

Compliance Department

ELEMENTS OF EAR, NOSE AND THROAT EXAMINATION

11/2010

Elements of Ears, Nose and Throat Examination

System/ Body Area	Elements of Examination Ears, Nose and Throat
<u>Constitutional</u>	<ul style="list-style-type: none"> • Measurement of any three of the following seven vital signs: 1) sitting or standing blood pressure, 2) supine blood pressure, 3) pulse rate and regularity, 4) respiration, 5) temperature, 6) height, 7) weight (May be measured and recorded by ancillary staff) • General appearance of patient (e.g., development, nutrition, body habitus, deformities, attention to grooming) • Assessment of ability to communicate (e.g., use of sign language or other communication aids) and quality of voice
<u>Head and Face</u>	<ul style="list-style-type: none"> • Inspection of head and face (e.g., overall appearance, scars, lesions and masses) • Palpation and/or percussion of face with notation of presence or absence of sinus tenderness • Examination of salivary glands • Assessment of facial strength
Eyes	<ul style="list-style-type: none"> • Test ocular motility including primary gaze alignment

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<u>Ears,</u> <u>Nose,</u> <u>Mouth &</u> <u>Throat</u>	<ul style="list-style-type: none">• Otoscopic examination of external auditory canals and tympanic membranes including pneumo-otoscopy with notation of mobility of membranes• Assessment of hearing with tuning forks and clinical speech reception thresholds (e.g., whispered voice, finger rub)• External inspection of ears and nose (e.g., overall appearance, scars, lesions and masses)• Inspection of nasal mucosa, septum and turbinates• Inspection of lips, teeth and gums• Examination of oropharynx: oral mucosa, hard and soft palates, tongue, tonsils and posterior pharynx (e.g., asymmetry, lesions, hydration of mucosal surfaces)• Inspection of pharyngeal walls and pyriform sinuses (e.g., pooling of saliva, asymmetry, lesions)

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<u>Ears, Nose, Mouth & Throat (Cont'd)</u>	<ul style="list-style-type: none"> • Examination by mirror of larynx including the condition of the epiglottis, false vocal cords, true cords and mobility of larynx (Use of mirror not required in children) • Examination by mirror of nasopharynx including appearance of the mucosa, adenoids, posterior choanae and eustachian tubes (Use of mirror not required in children)
<u>Neck</u>	<ul style="list-style-type: none"> • Examination of neck (e.g., masses, overall appearance, symmetry, tracheal position, crepitus) • Examination of thyroid (e.g., enlargement, tenderness, mass)
Respiratory	<ul style="list-style-type: none"> • Inspection of chest including symmetry, expansion and/or assessment of respiratory effort (e.g., intercostal retractions, use of accessory muscles, diaphragmatic movement) • Auscultation of lungs (e.g., breath sounds, adventitious sounds, rubs)

Elements of Ears, Nose and Throat Examination

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Cardiovascular	<ul style="list-style-type: none">• Auscultation of heart with notation of abnormal sounds and murmurs• Examination of peripheral vascular system observation (e.g., swelling, varicosities) and palpation (e.g., pulses, temperature, edema, tenderness)
Lymphatic	<ul style="list-style-type: none">• Palpation of lymph nodes in neck, axillae, groin and/or other location
Neurological/ Psychiatric	<ul style="list-style-type: none">• Test cranial nerves with notation of any deficits Brief assessment of mental status including <ul style="list-style-type: none">• Orientation to time, place and person,• Mood and affect (e.g., depression, anxiety, agitation)

Elements of Ears, Nose and Throat Examination

Content and Documentation Requirements

Level of Exam

Perform and Document:

Problem Focused

One to five elements identified by a bullet.

Expanded Problem Focused

At least six elements identified by a bullet.

Detail

At least twelve elements identified by a bullet.

Comprehensive

Perform **all** elements identified by a bullet; document every element in an **Underlined/bold** box and at least one element in a non-underlined/bold box.

Resources

- UCLA Compliance Office
 - Marti Arvin, Chief Compliance Officer (310) 794-6763
- Confidential Hotline 1-800 296-7188
- UCLA Compliance Website <http://www.mednet.ucla.edu/compliance/>.