



Susan K. Wilson, Director  
700 Summer St NE • Suite 320  
Salem, Oregon 97301-1287

Phone (503) 378-8667

TTY (503) 373-2114

Fax (503) 370-9004

Web site [www.oregon.gov/OHLA](http://www.oregon.gov/OHLA)

E-mail [ohla.info@state.or.us](mailto:ohla.info@state.or.us)



## Advisory Council on Hearing Aids

### Regulatory Requirements

Athletic Trainers

Barbers

Body Piercing Technicians

Denturists

Direct Entry Midwives

Electrologists

Environmental Health Specialists

Estheticians

Hair Designers

Hearing Aid Specialists

Nail Technicians

Permanent Color Technicians

Respiratory Therapists

Tattoo Artists

Waste Water Specialists

Board of Athletic Trainers

Board of Cosmetology

Board of Direct Entry Midwifery

Board of Denture Technology

Environmental Health Registration Board

Respiratory Therapist Licensing Board

Advisory Council on Hearing Aids

Advisory Council for Electrologists, Permanent Color Technicians & Tattoo Artists

## Client Record Requirements

The following requirements for recording and retaining client records are specified in Oregon Administrative Rules (OAR) 331-640-0060. For the purpose of clarifying record keeping requirements, the term "client" as used in rule means the individual who is a consumer, purchaser, potential purchaser or hearing aid wearer.

### Required Records

Licensees must record, update and maintain documentation for each client relevant to health history, clinical examinations and treatment, and financial data. Documentation shall be written or computerized.

- Client's name
- Client's address
- Client's telephone number
- Client's dates of service
- Record of the technical specifications of hearing aid(s) issued by a manufacturer
- Client's health history relevant to hearing evaluation or fitting of aids
- Client referral from physician (if any)
- Identification of any conditions that would require referral to a physician licensed
- "Waiver of Medical Opinion Form" (if any)
- Client's clinical examinations
- Client's treatment plan
- Client's financial data
- Client audiograms
- Client tests results
- Client verification tests
- Copy of the "Statement to Prospective Purchaser"
- Client's signature and date
- Copy of the "Right to Rescind" a Hearing Aid Purchase
- Date and description of services rendered in the form of "chart notes," including any complications
- Recorder's initials
- Licensee's license number
- Licensee's professional title if multiple practitioners provide service to the client

More →



## Advisory Council on Hearing Aids

Regulatory Requirements

*Continued* \_\_\_\_\_ *Page 2*

### **Client Record Requirements, including chart notes**

#### **Record Format**

Records and documentation must be accurate, complete, and legible, typed or recorded using ink. Legible hand-written or electronic records are acceptable.

#### **Record Identifiers**

Client records listed in subsection (1) of the rule, must include the licensee's name, license number, professional title or abbreviation, and signature or initials somewhere on the documentation as a means of identifying the person who is providing service to the client. This information may be affixed to the record(s) in the form of a professional stamp or handwritten entry.

#### **Record Retention**

All client records and documentation, written or archived electronically by computer, must be stored and maintained for a minimum of seven years after the licensee has last seen the client or past the age of minority, so that the records are safeguarded, readily retrievable, and available for inspection by the Oregon Health Licensing Agency's representative.