

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CARDIO PULMONARY POLICY MANUAL
ELECTROCARDIOGRAM (EKG or ECG)**

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Effective Date: December 1995
Cross Referenced:
Reviewed Date: 02/16
Revised Date: 09/12

Policy No: 8B.001
Origin: Cardio Pulmonary
Authority: Cardio/Pulmonary Manager
Page: 1 of 2

Purpose: A 12 lead EKG is used as a diagnostic tool to access the electrical conduction of the heart for 15 seconds.

The Cardiology Tech, Respiratory Therapist, Emergency Room Tech or nursing personnel can perform an EKG with a written or verbal order from a physician. A Cardiology Tech is present to do EKGs weekdays from 6:30am until 7:30pm and on weekends from 7:00am until 7:30pm.

Procedure:

To Perform an EKG

1. Introduce yourself to the patient and confirm patient by asking for two identifiers i.e.: first and last name, spelling of the last name, and date of birth.
2. Confirm written order is correct.
3. After patient's privacy is secured, apply ten (10) disposable electrodes with ten (10) wires connected to those electrodes to the chest and limbs of the patient in the following areas:
 - a. Limb Leads:
 1. One on each arm on the forearm- on the inside about 3 inches below the elbow.
 2. One on each leg on the inside of the calf- midway between the knee and he ankle.
 - b. Chest:
 1. V1 placed at the right border of the sternum at the 4th intercostal space.
 2. V2 placed at the left border of the sternum at the 4th intercostal space.
 3. V3 midway between V2 and V4.
 4. V4 placed at the intersection of the mid-clavicular line and the 5th intercostal space.
 5. V5 placed midway between V4 and V6.
 6. V6 placed at the anterior axillary line on the same horizontal level as V4.
4. Enter patient data into EKG machine including all of the following information: Pt name, ID number (MR #- 9 digits), DOB, Gender, Referred by (Physician), Test Indication, Technician MUSE logon number (do not use initials), Order # (**9 digits**—for example **0234567891**, Location (laminated list attached to cart), Room #.
5. Attach ten (10) wires to the electrode tabs corresponding with the appropriate leads.
6. Reposition electrodes as needed to minimize artifact.
7. When tracing is clear with minimal artifact, press the **ECG** button.

To Transmit EKG into MUSE

1. Using the Mac 5500 EKG cart, press the following function buttons in the following order:
 - Main Menu
 - File Manager
 - Select All
2. Insure EKG cart phone line is plugged into MUSE designated phone jack.
3. The patient's name, ID number, Date/Time, Type, Sent, U/C will then be highlighted.
4. Press F4- Transmit.

NOTE: After the ECG is transmitted into MUSE, it will automatically be deleted from the Mac 5500 ECG cart.

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Editing ECGs in MUSE

1. Upon returning to EKG room, log into MUSE using tech number and password.
2. Click on New ECGs.
3. Double click on the first patient listed.
4. Click on clerical tab.
5. Correct any demographic information including patient name, DOB, gender, etc. Edit to ensure requisition and MUSE demographics match.
6. Enter FIN # in Visit # field. This must be 12 digits in length. Enter 00000 (five) then FIN #. Example: 000009612345.
7. Confirm there is no Mismatch.
8. At the bottom of the screen, click overreader. This opens a window that allows you to select the overreader (cardiologist or practice who will be reading this test).
9. Select the over reader (panel cardiologist). Click the demographics complete icon (man in coat with check mark).

Charging the ECG in Cerner

1. Log into Cerner.
2. Identify the corresponding ECG order on the multipatient task list.
3. Left click the yellow box next to the order. A green check mark will appear.
4. Refresh the screen. The task will disappear. The order has then been charged.