SHOEBOX
AUDIOMETRY



SHOEBOX® Consult

Quickstart Guide

Introduction

Welcome to SHOEBOX® Consult! This quickstart guide will help you get up and running so you can quickly and easily conduct your first appointment.

Once you're set up, we recommend taking a look at our comprehensive SHOEBOX Help Center website to learn all the capabilities of your system at help.shoebox.md

If you have any questions about SHOEBOX, please contact support@shoebox.md

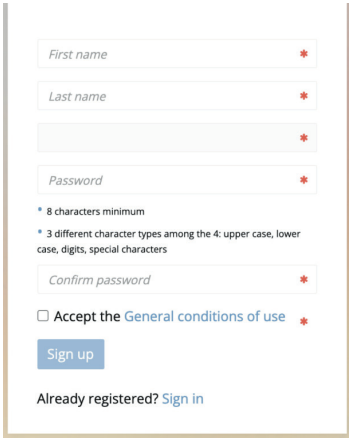
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EXT-53 1.0 2022/07

Create Your Account

1. Click on the invitation that was sent to you via email by the administrator or support team
2. Enter your first and last name
3. Create a password according to the security conditions, and confirm your password
4. Accept the terms of use and sign in



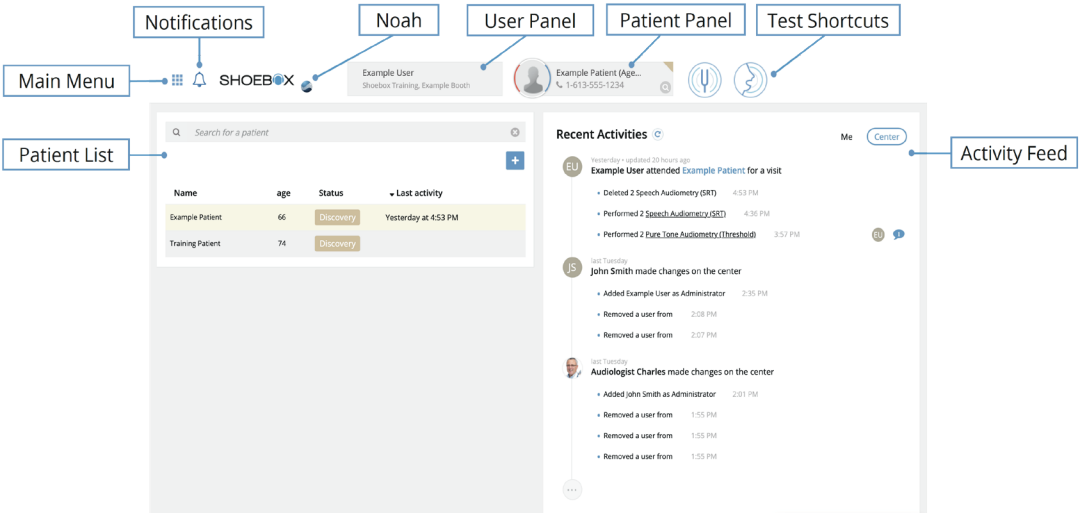
Before You Begin...

After logging in to SHOEBOX Consult, Chrome will open three separate pop-ups to ask for microphone, webcam, and storage permissions. You will need to click **Allow** on all three of these permissions in order to use the platform without any errors.

Important!

SHOEBOX Consult is **only supported by Google Chrome**. You must use Google Chrome every time you access and use SHOEBOX Consult.

The Patient List



When you log in to SHOEBOX Consult, you will land on the Patient List. This screen acts as a hub for all of your testing activity. Take a moment to familiarize yourself with the layout of this page, and refer back to this graphic if you need to identify any key icons or sections while getting yourself set up.

Tip: refer to the full user guide or our online knowledge base articles for details on Noah integration and how to sync patient data between Noah and the SHOEBOX platform.

User and Center Management

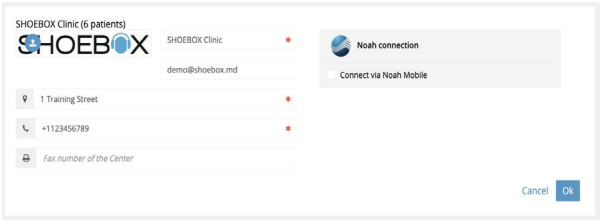
Admin users can access a variety of useful management features on the **Configuration** page, such as adding/editing users & moving between multiple centers.

Clicking the **+Colleague** button 

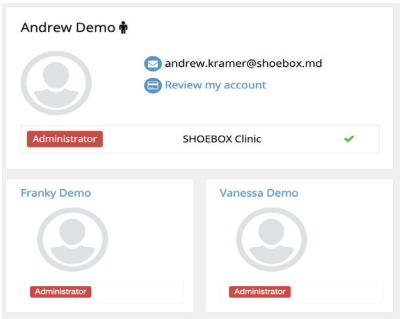
will allow you to add a new user to your center. Enter their email to send them an invite, give them a user role, then click **Add**.



Clicking the **Edit** icon next to your Center's name will allow you to edit your Center's contact information, add a logo, and connect to Noah Mobile.



You can manage and edit the information of both you and other users in your Center using the user panels on the left of the page.



Create a Booth

The first thing you will need to do is create the virtual sound booth that you will be using to test patients. This process is simple and should only take a couple minutes.

1. Click on the **Main Menu** icon  to access the main menu
2. Click on the **Audio Setup** icon  to access to the Audio Setup page
3. Click on the **Plus** icon 
4. Enter a name for your booth
5. Select the hardware that you will be using for each of the five criteria drop-down menus:

- **Monitor Input:** the headphones/speakers used by the clinician to hear presented tones/words

- **Talk Back Input**: the microphone the patient will use to talk to you

- **Talk Forward Input**: the microphone you will be using to talk to the patient

- **Otoscope Input:** the otoscope that will be used on the patient

- **Video Camera:** the video camera used to video conference with the patient

Each of these hardware menus should already contain the pre-installed hardware for each of the above criteria, simply click and select the hardware to enable them in your booth.

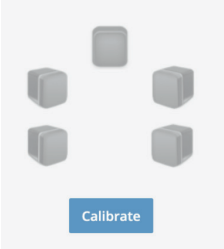
Once you are finished, if your organization **will not be using free-field, proceed to page 10**.

If your organization **needs to set up free-field speakers, proceed to the next page for setup.**

Setting Up Free-Field

If your center is planning on conducting free-field testing, there are a few extra steps you will need to perform before moving on.

While still on the audio setup page, access the free-field calibration menu by clicking on the **Calibrate** button beneath the image of the free-field speakers on the right.

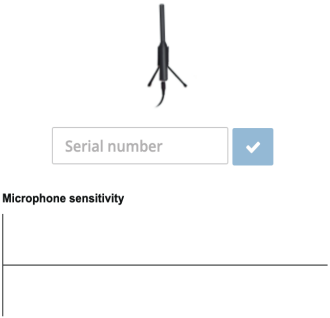


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Step 1: Microphone

a. Enter the serial number of your microphone into the **Serial Number** bar on the left of your screen

b. Click on the **Checkmark** icon ✔



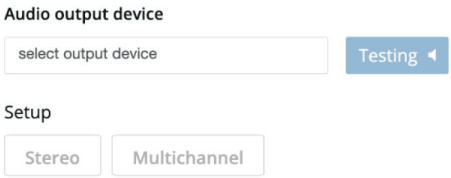
Step 2: Output

a. Select your speaker from the **Audio Output Device** drop-down menu

b. Select your booth configuration under **Setup**: stereo for two speakers, or multichannel for five speakers

c. Position the microphone vertically at the same level as the middle of the patient's head inside the booth

d. Click on the blue **Testing** button to test the signal. If successful, the test will automatically move to the next step



Step 3: Amplifier

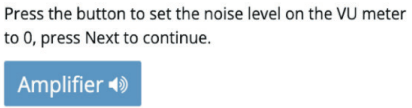
Note: To skip this step click on "Do not change amplifier volume"

a. Click the blue **Amplifier** button

b. Set the amplifier level until the needle of the VU-meter at the bottom left reads zero

c. Wait for a few seconds at level zero and you will automatically be prompted to the next step

d. Take note of the amplifier volume once set and **do not change it**



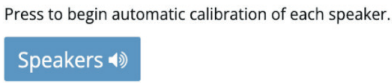
Warning!

Increasing the amplifier level could cause your patient permanent auditory damage by potentially exposing them to very high sound intensities.

Step 4: Broadband

a. Click the blue **Speakers** button to begin the automatic calibration of each speaker

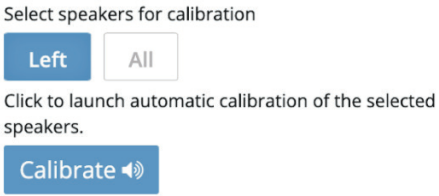
b. You will automatically be prompted to the next step upon completion



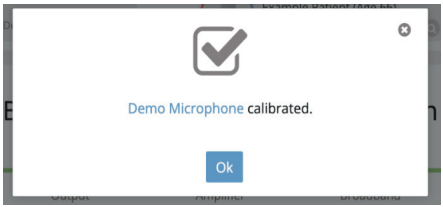
Step 5: Pure Tone

a. Select the speaker to perform pure tone calibration on, **Left** or **All**

b. Click the **Calibrate** button to begin the automatic calibration process of the selected speakers



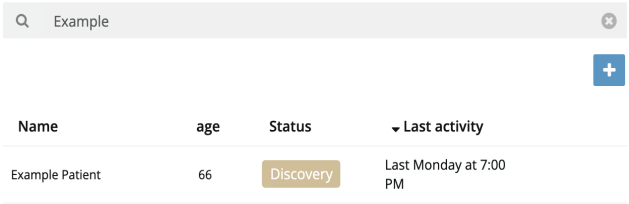
Once the calibration process is complete, a message will appear indicating that your booth is now calibrated. Click **OK** to finish the process.



Add or Select a Patient

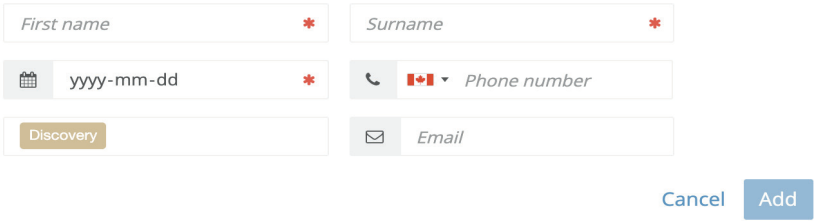
Once your booth has been set up, you're ready to start testing. You will first need to create a new patient, or select them from your patient list if they are an existing patient.

1. Click on the search bar and type in the name of the patient. If the patient already exists, click on the patient's name in the patient list to access their patient information, then proceed to the next section on page 8.



   If they do not appear in your patient list, proceed to step 2.

2. To add a new patient, click on the **Plus** icon + and fill in the required fields, then click the **Add** button when done.



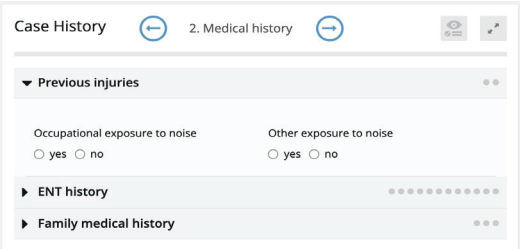
Case History

Once the video connection with the patient has been established, remain on the Patient Folder page to create a case history for the patient.

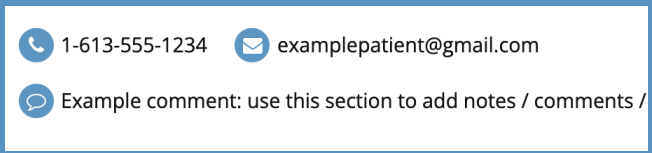
1. Click on the **Folder Navigator** button in the bottom right corner of the page to open the Folder Navigator

2. Click on the **Case History** button to create a Case History section in the current patient's folder

3. Fill in the Case History sections using the optional questionnaires. Clicking the **Eye** icon will filter this section to only show answered fields

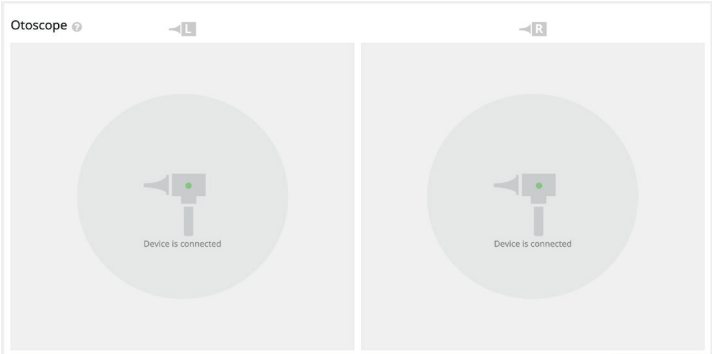


Tip: if you only need to capture a brief case history, use the comments section in the patient's folder.



Otoscopy

1. Click on the **Main Menu** icon to open the Main Menu
2. Click on the **Otoscopy** icon to start an Otoscopy session
3. Select an ear to start with by clicking on either L or R
4. Carefully insert the speculum into the patient's ear
5. Once the patient's eardrum is in view, click on the **Capture** button Capture to capture an image
6. After capturing the images, use the on-screen tools to crop and save them. Be sure to click the **Save** button Save to save the image before navigating away from the page



Pure Tone Test

1. Click the **Pure Tone Test** icon  in the top right corner of your screen
   Note: by default, you will be testing the right ear first, indicated in red on the audiogram

2. Press **Space** on your keyboard, or use the **Play** icon  on the manual testing panel, to present a tone at the desired frequency and intensity

3. Instruct the patient on how to indicate if they heard a tone (i.e. push a button, raise their hand, verbal confirmation, etc.)

4. To change the sound intensity (dB HL), press the **Up/Down Arrows** on your keyboard or click on the **Up/Down Arrow** icons 

5. To change the frequency (Hz), press on the **Left/Right Arrows** on your keyboard or click on the **Left/Right Arrow** icons 

6. To save a threshold, click on or press **Enter** on your keyboard

7. To delete a threshold, click on  or press **Delete** on your keyboard

8. Once you have finished testing the patient's right ear, press the **L** key on your keyboard to switch to the patient's left ear

9. Repeat steps 2 to 7 then click on **Save** when finished

Switching to Bone Conduction

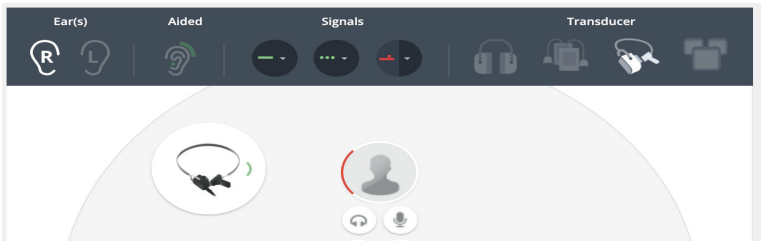
To quickly switch between your installed transducers during a test, simply press the **Tab** key on your keyboard.

To switch directly to your bone transducer:

1. Click on the black bar on the top of the test control panel



2. Click on the **Bone Transducer** icon  to switch to bone conduction



3. Repeat the manual testing procedures using the bone transducer

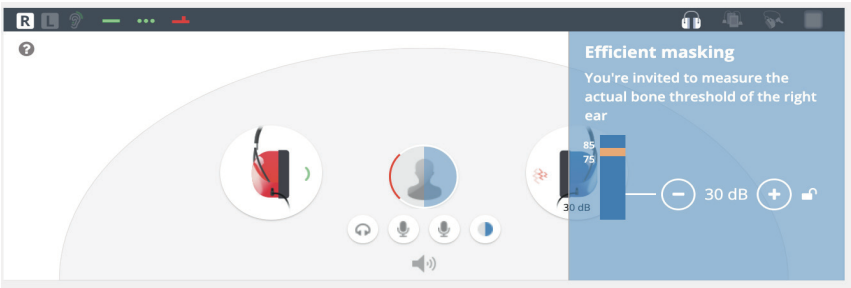
   Note: when testing using bone conduction, a grey area will appear on the audiogram that indicates out of range tones that are not presented to the patient

Masking, Talk Forward, and Talk Back

1. On the test control panel, click on the **Masking** icon or press **M** on your keyboard

2. Click on the **Plus or Minus** icons (see image below) to raise or lower the dB level of the masking manually. Alternatively, you can click the lock icon for guided masking mode

3. Click the right-hand microphone icon or press the **T** key on your keyboard to enable talk foward, and click the left microphone icon to adjust the presentation level for talk back



Visit *help.shoebox.md* for addiontal tips and in-depth info on applying masking

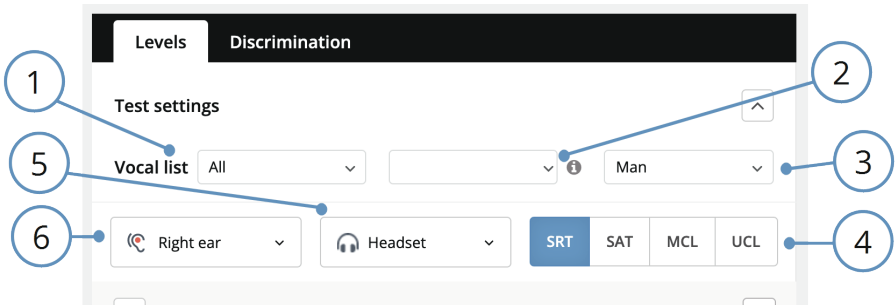
Speech Testing

Click on the **Speech Testing** icon to access the speech testing page.

Setting up a Speech Test

Under the **Levels** tab, configure the speech test's settings before conducting the test.

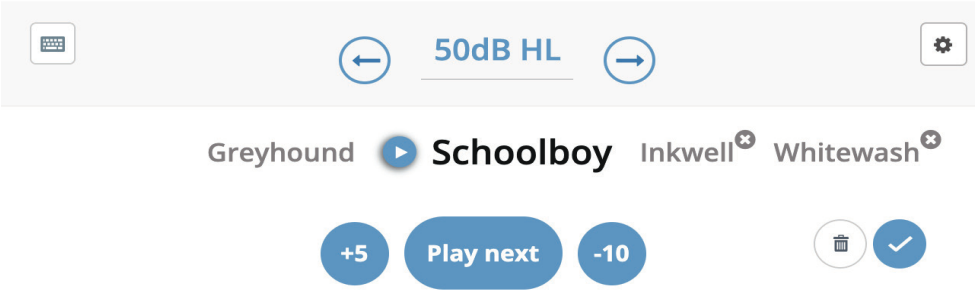
1. Select the language from the drop down menu
2. Select a list type from the drop down menu (i.e. English Spondees)
3. Select a male or female voice type from the drop down menu (if applicable)
4. Select one of the following test types: SRT, SAT, Speech MCL, Speech UCL
5. Select a transducer from the drop down menu
6. Select which ear is being tested, right or left



Conducting a Speech Test

Tip: click on the **Keyboard** icon for a list of helpful keyboard shortcuts

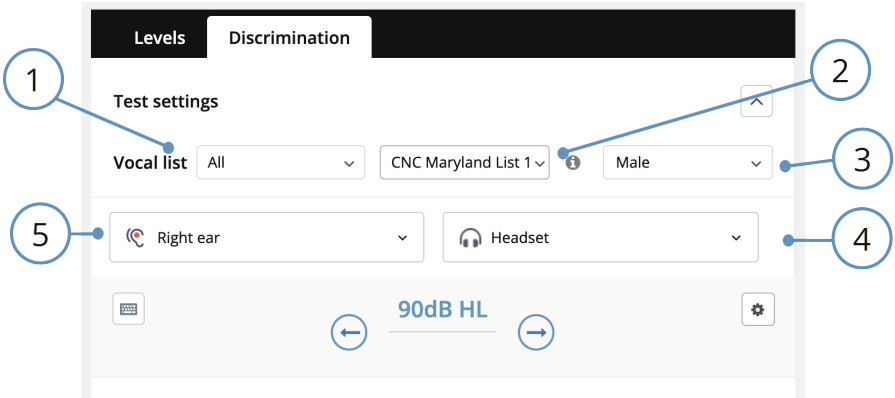
1. Clicking on the blue **Play** button in the middle of the screen will start the test
2. Quickly adjust the presentation levels by using the **+5 or -10** icons, which will automatically play the next word. An upcoming word can be skipped by clicking on the small x icon next to it
3. Manually change presentation levels if required by clicking on the **Right/Left Blue Arrows** 50dB HL
4. To replay a word, click on the **Play** icon to the left of the current word
5. To record the final result, click the **Blue Checkmark**
6. If you need to re-measure, first click the **Trash Can** icon to delete, then proceed with re-measuring
7. Repeat for the other ear



Switching to Speech Discrimination

Click on the **Discrimination** tab next to the levels tab to switch to the discrimination test interface.

1. Select language from the drop down menu
2. Select a list type from the drop down menu
   Note: some default speech lists do not include carrier phrases (i.e. “say the word”)
3. Select a male or female voice type from the drop down menu (if applicable)
4. Select a transducer from the drop down menu
5. Select which ear is being tested, right, left or binaural



The presentation level can be changed by clicking on the **Left/Right Blue Arrows.** 

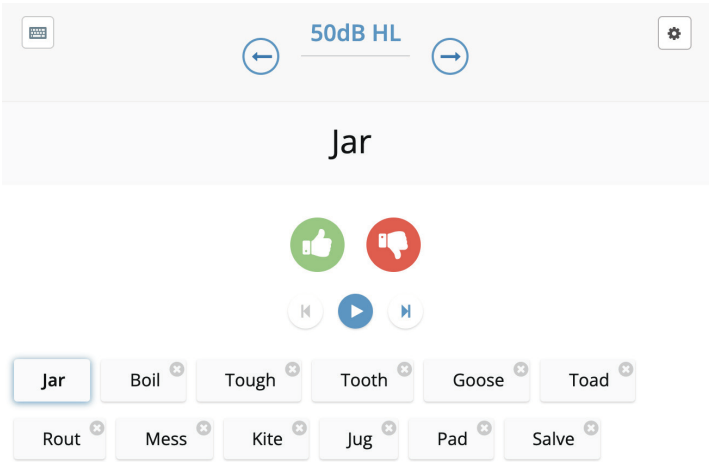
Clicking on the blue **Play** button  in the middle of the screen will start the test.

Clicking on the **Gear** icon  will open the **Step and Auto-Play** menu. Step size can be changed if needed and Auto-Play can be left at the **Levels and Items** default.

Scoring can be done by using the **Thumbs Up** buttons  and the score will be shown below the presentation level.

For multi-phoneme lists, use the  buttons to score the entire word at once.

An upcoming word can be skipped by clicking the small x icon next to it.

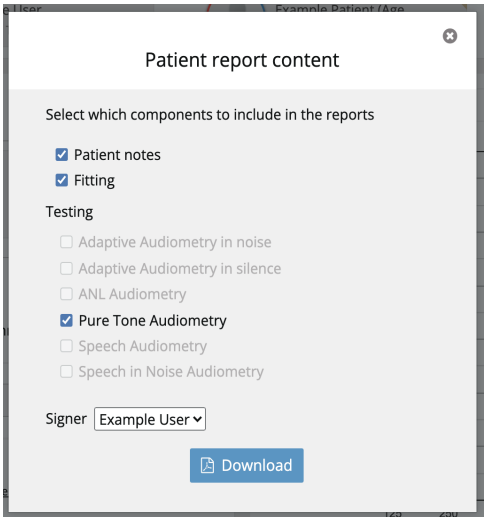


Follow Up with a Report

After finishing the appointment, all of the patient's test results will be available to review in their patient folder. All test results in a patient's folder can be compiled into a PDF report that can then be downloaded and shared as required.

To generate reports from the patient file:

1. Click on the **PDF File** icon to the left of the patient's name
2. Select the components that you want to include in the report
3. Select your name from drop-down menu
4. Click on **Download**



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