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| QUALITY<br>STANDARD<br>SYSTEM<br>MANUAL | <br><b>HALCYON MARINE</b><br>HEALTHCARE SYSTEMS | DOCUMENT NO.<br><b>QTU 3.0</b>                  | EFFECTIVITY DATE:<br>April 15, 2019                        |
|   |  |   | VERSION NO.: 1<br>REVISION NO.:1                           |
|   |  | PREPARED BY:<br>Marilar F. De Guzman, MD<br>QAM | APPROVED BY:<br>Glennnda E. Canlas, MD<br>Medical Director |
| SUBJECT: ELECTROCARDIOGRAPHY PROCEDURE  |  |   |  |

## 1.0 OBJECTIVES

- 1.1 To ensure that all new patients undergo ECG test the same day of PEME.
- 1.2 To ensure that all ECG tracings are interpreted, encoded and uploaded within the day.
- 1.3 To ensure 100% accuracy of all results encoded.
- 1.4 To ensure that daily and monthly statistics are available when needed.
- 1.5 To ensure that all repeat ECG patients are facilitated the same day of their follow up.
- 1.6 To ensure that all repeated ECG tracings are interpreted, encoded and uploaded within the day.

## 2.0 SCOPE

This procedure applies to all aspects of the ECG procedure.

## 3.0 DEFINITION


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

## 4.0 RESPONSIBILITY AND AUTHORITY

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

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## 5.0 REFERENCES


- 5.1 ECG Operations Manual
- 5.2 ECG Quality Manual
- 5.3 ECG Work Instructional Manual

## 6.0 POLICIES

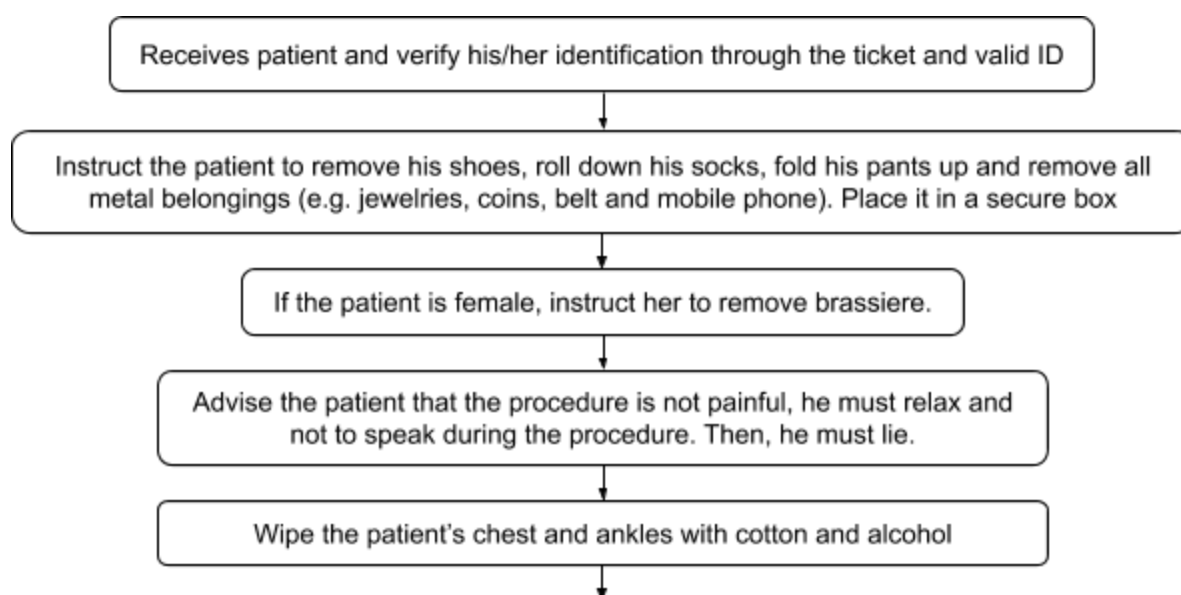
- 6.1 The ECG nurse ensures that they instructed the patients to place their valuables in the security box before the examination, and retrieve it after the test.
- 6.2 The ECG nurse ensures that all ECG results taken daily are interpreted, encoded, scanned and uploaded daily without fail.
- 6.3 The ECG Nurse ensures that the patient's identification is verified through his/her valid ID and ticket.
- 6.4 The ECG Nurse ensures that the ECG machine is calibrated and maintained as per schedule.
- 6.5 The ECG nurse should closely coordinate with the purchasing unit regarding the maintenance, accuracy and safe functionality of the machine.
- 6.6 The ECG Nurse ensures that the ECG Tracings are complete and saved at the patient's digital records.

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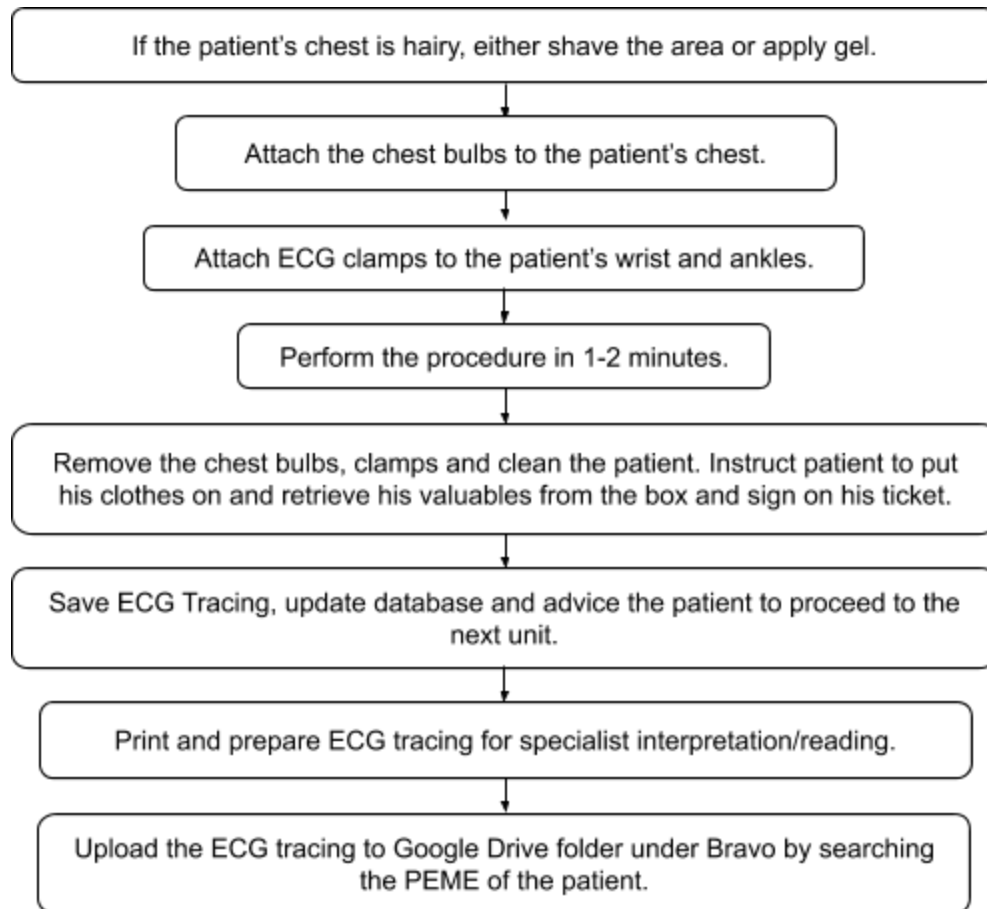
## 7.0 PROCEDURE



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## **8.0 CONTINGENCY PLAN**

### **A. POWER OUTAGE/BROWN OUT OR SYSTEM DOWNTIME**

1. The ECG Nurse ensures that the records of the patient are written in the logbook for easier retrieval.
2. In case of brown out, inform the Reception unit, CSO or the PEME account specialist to advise the company that their patient will be rescheduled for ECG.

## **9.0 PROCEDURE FOR MISS- OUTS**

- 9.1 The ECG Nurse counter checks the 2D echo/Stress echo results before saving and releasing for Physician's evaluation.
- 9.2 Any discrepancies in the encoding of ECG results must be verified and corrected immediately.

## **10.0 DIGITAL ARCHIVE**


- 10.1 ECG Tracing File-Digital file

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

- 11.1 Before facilitation, always check proper identification of patients through his/her valid ID.
- 11.2 Encode patient's name and result on the patient's logbook for back up
- 11.3 Check ECG tracings before saving it to patient's database.
- 11.4 After checking the tracings, ECG nurse will send the ECG tracings to BPM nurse for printing.

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11.5 For follow up patients, make sure to read their follow up form for further instructions; e.g. Repeat ECG care of cardiologist on duty to avoid confusion.

11.6 ECG 1 will counter check the results encoded of ECG 2 at the end of the day.

11.7 ECG 2 will counter check the results encoded of ECG 1 at the end of the day.

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