

## **Phonak Target 7.2 Target Fitting Software User Guide**

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Target 7.2

### Phonak Target/ALPS User Guide



This guide contains details on using Phonak Target/ALPS available in Phonak Target fitting software. Phonak Target/ALPS allows you to enter data via Phonak Target directly into ALPS. This one-step process avoids duplicate entry and allows you to manage all relevant Lyric fitting and subscription information in an easy way. To use Phonak Target/ALPS, the computer you are using for fitting must have an internet connection.

For every Lyric fitting, Phonak Target will automatically connect you to ALPS. A wizard will guide you through all the necessary steps to complete a successful lyric fitting. Please note that the Lyric device activation code must be entered the first time Phonak Target is launched.

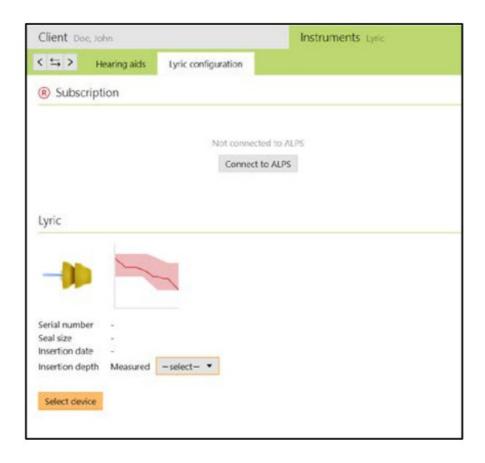
More information is also available under Web Help.

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#### To create a new client in Phonak Target:

- 1. Click on [Instruments] and select Lyric devices in [Hearing aids]
- 2. Click on [Lyric configuration] and click on [Select device] to open the Phonak Target/ALPS wizard.



The ALPS button indicates your current connection status:

- Green connected
- · Black disconnected



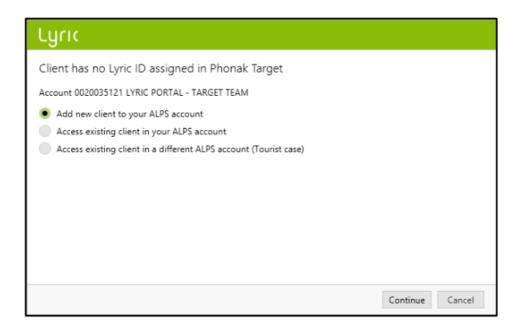
To connect to ALPS, enter your user name and password to log into your Lyric account.

We strongly recommend that you select the [Automatic login] function. This time-saving feature enables you to remain logged into ALPS without the need to reenter your credentials. That only applies if you're not working on a shared workstation.

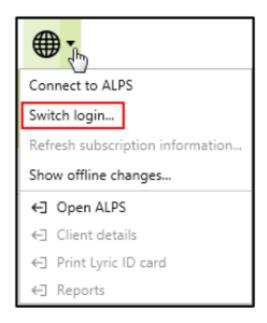
In case you have forgotten your password, click on the link [forgot password] and change it in <a href="https://www.phonakpro.com">www.phonakpro.com</a> directly.



You will be asked to [Add a new client to your ALPS account]. Your account information is shown on this screen, which is very helpful providers working with multiple logins.



In case you don't intend to login with the last login shown, choose [Switch login] under the ALPS button and login with another username.



You can now see the client's first and last name, date of birth and gender as entered in Phonak Target.

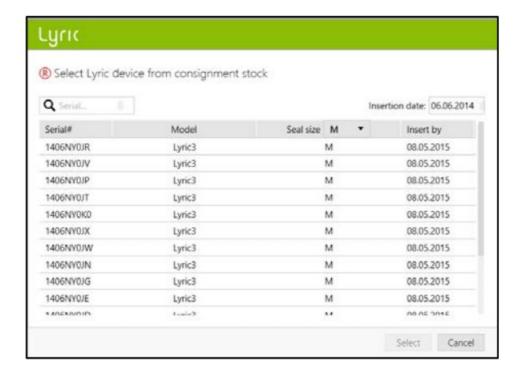
The additional information (date of birth and gender) is optional. You can uncheck [Submit additional information] if you do not wish to transmit this data.

For new clients, you are then asked to confirm that the client understands and gave consent that his/her data will be transferred to Sonova for processing. If the box is not ticked, the fitting cannot continue.

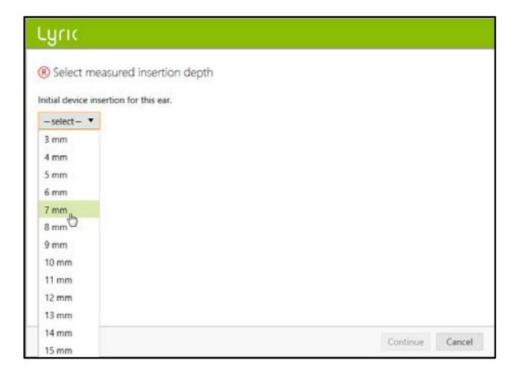


To select the appropriate Lyric device, choose the measured seal size and pick the first device in the list as it is the closest to expiration.

Please note that expired devices can no longer be fit. To return an expired device, use the [device return process] in ALPS, select the serial number and the reason for device return as "expired" and send it back to Phonak.



Select the measured insertion depth.



Choose the subscription duration you want to create for your client. Make sure to click the check box, in case the customer is using Lyric for the treatment of tinnitus.



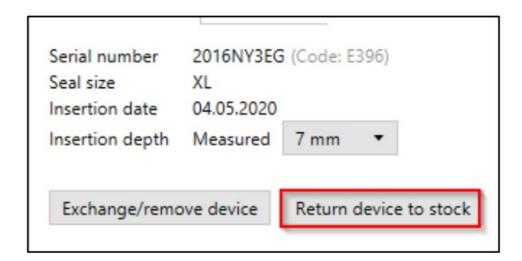
Phonak Target confirms the device selection. You can get [More information] about the subscription in this window or choose [Close]For binaural fittings, you are asked to [Proceed with another side] which leads you directly to selecting another device from your consignment stock.



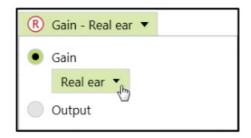
Below the start and end date of the subscription and actual days remaining to the trial end date are shown. It is now possible to extend a trial once for an amount of 10 days. The new end date will then be shown in Target/ALPS.



In case a wrong serial number has been chosen, it can be returned to the stock by clicking "return device to stock".



You have the possibility to choose between Gain (Real ear and Coupler 0.4cc) and Output display (SPL real ear and coupler 0.4cc) when fitting Lyric. Click on the [Output] menu and select your desired output curve display. When selecting the output curve display, you may also choose to show or hide the hearing level and UCL.





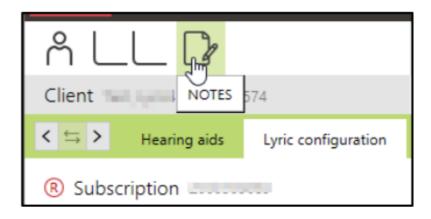
In the event, the achieved insertion depth varies from the measured one both values can be entered in [Fitting]. A warning will be shown if the achieved insertion depth is higher than the measured one.



By clicking [Save to database] at the end of the session, your fitting data will be synchronized with ALPS.



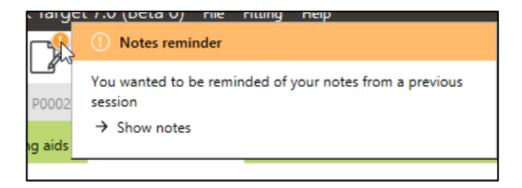
In case you need to have more notes stored around the patient, fill them in on the new notes section.



A new note can be added and Target allows a "remind me again in next session" function.



All notes are then visible under [Client, Notes].



The following reports can be printed from the Print menu:

#### For Professional:

- · Fitting Report
- Lyric Datasheet



#### For Client:

- Hearing Aid Instructions (SoundLync)
- · Communication tips
- · Diary of observation
- Understanding hearing loss



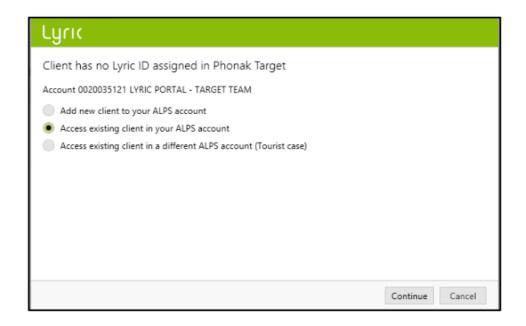
#### The curves reports can be printed as follows:

Choose [Setup], [Reports], [Curve type] and choose between Gain or Output. The selected curve type will then be visible on the curve report.

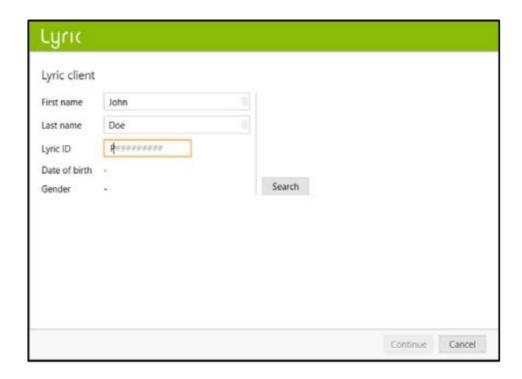
#### Access an existing client in your ALPS account

If the client exists in ALPS but not in Target (or a first access within a satellite office), you can [Access existing client in your ALPS account].

First, create a new client in Noah and enter the client's data. This will be transferred into Phonak Target. Proceed until you reach the screen where you are asked to add or access an existing client.



Enter the correct Lyric ID and/or the first and last names as stored in ALPS.

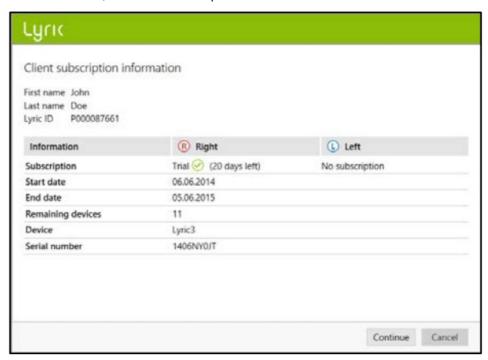


To retrieve the Lyric ID you can open the ALPS portal in a separate browser or obtain it from the printed Lyric ID card. Select search to find P# (Lyric ID).

The Lyric ID has to be entered if you are connecting an existing client for the first time. When opening the session again, you will automatically be connected to the ALPS data.

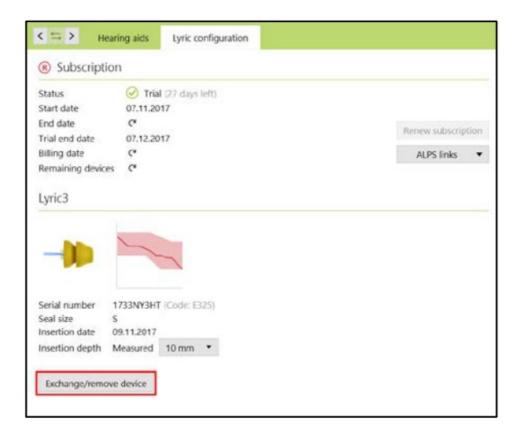
By selecting the search button the P# will populate, if the P# does not populate, this means the patient is not an existing patient or the name does not match the ALPS information.

If the data of the client was found, the client subscription information screen will show all the relevant information.

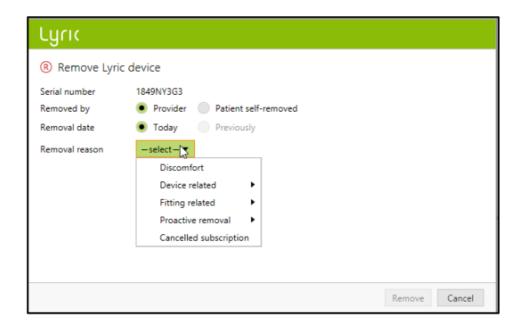


#### **Device exchange (including ear canal observation)**

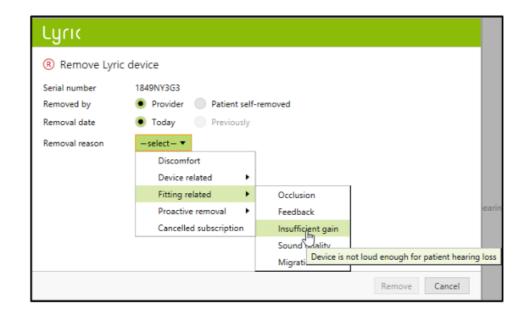
To exchange a Lyric device, please log into Phonak Target/ALPS, go to [Instruments], [Lyric configuration] and click [Exchange/remove device].



Select if the provider or the patient has removed the device and specify the removal date. Choose the corresponding removal reason. The removal reasons are separated into our categories (Discomfort, Device related, Fitting related, Proactive removal, and Cancelled Subscription).



Hovering over individual removal reasons activates the "tooltips", which gives more information to help determine which reason to select.

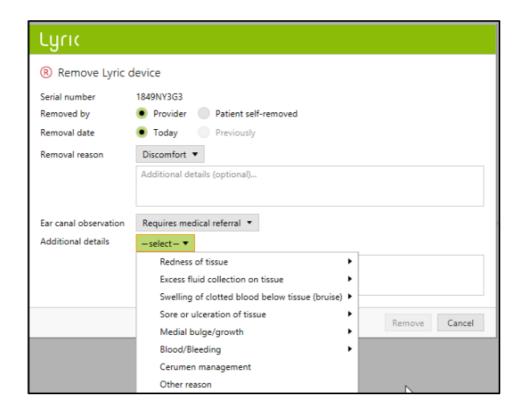


Phonak Target will ask you for the status of the ear canal. You can choose between: [OK for immediate refit], [OK for refit after rest] and [Requires medical referral]. When choosing [OK for immediate refit], the device exchange can happen immediately. If the ear canal was irritated and needed rest or a medical referral, the system will inform you accordingly.\*

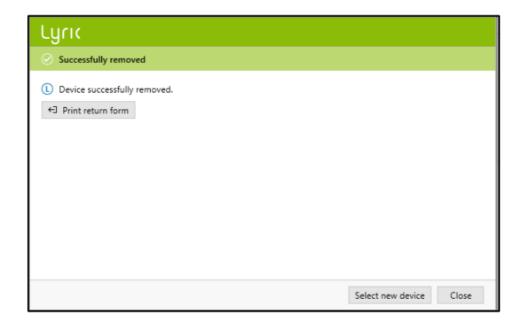
The comments for removal reasons and ear canal observation are both optional.



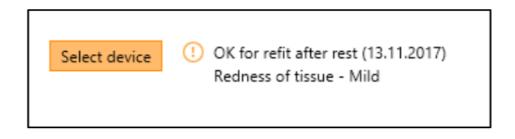
When [Requires medical referral] is chosen, additional details about the state of the ear canal must be chosen. Additionally, if "other reason" is chosen, a comment to give more explanation is required.



To remove a second device, click on [Proceed with another side]. There are some reasons (scheduled removal, near the end of device life, and clinical proactive removal) that will automatically populate the second side as a default but it can be changed if the removal reason is different.



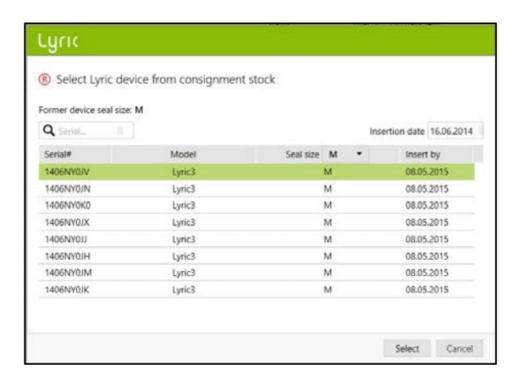
\*If you have chosen [OK for refit after rest] or [Requires medical referral], Phonak Target will inform you on the main screen.



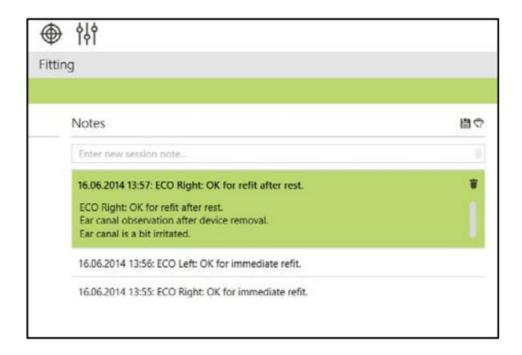
Before you can exchange a device, it is mandatory to confirm that the [Ear is ok for immediate fit (today)] by checking the box at the bottom of the screen. Adding the comments about the patient's ear canal is optional.



After confirming the ear is OK for immediate fit, choose another Lyric device to exchange.



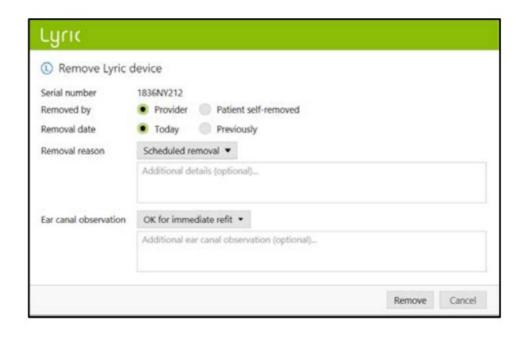
The comments you entered are saved under [Client, Notes].



Please note that if the device has been worn longer than 30 days, the [Easy Refit] is enabled and will show default values:

- · Removed by provider
- · Removed today
- · Removal reason: scheduled removal
- Ear canal observation: "ok for an immediate refit"

Click [Remove] and then choose a new device accordingly. When the criteria don't match the default value, please change it and continue.

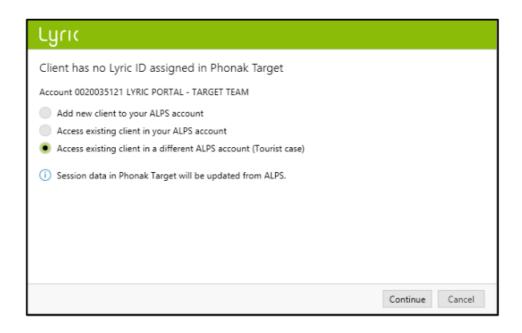


#### Tourist case: Device exchange for a tourist client

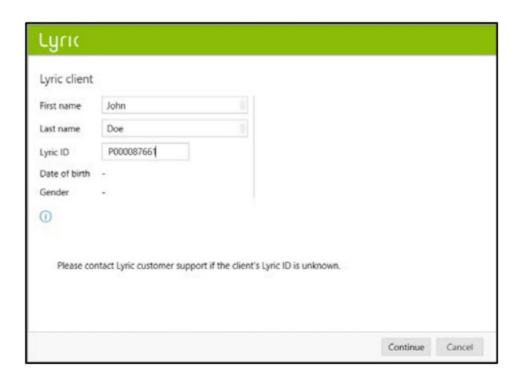
If you need to exchange a Lyric device for a client who was originally fit by another Authorized Lyric Partner, you need to obtain access to the client's ALPS fitting data. To do you need the client's individual Lyric ID.

To start the tourist case, proceed as you would with a new client. Log into your ALPS account and select [Access

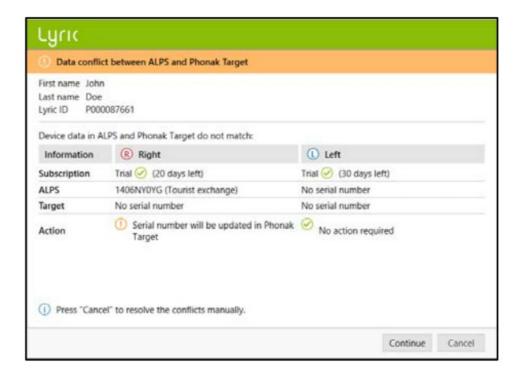
existing client in a different ALPS account] (Tourist case)].



Enter the client's Lyric ID, and check if the name is displayed correctly (as printed on the Lyric ID card). Proceed with the exchange of the device, and adjust the fitting parameters if necessary. If the patient does not know their Lyric ID, it can be obtained by calling Lyric customer service.

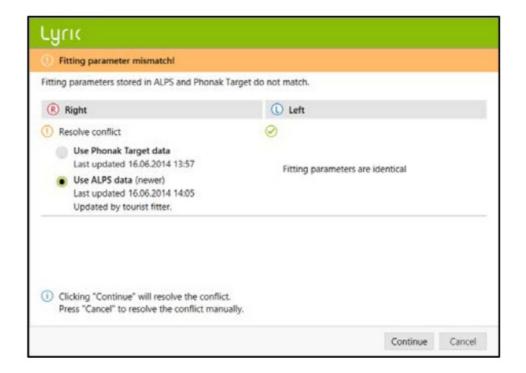


**Tourist case:** Your client has been refit by a different Authorized Lyric Partner
If your client has been refit by a different Lyric Provider, you will be alerted that there is a mismatch between ALPS (tourist fitter) and Phonak Target (your fitting). This indicates that the serial number has been changed.
By clicking [Continue] the system will synchronize the newest serial number.



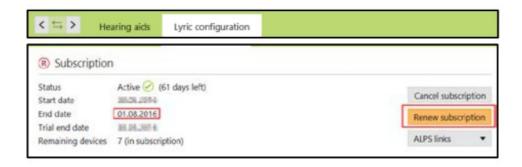
If the tourist Lyric fitter also changed the fitting parameters, a fitting parameter mismatch will be shown. You can solve the conflict by choosing the preferred option.

Please note that the ALPS data is the most up-to-date information from the tourist fitter and Phonak Target data is the data you entered before the tourist fitting.



#### Renew a subscription

As soon as a subscription is active (no longer in trial) it can be renewed by clicking on [Renew subscription].



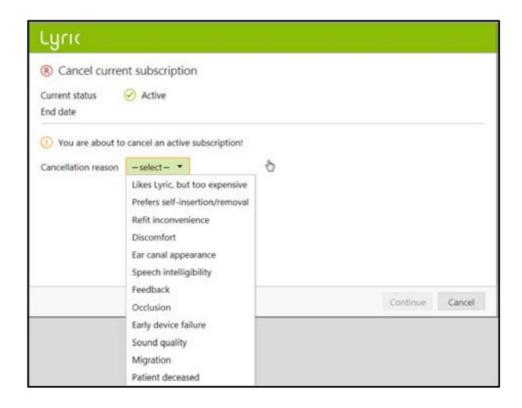
When the subscription is three months from expiration, an orange [Renew subscription] button will appear. Define which type of subscription you want to create in ALPS for your client and follow the instruction wizard. After renewing a canceled subscription (trial or active), a new trial will only be permitted after 60 days. The renewed subscription will automatically be an active subscription after renewing within 60 days of the cancellation.

#### Cancel a subscription in trial prior to the billing date

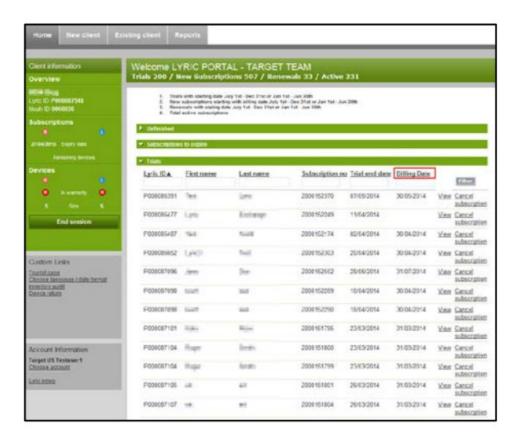
It is possible to cancel a trial up to the billing date directly from Phonak Target. In order to do so, please go to the Lyric configuration screen and click [Cancel trial]. The status between trial cancellation and the billing date will be stated as trial.



The system will now ask you to select a cancellation reason. Additionally, the devices will need to be removed in order to cancel the subscription successfully. Please note that patient deceased] and [refit inconvenience] have been added as new cancellation reasons.



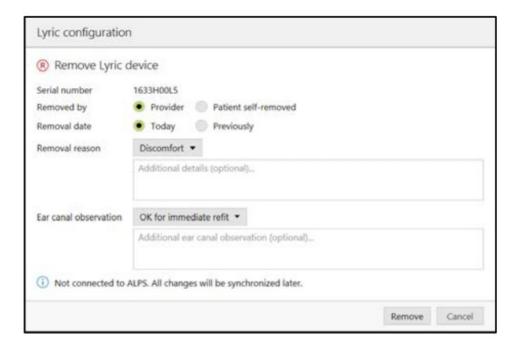
The billing date is shown in Phonak Target and also in ALPS, where you can sort all patients by billing date. **Note:** You can either enter through Phonak Target or via <a href="https://www.phonakpro.com">www.phonakpro.com</a> with the same username and password you use for Phonak Target.



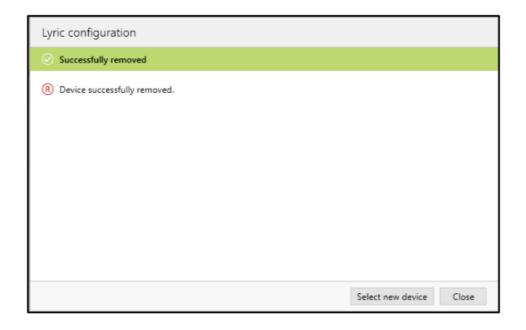
#### Offline fitting and synchronization

There might be occasions where you have a client set up via Phonak Target/ALPS, however, due to various reasons (such as temporarily no internet connection or computer problems), you will have one or more sessions where you have to work offline. This means that the new data you have in Phonak Target is not synchronized with ALPS.

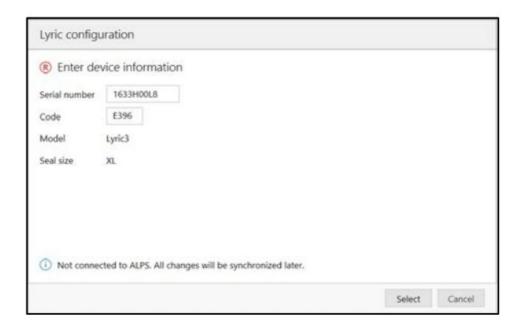
Removing a device in offline mode works the same way as removing a device in online mode.



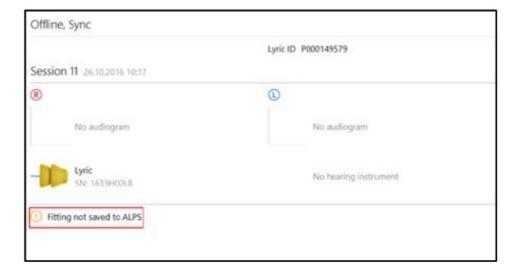
You are now asked to select a new device.



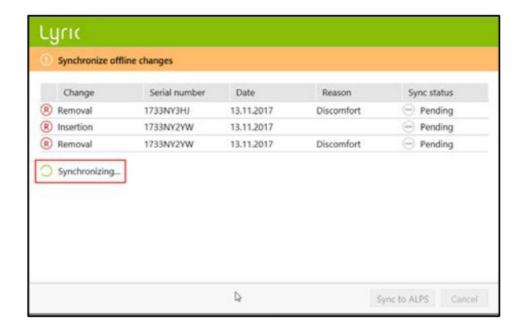
Enter the serial number as well as the code that is shown on the Lyric package. Enter the measured insertion depth. If needed, the fitting parameters can be changed.



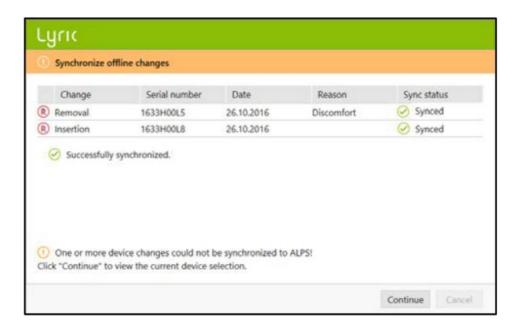
Once the internet connection problem is resolved and you are able to use Phonak Target/ALPS online again, you will be notified by an orange exclamation point [Fitting not saved to ALPS] message for each patient that was fit offline.



As soon as Phonak Target has started connecting into ALPS again, it will automatically synchronize the offline sessions.



A green check mark will indicate that the synchronization has been successful. After an offline fitting, logs on your desktop are available.



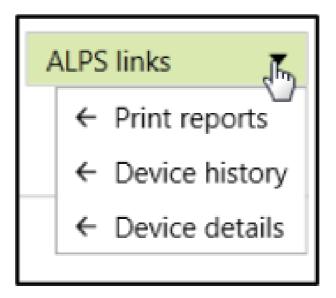
#### **ALPS** home and reports

There are some actions that require a direct link to ALPS:

- Open ALPS
- · Client details
- · Print Lyric ID card
- Reports



- · Print reports
- · Device History
- · Device details

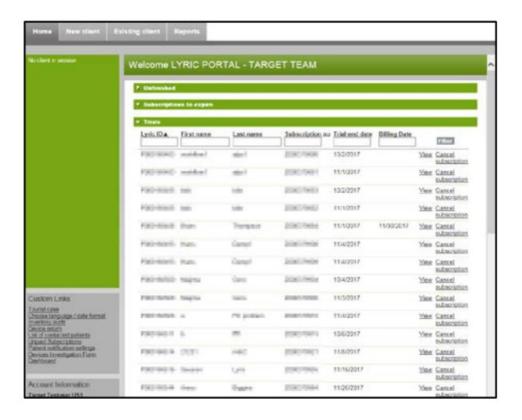


In ALPS, you can see the following details on the home screen:

- Unfinished (subscriptions)
- · Subscriptions to expire
- Trials
- Devices to expire
- Devices in ear more than 120 days

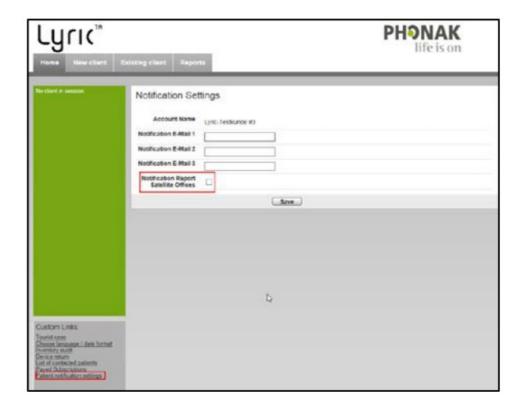


Under the section [Home], [Trial] you can sort and search within the individual fields. This helps to find out more about your patient's trial end or billing date.



To register for the automated email, login to [Patient notification settings] and select the notification for your office (or the whole chain). The information e-mail will send you more details on the following subscriptions:

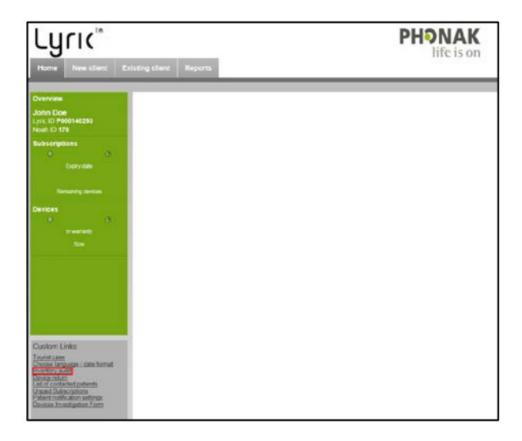
- · Trials to expire
- · Subscriptions to renew



Once the patients have been contacted, they can be removed from your list by clicking on [Renewed] or [Confirmed]. The patient's name will no longer show on the list of patients who are eligible for renewal or cancellation. The list can be found under [List of contacted patients].



Under section [Inventory audit] you can view or print your Lyric Hearing Aid Consignment Stock Audit



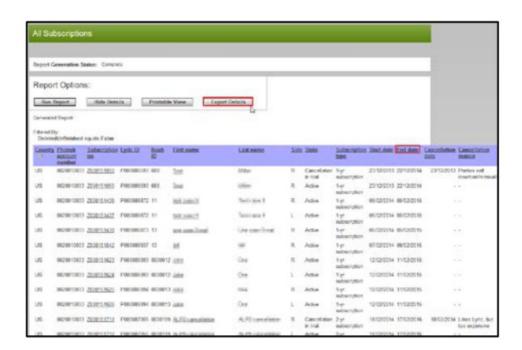
Under [Custom links] you will find the [Dashboard] that shows you your performance.



In the [Reports] tab you can find all necessary reports needed to handle subscriptions and devices.



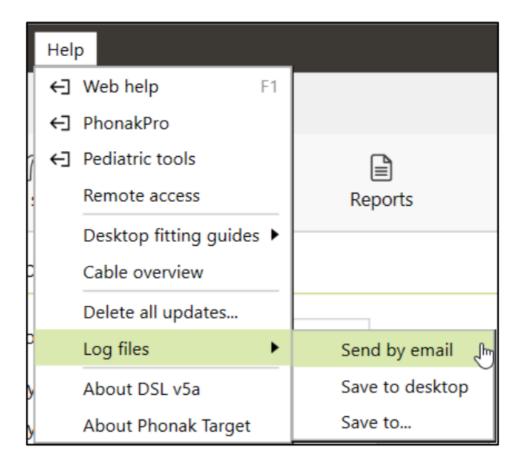
These are sortable by start or end date and they can be exported into Microsoft Excel and edited.



#### **Enhanced log files for support**

If you encounter a problem with Phonak Target, enhanced logging can help our Target software support team to find out the root cause.

Please save the log files on your desktop and/or send them by e-mail to your Lyric contact.



#### Information and description of symbols and System Requirements

Information and the description of symbols and an overview of system requirements can be found in the Phonak Target User Guide





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#### **Documents / Resources**



#### References

• Nearing Aids and Solutions | Phonak

Manuals+,