


<b>QUALITY WORK INSTRUCTIONAL MANUAL</b>	 <b>HALCYON MARINE</b> HEALTHCARE SYSTEMS	<b>DOCUMENT NO.</b> <b>QWI 18.0</b>	<b>EFFECTIVITY DATE:</b> April 15, 2019
		<b>PREPARED BY:</b> Marilar F. De Guzman, MD QAM	<b>REVISION NO.:</b> 4  <b>APPROVED BY:</b> Glennnda E. Canlas, MD Medical Director
<b>SUBJECT: WORK INSTRUCTIONAL MANUAL FOR BLOOD PRESSURE</b>			

## 1.0 PURPOSE

This QWI documents the procedure for monitoring the blood pressure of the patient to establish a consistent method.

## 2.0 DEFINITIONS AND ACRONYMS


1. **Online Portal.** It refers to the online portal used by clients to access and view their PEME information.
2. **iNet.** It refers to the Halcyon web service used to input, process and output PEME and patient's data.
3. **Heart rate (HR).** It is the speed of the heartbeat measured by the number of contractions of the heart per minute
4. **Pulse rate (PR).** In medicine, a pulse represents the tactile arterial palpation of the heartbeat by trained fingertips
5. **Blood pressure (BP)** - is a measure of the force that the heart uses to pump blood around the body
6. **Physical Stress Test (PST)** - it is an exercise stress test used to determine how well your heart responds during times when it is working its hardest while blood pressure and heart rate is monitored after exercise
7. **General Manager for Operations (GMO)**- approving authority in the change of the procedure for BP monitoring and physical stress

## 3.0 TOOLS AND MATERIALS NEEDED

1. Blood pressure Apparatus - digital
2. Stethoscope
3. Logbook

**CONTROLLED**

"SUPERCEDED COPY FOR  
REFERENCE USE ONLY"  
DCR 3562


<b>QUALITY WORK INSTRUCTIONAL MANUAL</b>	 <b>HALCYON MARINE</b> HEALTHCARE SYSTEMS	<b>DOCUMENT NO.</b> <b>QWI 18.0</b>	<b>EFFECTIVITY DATE:</b> April 15, 2019
		<b>PREPARED BY:</b> Marilar F. De Guzman, MD QAM	<b>REVISION NO.:</b> 4  <b>APPROVED BY:</b> Glennnda E. Canlas, MD Medical Director
<b>SUBJECT: WORK INSTRUCTIONAL MANUAL FOR BLOOD PRESSURE</b>			

#### **4.0 PROCEDURE FOR RECEIVING AND PROCESSING OF PATIENT'S BPM AND PHYSICAL STRESS TEST RESULT**

1. Login at HMHS online portal, type the username and password.
2. Click follow up module.
3. Receive the patient and Follow up form to verify his/her identity.
4. The patient should be well rested and has emptied his/her bladder.
5. Instruct the patient to take off his belongings and to sit comfortably on the chair.
6. In the iNet (Follow up module), enter the patient's PEME ID and check for the following PEME status of the patient:
  - 6.1. Doctor's recommendation for blood pressure monitoring
  - 6.2. Doctor's recommendation for physical stress test
  - 6.3. Doctor's recommendation for repeat HR/PR determination
  - 6.4. Doctor's recommendation for HR/PR monitoring.
7. Secure a patient's BP/PST waiver for blood pressure monitoring and record medication for hypertension if there is any.
8. Instruct the patient to raise his/her arm at the level of the heart.
9. Get the patient's blood pressure three (3) consecutive times in the 30-minute interval.
10. This process should be done on both right and left arms. Advise the patient to come back every thirty minutes to complete the test.
11. Record the results in the form and log book.
12. Encode the results in the patient's database.
13. Perform other tasks as support for ECG unit.
  - 13.1. Submission of printed ECG tracing to the ECG Specialist for interpretation.
  - 13.2. Assist in the encoding of results on ECG database.

**CONTROLLED**

"SUPERCEDED COPY FOR  
REFERENCE USE ONLY"  
DCR 3562

<b>QUALITY WORK INSTRUCTIONAL MANUAL</b>	 <b>HALCYON MARINE</b> HEALTHCARE SYSTEMS	<b>DOCUMENT NO.</b> <b>QWI 18.0</b>	<b>EFFECTIVITY DATE:</b> April 15, 2019
		<b>PREPARED BY:</b> Marilar F. De Guzman, MD QAM	<b>REVISION NO.:</b> 4  <b>APPROVED BY:</b> Glennnda E. Canlas, MD Medical Director
<b>SUBJECT: WORK INSTRUCTIONAL MANUAL FOR BLOOD PRESSURE</b>			

## **5.0 RECEIVING AND PROCESSING OF PATIENT'S WITH LETTER OF AUTHORIZATION (LOA)**


1. The unit receives LOA from the office of GMO via email and/or group chat. The unit shall take note the date of testing of the SSMA patient since it is treated as "RUSH".
2. On the date of testing, official results generated from testing units such as Audiometry, ECG, Spirometry, and Treadmill are sent to the BPM unit for printing.
3. Prior printing of the Official results, the following verifications should be done:
  - 3.1. ECG official test result should have Specialist/Cardiologist's signature.
  - 3.2. Treadmill official test result should have Specialist/Cardiologist's signature on the first page.
  - 3.3. Audiometry and Spirometry Test results should bear the signatures from Nurse on duty.
4. Convert all official results in PDF file and send to SSMA, copy furnished to the GMO.

## **6.0 PROCEDURE FOR QUALITY CONTROL OF TEST RESULTS**

1. Before facilitation, always check proper identification of patient through his/her valid ID. After verification, the patient may proceed with the test.
2. Interview the patient and ask the following:
  - 2.1. If he/ she was diagnosed with hypertension,
  - 2.2. Copy of the prescription of medicine,
  - 2.3. Actual medicine
3. If the patient cannot provide any of the items that was mentioned in number 2, check the patient's PEME history in the iNet (Follow up module) and verify.
4. Ensure that the encoded results in the patient's database are correct or accurate before saving.

**CONTROLLED**

"SUPERCEDED COPY FOR  
REFERENCE USE ONLY"  
DCR 3562

<b>QUALITY WORK INSTRUCTIONAL MANUAL</b>	 <b>HALCYON MARINE</b> <small>HEALTHCARE SYSTEMS</small>	<b>DOCUMENT NO.</b> <b>QWI 18.0</b>	<b>EFFECTIVITY DATE:</b> <b>April 15, 2019</b>
		<b>PREPARED BY:</b> <b>Marilar F. De Guzman, MD</b> <b>QAM</b>	<b>REVISION NO.: 4</b>  <b>APPROVED BY:</b> <b>Glennnda E. Canlas, MD</b> <b>Medical Director</b>
<b>SUBJECT: WORK INSTRUCTIONAL MANUAL FOR BLOOD PRESSURE</b>			

5. Ensure that patient's name and the test results are recorded on the patient's logbook for back up.
6. For quality control of test results, the TET NURSE will counter check the encoded results of BP monitoring.

**CONTROLLED**

"SUPERCEDED COPY FOR  
REFERENCE USE ONLY"  
DCR 3562