

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CARDIO PULMONARY POLICY MANUAL
EVENT MONITORS - CARDIONET**

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Effective Date: July 2013
Cross Referenced:
Reviewed Date: 02/16
Revised Date: 07/13

Policy No: 8B.011
Origin: Cardio Pulmonary
Authority: Cardio/Pulmonary Manager
Page: 1 of 4

Purpose: To monitor cardiac arrhythmias of patients who have experienced symptoms such as panic attacks, racing heart beats, dizziness or loss of balance, shortness of breath, presyncope, or syncope. The monitoring is for a specified time frame of between seven to thirty days.

Procedure:

1. Obtain a signed prescription from registration or a physician order from patient's chart for event monitor.
2. Complete the CARDIONET patient enrollment online form as follows:
 - a. Print out face sheet in EMR for online patient enrollment process/billing and for files.
 - b. Click on Internet Explorer Icon
In the address bar input: **access.cardionet.com**
(desktop icon entitled Cardio Net Login In)
 - c. This will bring you to the Cardio Net home page. On this page you will see a prompt for User Name and Password.
 - d. Upon entering your User Name and default password, you can then change your password. (Only for first time log in)
 - e. On the top, left hand side of the home page, click on **ENROLLMENT** to enroll your new Event Monitor Patient.
 - f. On the following page, select the **MCOT Enrollment** option on your left hand side of the page.
 - g. You are then presented with your online enrollment form. On this page you will need to fill in the stated required fields, including:
 - Last Name
 - First Name
 - Middle Initial
 - Date of Birth
 - Male or Female
 - Home Phone and/or Cell Phone- Ask patient which is the most convenient way for communication. Indicate in Special Instruction box below.
 - Ordering Location & Physician Information (Select appropriate selection using drop down arrows) If no Cardiologist is specified, default Dr. Khanna.
 - Referring Physician Information, including proper office and fax numbers
 - RX Duration (Input 30 days as default if no specified length of time)
 - Diagnosis or ICD-9 Code (using drop down arrow to select appropriate selection)
 - This patient is being prescribed MCOT because (Select One):
 1. Select prior testing- if patient was an in house patient, had an event monitor or a holter monitor within the past 45 days.

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2. If this information is unknown, then select Other testing and/or monitoring is inappropriate

-Complete Option 1 (disregard Option 2)

-Home Address: street address, apt, suite, bldg, city, state, zip

-Primary Insurance information: Insurance Company, Insurance ID or policy number, Insurance Phone

-Add Secondary Insurance, if applicable

-Special Instructions box: Use this tool to inform Cardionet of anything we feel that Cardionet should be aware of. i.e. Patient only speaks Spanish; Patient hard of hearing, Patient would like to discuss financials with Cardionet, etc.

-If patient is being given a monitor at this time, check the box marked **MCOT**. Upon checking this box, the available monitors with attached serial number will be available in drop down arrow next to serial# and Kit ID#. Be sure to provide this information.

-If monitors are not available for whatever reason, **DO NOT** check any of the boxes below. This will inform Cardionet that a device needs to be mailed to the patient's home. Within 48 hours of enrollment, the patient shall be receiving a fully equipped device in the mail at their home.

-***NOTE*** Under **NO** circumstances will you ever need to check the "I do not authorize the substitution of any other monitor if the patient does not meet the patient's Health Plan criteria for MCOT (CPT 93229)" box.

h. When everything is completed, click **Sign and Submit Enrollment**.

-***NOTE*** Upon completion of Enrollment form, print it out. In order to inform Cardiologist of monitoring, we will fax a copy of the enrollment form to his office. Also a copy of the patient's face sheet will be placed in the Cardiologist's bin in the cabinet in the reading room for billing purposes.

i. ***IMPORTANT*** Before continuing on to the following steps of applying monitor on the patient, be sure to remove one of the three serial/KIT number stickers from the monitor and place it on the patient facesheet for our own records.

j. For ease in record keeping and data usage, fill in log sheet and file face sheet (including Serial number sticker) and copy of prescription in appropriate month in binder labeled Event Monitor Log Book, located in the ABG Room on shelf.

3. Prepare the patient's skin for electrode placement by cleaning the area with an alcohol pad. Remove the sensor and neck strap from the kit. Place strap over patient's head so that the sensor hangs around the neck.
4. Prepare the shaded areas for electrode placement. Wash and dry these areas- Do not use powder and/or lotion. If patient has chest hair, it is important to shave these areas. Attach the electrodes as follows:

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- Place the electrodes on the patient's chest- White electrode three finger widths below the right collar bone.
- Place the Black electrode three finger widths below the left collar bone.
- Place the red electrode on the lower left side of the rib cage.

5. Snap the ends of the lead wires to the electrodes.
6. Open the sensor door. Place the AAA battery from the CARDIONET kit into the sensor. Ensure that the plus+ and the minus- signs of the battery are correctly placed. If the battery is correct, a chime will be heard. Close the sensor door. Battery must be changed daily.
7. Turn on the monitor using the power switch located on the right side. The monitor may take a few minutes to power on. If the monitor screen goes dark, press the 'wake' button. During the monitoring, the monitor will need to be charged daily.
8. When the image appears on the screen, select your preferred language and then press 'Continue'. Read the screens that follow and select 'YES' or 'NO'.
9. This message appears while your monitor is awaiting the activation signal. If this screen is seen for longer than an hour, call CARDIONET at 1-866-426-4401

Ready for Activation
Please refer to your
Patient Education Guide
For further Instruction

10. Inform patient that within 15 minutes the device will show patient demographics and will then ask the patient to remain still for a few moments to get a baseline read on their EKG.
11. When this screen appears, confirm that all information is correct and select 'YES'. If this information is incorrect, contact CARDIONET at 1-866-426-4401.

Confirm Identity
This monitor is for
Patient name and address
Is this Correct?
NO YES

12. This screen appears throughout the majority of patient service. Inform patient that it is not necessary to call CARDIONET to confirm data is being received. CARDIONET will contact patient regarding data transmission.

RECORD
SYMPTOM

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****Remind patient that during service, he or she will need to change the electrodes every other day and replace battery in the sensor each day as well as charge the monitor every day.****

13. When charging Event Monitor in Cerner:

- a. Log into Cerner.
- b. Select appropriate patient chart with corresponding MR and FIN numbers.
- c. Under ORDERS, click ADD.
- d. In search bar, type event monitor charge HRMC
- e. Select appropriate charge.
- f. Click DONE, input required fields, and then Sign to finalize.
- g. Double check your Charges under that patient chart.

NOTE Inform the patient to keep the monitor within 350 feet of them while wearing the sensor in order to receive proper signal.

NOTE Under no circumstances do we accept an MCOT monitor after patient use. This can leave us, the hospital and the department liable for that equipment. Instruct the patient to send it back to Cardionet via the prepaid envelope.

NOTE Be sure to direct ALL Questions, Concerns, and/or Complaints to Cardionet via the phone number on the box, instruction book, and the monitor itself. We provide the application service only. Cardionet is ready and willing to help the patients with any issues that may arise concerning their MCOT Cardionet monitors, arrhythmias, symptoms, and/or billing issues and they are available 24/7.

ATTENTION TECHNICIANS If you notice we are running low on Supplies, i.e. 5 packets of 'consumables', be sure to notify our Cardionet Representative immediately. If we do happen to run out completely, call the Cardionet main number to have them send our patients supplies 1-866-426-4401.

NOTE Cardionet event monitors will be applied to out-patients, in-patients, and Emergency room patients between the times of 7 am and 7 pm by our Cardiology technicians. Cardionet event monitors will be applied to Emergency room patients between the times of 7 pm and 7 am by our night Respiratory Therapists.