Noah version 4.13.0 (build 5404) or later.
- If you have not obtained and installed a Noah 4 license, Noah will cease to operate after 45 days.

To check Noah version and license information, open Bridge, navigate to **Help > About** and click **Noah License**.

You can purchase the license from Auditdata. This will help ensure that you receive the best Noah support possible. Contact **Auditdata** for more information.

There can be problems if a different Noah license was previously installed on the computer.

The procedure for registering and installing a Noah 4 license can be found in the Noah 4 Knowledge base on the HIMSA website.

#### 2.2 Installation Procedure

MARNING: Installing Bridge will remove your current Noah installation.

1. Run the Bridge .exe file and select the folder to extract the installation files:

< Auditdata Bridge installation	×
C Do you want to install the Auditdata Bridge?	
C:\Users\admin\Desktop\Auditdata Bridge Installation	
OK Cancel	

Extracting 349	6	$\times$
6		
	Cancel	

- 2. After extraction the Setup program will check whether Noah 4 is installed on your computer.
  - Please note that Noah installation is an optional setting for Bridge.

📚 Auditdata Bridge Setup	×
The following components will be installed on your machine:	
Auditdata Bridge Check Tool NOAH 4 (optional)	
Do you wish to install these components?	
If you choose Cancel, setup will exit.	
Install	

Auditd	ata Bridge Setup	×
-	Installing NOAH 4 (optional)	
	🦰 Auditdata Bridge Setup	×
	Noah 4 installation options	
	<ul> <li>✓ Install Noah 4</li> <li>✓ Install Noah 4 basic modules</li> </ul>	
		Install Abort

- 3. The installation wizard will now guide you through the installation procedure.
  - Follow the instructions on the screen.

🙀 Auditdata Bridge Setup	- 🗆 X
	Welcome to the Auditdata Bridge Setup Wizard
	The Setup Wizard will install Auditdata Bridge on your computer. Click Next to continue or Cancel to exit the Setup Wizard.
	Back Next Cancel

🛃 Auditdata Bridge Setup	-		$\times$
End-User License Agreement Please read the following license agreement carefully			
Bridge TERMS AND CONDITIONS Welcome to Bridge			^
THIS LEGAL AGREEMENT BETWEEN YOU AND Auditdata YOUR USE OF THE <b>Bridge</b> PRODUCT, SOFTWARE, SERVI WEBSITES (COLLECTIVELY REFERRED TO AS THE "SERVIO IMPORTANT THAT YOU READ AND UNDERSTAND THE F TERMS. BY CLICKING "AGREE," YOU ARE AGREEING THA TERMS WILL APPLY IF YOU CHOOSE TO ACCESS OR USE	CES, AI CE"). IT OLLOV AT THES	ND TIS VING SE	~
Print Back Nex	t	Can	cel

😥 Auditdata Bridge Setup	_		×
<b>Destination Folder</b> Click Next to install to the default folder or click Change to choose	another.		
Install Auditdata Bridge to:			
C:\Program Files (x86)\AuditData AS\ Change			
Back Ne	ext	Cano	el

🕼 Auditdata Bridge Setup	-		×
Ready to install Auditdata Bridge			
Click Install to begin the installation. Click Back to review or change installation settings. Click Cancel to exit the wizard.	any of yo	bur	
Back Install		Cano	cel

🖟 Auditdata Bridge Setup	—		×
Installing Auditdata Bridge			
Please wait while the Setup Wizard installs Auditdata Bridge.			
Status: Copying new files			_
Back	Next	Cano	el



4. The installation is now finished. As part of the integration, *Bridge* can now be launched from *Manage*.

## **3 Getting Started**

#### 3.1 Launching Bridge

1. To start Bridge, log into Manage

Auditdata	
ENGAGE - MEASURE - MANAGE - DISCOVER Streamline your customer Journey	Sign in to Auditdata Enter your details below © Logn*
SCHEDULE A DEMO	EPERENOIS <sup>*</sup>

- 2. On the Lets get started screen, you have two options to access patient information:
  - (A) from the Patient tab on the left
  - (B) using the Create and manage patients tile



- 3. Select a patient by typing in the Patient Number
  - Tap Enter on your keyboard to initiate search
  - To clear the search criteria, use the Cancel button in the toolbar

	Lets get started	Patient	Information	×		
Scheduler	Exit Save/Exit Sav		Change Delete	Bridge	Audiograms Attachmen	nts
읍 Patient	Summary	Patient Number	с*		Please select a patient.	
<b>E</b> Sales	Details Contact	Demographie	CS			
Ð	Funding					
A/R	Documents					

Alternatively, use the **Search** tool to find your patient by any relevant personal information (last name, phone number etc.)

• Click the button All Patients to search through the list of available clients

	Patient				
Active O	-	<b>v</b>			
Last Nar	ne:				
Phone N	lumber:				
HSP Elig	jibility ID:				
Docume	nt Number:				
Keyword	I Search:	:			
<u>A</u> ll Pa	tients Sca	a <u>n</u>	<u>S</u> earch	Ca <u>n</u> cel	
Patient N	ame		Phone	Date Of Birth	Loc
			FIIOIIC	Date Of Difti	200
100005				Date Of Ditti	200
100005 100000	17 M T				
100005 100000 1291	and a little of		1040-011	01/01/1950	TM1
100005 100000 1291 1030	an an International National Sector Sector				
100005 100000 1291 1030 1254	an an Index Control (Sector) Internet Control (Sector)		1040-011	01/01/1950	
100005 100000 1291 1030 1254 1255	an an Antonio Antonio Antonio Antonio Antonio Antonio Antonio Antonio		00-40-011 2010-011	01/01/1950 08/07/1939	TM1
100005 100000 1291 1030 1254 1255 1261	an an Index Control (Sector) Index Control (Sector)		1040-011	01/01/1950	
100005 100000 1291 1030 1254 1255 1261 1329	anian Mediatriken Mexer (bebelania) Mexer (bebelania) Mexer (bebelania) Mexer (bebelania)		00-40-011 2010-011	01/01/1950 08/07/1939 09/21/1986	TM1
100005 100000 1291 1030 1254 1255 1261 1329 1335	an an International Antonio International Antonio International Antonio International Antonio International Antonio International Antonio		00-40-011 2010-011	01/01/1950 08/07/1939 09/21/1986 10/28/1978	001 099
100005 100000 1291 1030 1254 1255 1261 1329 1335 1352	on on the system the system		00-40-011 2010-011	01/01/1950 08/07/1939 09/21/1986 10/28/1978 08/13/1954	001 044
100005 100000 1291 1030 1254 1255 1261 1329 1335 1352 1337	en on text y class ritecer (beder(bete) species), class, classes), class, classes), class, record, by text (beter text), text (beter text), text), text, text), text, tex		00-40-011 2010-011	01/01/1950 08/07/1939 09/21/1986 10/28/1978 08/13/1954 05/16/1968	TM1 001 099 044 010
100005 100000 1291 1030 1254 1255 1261 1329 1335 1352 1337 1242	en or des en la des la des des en la des la des des en la des des la des la des des la des des la des la des la des des la des la des la des la des la des des la des la des la des des la des		00-40-011 2010-011	01/01/1950 08/07/1939 09/21/1986 10/28/1978 08/13/1954 05/16/1968 02/27/1995	TM1 001 099 044 010 044
100005 100000 1291 1030 1254 1255 1261 1329 1335 1352 1337 1242 1331	en en esen et den en esen d'andre (andre) esen et den de lander esen et den esen esen est esen est esen est esen esen esen esen esen esen		00-40-011 2010-011	01/01/1950 08/07/1939 09/21/1986 10/28/1978 08/13/1954 05/16/1968 02/27/1995 10/30/1985	001 099 044 010 044 001
100005 100000 1291 1030 1254 1255 1261 1329 1335 1352 1337 1242 1331	en en esere d'antes esere d'antes eseren d'antes eseren d'antes eseren d'antes eseren d'antes eseren d'antes eseren d'antes eseren d'antes		00-40-011 2010-011	01/01/1950 08/07/1939 09/21/1986 10/28/1978 08/13/1954 05/16/1968 02/27/1995 10/30/1985 12/20/1935	TM1 001 099 044 010 044 001 044

4. After the Client is selected and their data is loaded into Manage, the **Bridge button** becomes active and the deskop app can be launched

	Lets get	started			Adam			×			
Cheduler	X Exit S	Cave/Exit	<b>S</b> ave	(X) Cancel	+ Add	/ Change	Delete		<b>F</b> idge	<b>G</b> Audiograms	U Attachments
Patient	s	Summary		Patien	t Numbe	r. *			1019Q	Mr. Adam	-
<b>E</b> Sales		Details Contact		11/	ographi 21/1936 9-223-33			84Y	r		
€ A/R		Funding ocuments			141						

- 5. Upon clicking the launch button, a dialogue will appear requesting permission to open the app. **Open Auditdata Bridge** to proceed
  - Check "Always allow..." to only show the dialogue once

Open Auditdata Bridge? https://auditdataoneui-qa.auditdata.app wants to o	
	Open Auditdata Bridge Cancel
Bridge	
Copyright @ 2021 Auditdata A/S, Denmark	Auditdata

#### 3.2 Customizing Settings

Only users with administrator rights can change Configuration settings.

To make adjustments, go to **Tools > Configuration**. Here you can customize the following:

- Specify Country and Region
- Select which fields will be shown on the Client Dashboard
- Enable/disable editing of old Noah actions

Configuration			
Plonten	Configuation of client overview setti	ngs	
System	The following checkboxes indicate wh	nether the relevant fields are shown on the client dashboard.	
Clients	Reset to default		
Elient Overview	Main Personal Information Gender	Address Address Line 1	
	V Title	Address Line 2	
	<ul> <li>First Name</li> <li>Middle Name</li> </ul>	Address Line 3 City	
	Last Name	Post Code	
	Date of Birth	Province	
	SS Number Occupation	Country Client Picture	
	Comment		
	Contact Information		
	Email	Work Phone Mobile Phone	
	Home Phone	Vioblie Phone	
	Insurance Group	Insurance	
		Insurance Policy	
	Primary Assignments		
	Office	Acoustician	
	Physician Physician / G.P.	Referral	
	_		
L			Close

When finished, click Close. Restart Bridge to apply the changes.

#### 3.3 Viewing Client Data

Upon launching Bridge, the connector app will open the Client Screen.

🔨 Auditdata Bridge	Mr. Adam X Clinic Tasks
File Tools Help	
Mr. Adam         Session History         A           Date of Birth         11/21/1936         03/23/2021         03/23/2021           Mobile Phone         1         Image: Comparison of the second sec	
Modules           Image: Second state sta	B
Client Data Diagnostics	D Verification
Born 11/21/1936 (84 years old) 73 Clark Drive Kitchener Contacts: Home Phone: 519-223-3365	peech Audior 3/23/2021 17 Deech Right Left
Status 🕐	Current User: yana yana

Here you can view:

- Session History (A)
  - All actions for the selected client with icons representing a certain action
- Installed Modules (B)
  - Journal, Audiogram and Questionnaire modules are pre-installed
  - Other Noah modules need to be installed separately
- Personal Data (C)
  - Detailed personal information on a specific client
- Diagnostics (D)
  - Measurements for any previously conducted audiometry tests (Pure Tone and Speech).
- Verification (E)
  - Real Ear Measurements cannot be viewed from the Audiogram page within Manage and must be viewed within Bridge

#### 3.4 Working with Audiograms

In Bridge, you can perform a wide range of Pure Tone and Speech tests as well as fitting verification measurements, using the Primus module or any other measurement module.

- Measurement modules have to be installed separately.
- The Audiogram module can only be used to edit existing Noah audiograms.
- Supported audiogram formats: 500, 502.

The workflow described below will essentially be the same for all measurement modules.

#### Create an Audiogram

To do so:

1. Launch the corresponding module by clicking its tile in the Modules section

Auditéria Bridge		Mr. Adam 👘 🗙 Clinic Tasks
ille Tools Help		
We Adam Initiation         Secolar History           Otra of Birm         11/20/3084           July         Image: Control of Con	() Primus	
Control Contro	Reported D(S)2021 15:59-yeary reform D(S)2021 15:59-yeary reform D(S)20	Verification
nor 🕑		Carriert Uter, ya

- 2. Run a hearing test and record your measurements in the module
- 3. Save

The saved audiogram becomes available in the Manage system.

#### View the Audiogram in Manage

All audiometry data created and saved in Bridge for Pure Tone and Speech tests can be viewed and printed from Manage.

The process is as follows:

1. Go to the Patient screen and click the **Audiograms** button on the toolbar. For more information on how to access the Patient screen, view <u>Launching Bridge</u>



2. Navigate the list and click Select to open the audiogram

Date	Specialist	Hearing Loss Left	Hearing Loss Right	Outcome Left
04/05/2021	Carl Stevenson			Aidable
04/05/2021	Carl Stevenson			
04/05/2021	Carl Stevenson			
03/23/2021	Bernard Sho			Aidable
03/23/2021	Bernard Sho			
03/19/2021	Bernard Sho			
03/18/2021	Adam Luke			
03/18/2021	Adam Luke			
03/18/2021	Adam Luke			Aidable. Use Professional Discretion
08/28/2019	Carl Stevenson			Aidable
		III		

3. Use the Print option to create a Print report

Audiogram													$\left[\times\right]$
Patient Number Patient Name: Date Of Audiogr Pure Ton Right Ear	ram:	101 Adam 04/05/202 Speech 500	1	edance 1000	Note:	5 2000	3000	Locat Speci		<ul> <li>This</li> <li>Carl Stee</li> <li>\$000</li> </ul>	Head C	C Other C Office PTA2	Clinic
Air Masked/Level No Response	20	30		40		50		60			40	37	Transducer Test Reliability
Bone Masked/Level No Response	20	25		35		40		50			33	30	L:
Left Ear	250	500	750	1000	1500	2000	3000	4000	6000	8000	PTA1	PTA2	L:
Air Masked/Level No Response	20	35		45		55 		60			45	38	Anomalies     R:     L:
Bone Masked/Level No Response	20	30		40		55 		65			42	40	NAL       Total %:       Age %:
Outcome R: Aidable L: Aidable	R: Aidable Right Ear												
<u>P</u> rint		Delete									<u>C</u> ontin	ue	Ca <u>n</u> cel

4. The PDF report will be generated and automatically downloaded to your PC



#### 3.5 Managing Journal Entries

The Journal Module allows for simple and straightforward clinical record handling. All entries added in the module become instantly available in Manage, keeping your records safe and accessible round-the-clock. Whenever required, you can also print hard copies from Manage.

NOTE: journal entries created in Bridge can only be edited in Bridge or deleted from Bridge.

Journal entries can either be created manually or using templates.

#### Create a journal entry

To add a journal entry:

1. Open the module from the *Modules* section.

odules			
Audiogram	Questionnaire	Journal	() Primus
Module	Module	Module	

- 2. In the Journal Module dialog, click Add ( 😛 ).
- 3. Create your entry by either manually entering information or using a template.

Date 06/10/2021 15 Subject Otoacoustic emissions (OAES)	
Journal Text:	
Tahoma • • A • • B / U A A I ⊟ Ξ Ξ Ξ = ୭ @ 🐂 🐰 🖺	Templates 👻
Assessment of the hair sell function in the cochlea	Manage templates
	Hearing aids fitting follow-up
	Otoacoustic emissions (OAES)

4. If required, attach files in the respective section. *NOTE: attached files will not be available in Manage.* 

Attached Files:	
	0°
	U

5. Click **Save** . Upon saving, your entry will be listed among other entries on the left.

#### 📎 Journal Module

Journal Entries	¢	×
Enter text to find All Manufacturers	Q	8
Journal 09/Jun/2021 Otoacoustic emissions (O	AES)	
Journal 09/Jun/2021 Immitance testing		

6. Use the Print control 👝 if you need to print one or all entries



#### Create an entry template

To create a template, in the Journal Module dialog:

- 1. Go to Templates > Manage templates
- 2. In the pop-up that opens, click Add on the right
- 3. Enter the subject and text. Apply the required text formatting using the text editor. On **Save**, the template becomes available for further use.

🌮 Journal Module
Settings
Subject
Trebuchet MS • 12 • A • • B / U A A 🗄 🗄 🚍 🚍 🚍 🔊 🥐 ங 🔏 📇

#### Access an entry from Manage

The process is as follows:

1. Go to the Patient screen and click the **Notes** button on the toolbar. For more information on how to access the Patient screen, view <u>Launching Bridge</u>



2. To print ONE journal note, select the note and click **Select**. To print all notes, use **Print**.

Notes			<sup>R</sup> ∑
	Notes	View All Deleted	
	Date	Description	414
		Unassigned	
Ð	06/09/2021	Otoacoustic emissions (OAES)	
Ð	06/09/2021	Immitance testing	
Ð	06/09/2021	3-month follow-up	
Ð	06/09/2021	Hearing sensitivity testing	
₽	06/09/2021	Yearly examination report	
	Add	Print Template Select	Continue

3. You can view your notes before printing from the View All tab.



#### 3.6 Running Bridge in Offline Mode

With the offline mode, Bridge enables audiology clinics to be more flexible when delivering quality care to their clients.

No active Internet connection or access to Manage is required. The clinic staff can create medical records and measurements on site. Then return to the clinic, launch Bridge from Manage and sync their client data to the cloud.

NOTE: before Bridge can be launched in the offline mode, it must first be run from Manage.

After a Bridge user is identified by Manage, their identity is remembered by the system and the offline mode becomes accessible by default. When starting Bridge locally, no further logging in will be required.

#### Work with client data offline

1. Launch Bridge locally on your PC using the shortcut icon for a nyour desktop or the taskbar. Click **Yes** when prompted to start Bridge in the offline mode.



2. In the top menu, navigate to Client > Create Client or alternatively use the Add Client icon on the left

File	Client	Tools	Help	
	Creat	te Client	1	
: 🖽 (	2			

3. Enter the required personal information. Upon **Save** you will be able to run measurements for the created client.

Personal Data Main Personal	Information	Address	
Gender		Address Line 1	
Title	Mr	Address Line 2	
First Name	FirstName4	Address Line 3	
Last Name	LastName4	City	
Date of Birth	07/22/1980	Post Code	
		Province	
Contact Inform	nation		
Email	client4@gmail.com	Work Phone	
Home Phone		Mobile Phone	

4. For a hearing test, use any of the available measurement modules. Test results will appear on the **Client Screen**.

🦰 Auditdata Bridge			Mr Firs
<u>File</u> <u>Client</u> <u>Tools</u> <u>H</u> elp			
<b>*</b> .			
Mr FirstName4 Last Date of Birth 07/22/1980 Mobile Phone	Session History 06/23/2021		
Modules Audiogram Module	Questionnaire Module	Journal Module	IS
Client Data Mr FirstName4 LastName4 (Client) Born 07/22/1980 (40 years old) Male Contacts: Email: client4@gmail.com	n	Diagnostics           Pure Tone           06/23/2021 12:27 - yy	Speech Audiogram 06/23/2021 12:27 - yy

#### Sync offline data to Manage

Now after you are back online, you need to synchronize the data you created with the cloud database.

Follow this process:

- 1. To start Bridge from Manage, navigate to the **Patient tab > Patient Information** and open the data for any patient. Once Bridge is available (*the Bridge icon becomes active*), it can be launched. For more information, see <u>Launching Bridge</u>
  - Upon launch, you will get a syncing notification. When you agree to syncing, client data will be synced automatically.

C Information	X
This PC contains files (client data) crea files and moving them to the online da	ited offline. We recommend syncing these atabase. Initiate syncing?
	Yes No



2. Should you skip the syncing prompt (*opt for "No" in the screen above*), you can also sync clients manually from the **Clinic tasks** tab.

Offline Clients			
Sync to server	Clear History		
Client Name	Home Phone	Prepared	Changed locally
Mr FirstName4 LastName4		Created locally	🖌 🗸 🗸

3. To view synchronization history, click History.

C Offline Client	s Synchronization History		X
ID	Started	Finished	Count
000000143	6/23/2021 12:40:18 PN	6/23/2021 12:40:21 PN	1
00000142	6/23/2021 12:04:41 PN	6/23/2021 12:04:44 PN	1
00000130	6/18/2021 12:28:13 AN	6/18/2021 12:28:15 AN	1
000000129	6/18/2021 12:20:32 AN	6/18/2021 12:20:36 AN	5
			Close

- 4. After the client data is synced, you need to perform data reconciliation in Manage.
  - Patient reconciliation is required to make sure that uploaded data is causing no conflicts and there are no duplicate records for the same client.
  - There are two options: Auto reconciliation and Manual reconciliation.

#### Auto reconciliation

Auto reconciliation is the default option to use. It is recommended for faster data verification. If no conflicts are found, it means that all data was uploaded successfully and is securely stored online.

In case uploaded client data is causing conflicts, you will be guided through the process of manual reconciliation.

For auto patient reconciliation:

- 1. Go to Utilities > Noah Integration > Auto NHAX Reconciliation
  - NOTE: only users with import permissions are able to run reconciliations.

Reports	Rename A Single Hearing Specialist	
	Rename A Single Vendor	
<b>දිදිදි</b> System	Rename A Single Funding Source	Noah Audiogram Inquiry
*	Merge Patients	Import NHAX File
Utilities	Personal Data Export	Auto NHAX Reconciliation 2
	Adjust Invoice Details	Manual NHAX Reconciliation
? Help	Noah Integration 1 +	Export NHAX File

- 2. On the Auto NHAX Reconciliation tab:
  - Click the Search icon
     The search icon
     to open the list of syncing transactions
  - Select the needed transaction and click Select

Ħ.	$\times$ $\triangleright$					
heduler	Exit Continue					
ā	Import Trx Numb	er:		1		
읍 atient						
attent	Trai	nsaction Numbe	r			л И
m						
<b>And Sales</b>			S	tarting Date:	06/01/2021	
Sales			E	nding Date:	06/23/2021	
Ð		Trx Number	Date	Time	User Name	Records 4
A/R	2	000000143	06/23/2021	12:40:20	yana yana	1
		000000142	06/23/2021	12:04:43	yana yana	
G		000000141	06/23/2021	11:51:56	Simply Hearing Administrator	=
A/P		000000140	06/23/2021	11:47:48	Simply Hearing Administrator	
		000000139	06/23/2021	11:09:28	yana yana	
мл		000000138	06/23/2021	11:08:21	yana yana	
		000000137	06/18/2021	13:53:01	Simply Hearing Administrator	
Ø		000000136	06/18/2021	13:39:43	Simply Hearing Administrator	
Ø		000000.00		40.04.54	Simply Hearing Administrator	1
Ø	-	000000135	06/18/2021	12:01:51	Simply Rearing Automistrator	
(Control of the second			06/18/2021 06/18/2021	09:30:36	Simply Hearing Administrator	
		00000135				
ventory		000000135 000000134	06/18/2021	09:30:36	Simply Hearing Administrator	

3. Upon successful reconciliation, you will be notified with the corresponding message.

Information	$\left(\right)$
Message:	NHAX import successfully completed.
	Details
	<u>O</u> k

- 4. There can be a few reconciliation scenarios:
  - A new client record will be created when there are no similar entries (1) or a client with the same name but a different date of birth (DOB) already exists in Manage (2).
  - If a client with the same name and same DOB already exists in the online database, **data will be merged** and new audiograms will be added to an existing entry.
  - If there are several clients with the same name and same DOB, you need to resolve conflicts manually see <u>below</u>.

#### Manual reconciliation

If during auto reconciliation Manage found conflicting entries, you will be notified that manual reconciliation is required meaning that all data conflicts need to be looked into separately and solved one by one.

1. When you see the following message, click **OK** to proceed.

Information		X
Message:	NHAX import successfully completed. Please review patients which need to be manually reconciled.	1
	<u>O</u> k	

2. Manage will open the list of patients that are causing conflict. Select a patient and click the vertical ellipsis icon : for more information.

	Lets get started	FirstName4 LastName4 X Manual NH	HAX Reconciliati 🗙		
Scheduler	X X C Exit Cancel Refresh				
2 Patient	Seq	ID First Name 11 FirstName4	Last Name LastName4	DOB 07/22/1980	Reconcile 41+
<b>E</b> Sales					

3. On the *Reconciliation table* choose the patient whose data you want to merge with uploaded patient. Use the **Match** option to start merging. To create a separate patient entry, click **New Patient**.

NHAX Rec	conciliation					
Title: First Nai Last Nai Address Address Address City: Prov/Sta	me: :: ::		Mr FirstName4 LastName4 PostaVZip:	Gender: Date Of Birth: Home Phone Number: Work Phone Number: Mobile Number: Email Address:	Male 07/22/1980	Age: 40Yr 11M
Rank 1 1	Patient 14624 14642	Title Mr Mr.	First Name FirstName4 FirstName4	Last Name LastName4 LastName4	Address 1	41×
	ew Patient		Match Search			► Ca <u>n</u> cel

4. A clear Conflict table will indicate that all conflicts have been resolved.

	Lets get started	1	FirstName4 LastName4	×	Manual NHA	X Reconciliati 🗙	
Cheduler	X X	C Refresh Us					
읍 Patient	Seq	ID	First Name			Last Name	
<b>E</b> Sales							

- 5. After a client entry is created in Manage, you can find their data using **Search** on the **Patient** screen. For more information, see Launching Bridge
  - NOTE: it might take some time for the audiograms of this patient to become available for viewing.