

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CARDIO PULMONARY POLICY MANUAL
CARDIOLOGY HOURS AND DUTIES**

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Purpose: Cardiology technicians will work scheduled hours and perform duties as required.

Procedure:

A. Hours of Work:

1. Cardiology technicians will work Sunday – Saturday. The hours of operation are 6:30 a.m. – 7:30 p.m. Monday through Friday and 7:00 a.m. – 7:30 p.m. on Saturday and Sunday.
2. Technician on duty are responsible for all Cardiology work.
3. Respiratory Therapists will provide EKG coverage for inpatients when there is no Cardiology technician on duty.
4. If special hours or time off is needed, requests should be made approximately two (2) weeks in advance in order to obtain adequate coverage.

B. Duties:

1. Technicians will check the outpatient schedule and inpatient Task list in the morning to determine proper times for completing work.
2. Technicians are responsible for performing all cardiology testing for specific doctors. Doctors will be notified of all critical values.
3. All Cardiology tests will be made available to the cardiologists for final review and electronic signing via the MUSE system. EEG tests will be made available to the neurologists via the Grass Twin System for review.
4. Cardiology equipment and labs should be restocked with electrodes, paper, and other required supplies for the next shift. Equipment should be kept clean and properly maintained.
5. After Cardiology tests are electronically signed, Medical Records is responsible for scanning each test into the appropriate patient's chart in the Cerner system.

C. Cardiology Procedures for Faxing and Filing:

1. Black and white copies of inpatient tests should be distributed to the floors to be filed in the patient's chart. Each test should be stamped with "DO NOT SCAN" stamp.
2. Black and white copies of PAT ECG and outpatient test should be faxed to the physician(s) listed on the test using a cover letter with each test faxed. These tests may be shredded after successful fax confirmation is received. Fax confirmations should be retained for at least one month.
3. Shred discharged patient's tests.