


QUALITY STANDARD SYSTEM MANUAL	 HALCYON MARINE HEALTHCARE SYSTEMS	DOCUMENT NO. QTU 3.0	EFFECTIVITY DATE:
			REVISION NO.: 0
		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennnda E. Canlas, MD Medical Director
SUBJECT: ELECTROCARDIOGRAPHY PROCEDURE			

OBJECTIVES

- To ensure that all new patients undergo ECG test the same day of PEME.
- To ensure that all ECG tracings are interpreted, encoded and uploaded within the day.
- To ensure accuracy of all results encoded.
- To ensure that daily and monthly statistics are available when needed.
- To ensure that all repeat ECG patients are facilitated the same day of their follow up.
- To ensure that all repeated ECG tracings are interpreted, encoded and uploaded within the day.

SCOPE

This involves all aspects of the ECG procedure.

DEFINITION

ECG - An electrocardiogram (ECG / EKG) is an electrical recording of the heart and is used in the investigation of heart disease.

RESPONSIBILITY AND AUTHORITY


The ECG nurse shall be responsible for conducting the procedure and for ensuring the good function of the instrument.

REFERENCES

ECG Operations Manual
ECG Quality Manual

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ECG Work Instructional Manual

POLICIES

The ECG nurse ensures that they instructed the patients to place their valuables in the security box before the examination, and retrieve it after the test.

The ECG nurse ensures that all ECG results taken daily are interpreted, encoded, scanned and uploaded daily without fail.

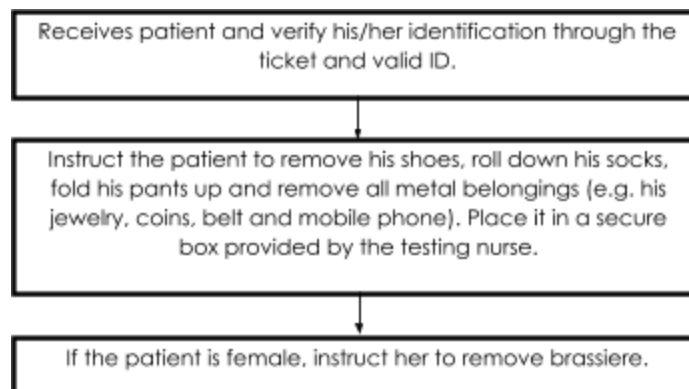
The ECG Nurse ensures that the patient's identification is verified through his/her valid ID and ticket.

The ECG Nurse ensures that the ECG machine is calibrated and maintained as per schedule.

The ECG nurse should closely coordinate with the purchasing unit regarding the maintenance, accuracy and safe functionality of the machine.


The ECG Nurse ensures that the ECG Tracings are complete and saved at the patient's digital records.

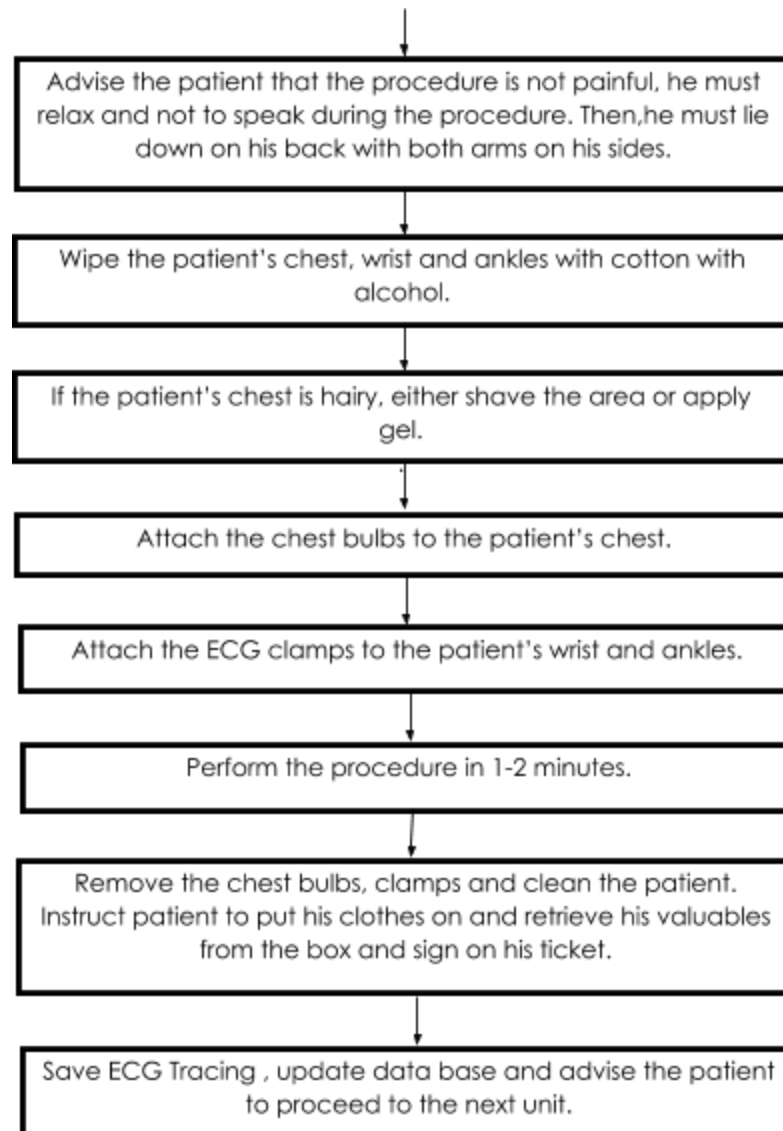
PROCEDURE



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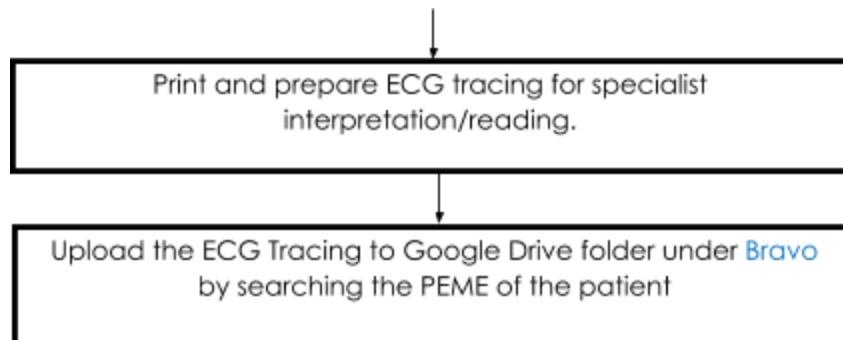
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CONTINGENCY PLAN

POWER OUTAGE/BROWN OUT OR SYSTEM DOWNTIME

The ECG Nurse ensures that the records of the patient are written in the logbook for easier retrieval.

In case of brown out, inform the Reception unit, CSO or the Medical Coordination unit to advise the company to reschedule their patient for ECG.

PROCEDURE FOR MISS- OUTS

The ECG Nurse counter checks the 2D echo/Stress echo results before saving and releasing for Physician's evaluation.

Any discrepancies in the encoding of ECG results must be corrected immediately.

10.0 DIGITAL ARCHIVE

ECG Tracing File-Digital file

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