


QUALITY WORK INSTRUCTIONAL MANUAL	 HALCYON MARINE HEALTHCARE SYSTEMS	DOCUMENT NO. QWI 12.0	EFFECTIVITY DATE: January 16, 2019
			REVISION NO.: 10
		PREPARED BY: Marilar F. De Guzman, MD QAM	APPROVED BY: Glennnda E. Canlas, MD Medical Director
SUBJECT: WORK INSTRUCTIONAL MANUAL FOR TREADMILL			

I. LOGGING PATIENT INTO THE LOGBOOK

1. Receive the patient and obtain tickets or follow-up form to verify his/her identity.
2. Check the package if the patient should be evaluated by the cardiologist.
3. Record the PEME no., patient's name, blood pressure results on the designated Doctor/Cardiologist's logbook.

Note: The Doctor/Cardiologist on duty will duly note history of hypertension on the patient's medical result. If newly diagnosed elevated BP, no maintenance required and if known hypertensive, should have maintenance for more than a year.


II. OPENING THE TREADMILL PROGRAM USING GE CASE

1. Click the Start button.
2. Select "CASE" command.
3. Encode the user name and password
4. Click "NEW test"
5. Select the "New Patient"
6. Encode the following: Patient's Name, ID, Date of birth, Gender and Race
7. Choose ACCEPT to save data
8. Select the patient's name from the patients' list
9. Click "select" to start
10. Modify the test information: Patient's medication if any
11. Click the "PRETEST" button and encode the patient's initial BP
12. Select "Exercise" and "START" treadmill buttons.

III. PROCEDURE IN TESTING THE PATIENT

1. Instruct the patient to read the consent form thoroughly prior to signing.
2. Advise the patient to remove his upper clothing and hang it on the provided clothes hanger. Remove all valuables from the pocket. Ensure that patient place his valuables in their bag or the security box provided.
3. Wipe the patient's chest with cotton balls soaked with alcohol. If hairy, shave the area to facilitate attachment of electrodes.
4. Position the BP (blood pressure) cuff and stethoscope on the left arm and take baseline BP.

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5. Attach the electrodes to the chest area.
6. Wrap with an abdominal binder to hold the electrodes and cable wires in place if necessary.
7. Instruct the patient on the procedure.
8. Press pretest button and save baseline BP.
9. Use the Modified Bruce Protocol if the patient is 60 years old and above.
10. Start the treadmill exercise test by pressing exercise button and start mill button
11. Check the BP and record after 2-3 minutes, and encode.
12. Instruct the patient to inform the Nurse/Doctor for any feeling of discomfort. If in case patient felt exhaustion or discomfort, click the recovery stage button and conduct the following procedure,
 - 13.1 Check the Blood pressure of the patient.
 - 13.2 Inform the Cardiologist/Specialist on duty regarding the complaint of discomfort or exhaustion.
 - 13.3 Cardiologist/Specialist on duty will interpret the patient's condition.
 - 13.3.1 If with negative observation, the patient will be advised to return for a follow-up treadmill on the following day. Encode in the patient's database that the patient will have to return for repeat treadmill test.
 - 13.3.2 If the test is positive or with an equivocal result, the patient is advised the need to proceed to either the Stress echo or 2D echo testing unit.
13. Remove the BP apparatus and electrodes once the test has ended.

IV. **EXPORTING THE TREADMILL TRACING TO THE TESTING FOLDER**

1. On the treadmill's computer, open the local database and select the date of the treadmill test.
2. Under the selected date, highlight all the saved patient names and right click for settings.
3. A new folder will appear to save the highlighted files of the patient.
4. After saving, select the folder for export to the Testing folder. The files will be automatically saved in a scanned copy format.

V. **OPENING THE WEBSITE PROGRAM**

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1. Click Start (windows icon)
2. Click Programs, then Mozilla Firefox.
3. Login at HMHS webpage (192.168.10.209)
4. Type your user name and password, then press the Enter key.
5. Click Diagnostics, then Treadmill.
6. Type patient's PEME number or patient's last name.
7. Click "time" then "serve".
8. Click "enter result". Indicate the specialist on duty and testing nurse.
9. Encode results, test status, remarks, then click "save" button.

VI. PROCEDURE FOR BILLING SPECIALIST FEES

1. Provide summary of treadmill patients twice a month/every 15th and 30th of the month. Send a scanned copy of the list of treadmill patients from the logbook of specialist with signature, noted by the General Manager for Operations.
2. Submit to the Accounting Department.

VII. MONITORING OF EMERGENCY CART


The Emergency Cart (E-cart) consists of the following:

1. Emergency Defibrillator
2. Manual
3. Medicines,
4. Medical supplies and equipment
5. IV fluids

The monitoring of the E-cart will be done on a daily basis and recorded in the logbook.

The monitoring will be made to ensure completeness of the tools, cleanliness of the unit, good working condition of the equipment, validity of AED (Automated External Defibrillators) patch and expiration dates of medicines.

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VIII. MONITORING OF OXYGEN TANK

1. The oxygen tank level will be inspected on a daily basis and will be recorded in the logbook.
2. Color coded visuals on the regulator means the following:
 - a. Green - OK
 - b. Yellow - warning and should be immediately reported.
 - c. Red - empty for re-fill
3. Record the inspection result in the logbook.
4. Coordinate with Purchasing Unit by filing a request form for immediate pick-up of the oxygen tank, to be re-filled by the service provider.

IX. PREPARATION PROCESS FOR POSSIBLE SYSTEM DOWNTIME/POWER OUTAGE

1. Ensure complete record of Patient's name written in the logbook for easy retrieval in the event of a system downtime or power outage.
2. Results saved in the Treadmill database must be transferred to the Google drive of the unit's computer.


X. CHECKING OF RESULT DUE TO WRONG ENCODING

1. Treadmill Nurse shall ensure complete, correct and accurate encoding of results obtained from the test procedures, before releasing to the physician.
2. Any verification coming from other units regarding the results should be checked and/or corrected immediately for timely updating.

XI. PROCEDURE FOR PATIENT WITH LOA (Letter of Authorization)

1. Receives endorsed LOA by the General Manager for Operations via e-mail and group chat. The Treadmill Nurse will note the date of test of the SSMA patient.

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2. The patient submits LOA and valid ID to Treadmill Nurse for identity verification and confirmation of test indicated in the letter. In case the patient had no previous PEME record, ticket be included in the verification process
3. Once verification was done, Treadmill Nurse advises the patient to sign a consent form.
4. Treadmill Nurse explains the testing procedure to the patient.
5. Physician encodes the treadmill result in the INET patient's database. The result should be issued immediately since patients are considered as a rush.
6. The Treadmill Nurse prepares the result using the official result template.
7. The Treadmill Nurse tallies the encoded results in the INET against the official result.
8. The Treadmill Nurse converts the result in the scanned copy format and prints the Treadmill Result.
9. The Treadmill Nurse sends the SSMA Official Results, copy furnished the General Manager for Operations.

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