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| QUALITY WORK INSTRUCTIONAL MANUAL |  HALCYON MARINE HEALTHCARE SYSTEMS | DOCUMENT NO. QWI 11.0 | EFFECTIVITY DATE: December 11, 2018 |
| | | PREPARED BY: Marilar F. De Guzman, MD QAM | VERSION NO.: 1 REVISION NO.: 2 |
| | | | APPROVED BY: Glennnda E. Canlas, MD Medical Director |
| SUBJECT: WORK INSTRUCTIONAL MANUAL FOR ECG UNIT | | | |

I. RECEIVING OF NEW PATIENT FOR ECG

1. Receive the patient and obtain his ticket to verify identity by checking his valid ID.
2. Write the date of examination, PEME ID, name of patient, sex, age, position, company, and the ECG result into the patient's logbook.

NOTE: In case of system downtime, verify the patient's identity by checking his valid ID.


II. STEP BY STEP PROCEDURE IN RECEIVING OF PATIENT

1. Instruct the patient to remove any metals such as coins, mobile phones, and jewelry from his body and place it in the security box provided by the unit's tester.
2. Instruct the patient to remove his shoes, fold down his socks, fold his pants up to the level below the knee and remove his upper clothing.

NOTE: If the patient is female, advise to remove the brassiere only.

3. Instruct the patient to lie down on his back with both arms at sides.
4. Wipe with a cotton soaked with alcohol on areas where ECG leads will be placed.
5. Shave or put a gel on the patient's chest if the area is hairy.
6. Place the ECG leads as directed below:
 - V1 (red) = 4th ICS, right sternal border
 - V2 (yellow) = 4th ICS, left sternal border
 - V3 (green) = Midway between locations V2 and V4
 - V4 (brown) = 5th ICS midclavicular line, left

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V5 (black) = On the left, the anterior axillary line at the same horizontal level as V4

V6 (violet) = On the left, the mid-axillary line at the same horizontal level as V4 and V5

Red lead = right arm

Black lead = right ankle

Yellow lead = left arm


Green lead = left ankle

7. Instruct the patient to lie still, relax and not to talk and to breathe normally.
8. Perform the ECG examination.
9. Inform the patient when the procedure has ended.
10. Instruct the patient to put his clothes on and to retrieve his valuables from the security box.
11. Testing Nurse will affix signature on his/her ticket and advise to proceed to other testing units.
12. Save the ECG tracing on the Testing folder in Google Drive.
13. Update the patient's database on the test performed.

III. OPENING THE PROGRAM CARDICO 601

1. Turn on the Cardico 601 ECG machine.
2. Click "Start".
3. Click "CVS_com" then "CVS_List".
4. Enter the username and password.
5. Press "Start" on Cardico 601 machine once heart rate and tracings are stable.
6. Wait until the transmission is completed and finished.
7. Click "Search Again" on the upper left portion or right click the mouse, then click "search again".

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8. Click "Edit information" to encode the patient's information such as PEME #, name, age and sex (this information can be encoded before procedure #5), then press Enter.
9. Click "Print" or right click, then press "Print ECG"
10. Encode the patient's name on the Document Title, press "Print" then save the file.
11. Include the PDF file on the PDF binder per batch for printing of the BPM nurse via Skype.
12. All rush, screening and repeat ECG must be forwarded immediately to the BP monitoring nurse via Skype for printing and reading of the specialist in the Treadmill unit.


IV. OPENING THE WEBSITE PROGRAM

1. Open the browser
2. Log in on the HMHS web page. (192.168.10.209 & 192.168.10.210)
3. Enter the username and password.
4. Click "Diagnostics" in the upper part, then click "ECG".
5. Enter the patient's PEME number. Click the "time", then click "Serve".
6. Click "Enter Result".
7. Choose the name of the doctor and the tester from the drop down list.
8. Choose "awaiting" from the drop down list for the test status.
9. Click the "browse" button, and then select the file of the patient.
10. Click the Save button, then click done.

V. PROCEDURE FOR PATIENTS WITH LOA (LETTER OF AUTHORIZATION)

1. Receives endorsed LOA by the General Manager for Operations via email and group chat. The ECG Nurse takes note the date of test of the SSMA patient.

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2. The patient submits LOA and a valid ID to the ECG Nurse for identity verification and confirmation of test indicated in the letter. In case the patient had no previous PEME record, a ticket will be included in the verification process.
3. Once confirmed, explain the ECG procedure to the patient.
4. Start the ECG procedure. Record and save the generated ECG tracing.
5. Send the soft copy of the ECG tracing to the BPM Nurse for printing.
6. The BPM Nurse prints the ECG tracing and forwards to the attending Specialist for interpretation. Note that the ECG result is considered as rush, it should be interpreted by the specialist immediately.
7. The BPM Nurse scans the ECG result with the specialist's note and send it to the SSMA email, copy furnished the General Manager for Operations.

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