

MSH Emergency Department

Welcome Desk Triage ERT 2

Last Reviewed: 3/11/2022

Description of Process:

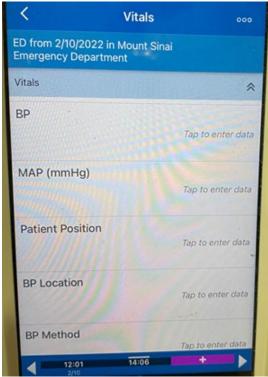
The goal of the ERT 2 at the Welcome Desk is to assist with obtaining vital signs and directing patients to appropriate locations within the hospital. ERT 2 must also act as a back up to EKG ERT when multiple patients require a Rapid EKG.

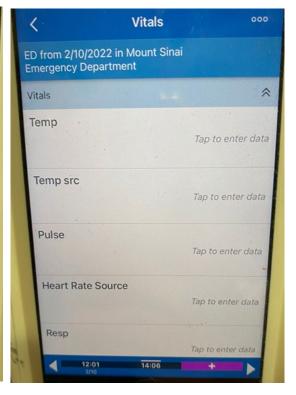
Instructions to Obtain Vital Signs:

- 1. Greet Patient, introduce yourself, and explain next steps to patient.
 - **a.** "My name is ___, I am the Emergency Room Technician and I will be obtaining vital signs for you.

2. Confirm patient ID by asking patient to verbally state their full name and date of birth

- 3. Obtain and enter Vital Signs into ROVER.
 - a. Manually document each value by tapping the field:
 - i. Blood Pressure & Method
 - ii. Heart Rate & Source
 - iii. Respirations
 - iv. Temperature & Source
 - v. Sp02
 - vi. Pain Level



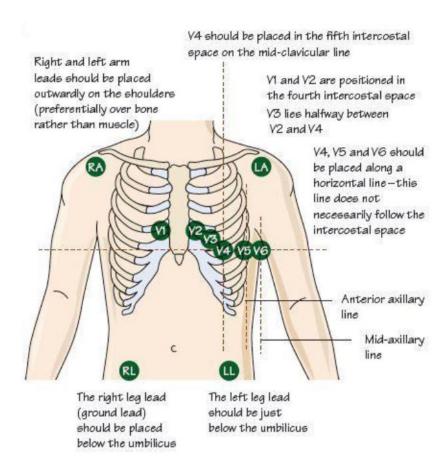


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Instructions to Obtain EKG when covering EKG ERT

- 1. Greet Patient and Prepare for EKG, introduce yourself and explain procedure to patient.
 - **a.** "My name is ___, I am the Emergency Room Technician and I will be obtaining an EKG for you. I will be placing leads on your chest and ask that you remain still"
- 2. Confirm patient ID by asking patient to verbally state their full name and date of birth.
- 3. Place leads on patient's chest as shown below:





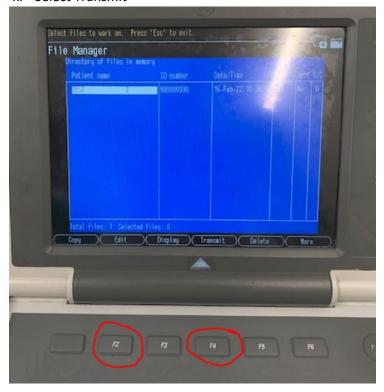
- 4. Perform EKG
 - a. Enter patient information into EKG Machine
 - i. If patient has already been Registered:
 - 1. Scan ID Wrist Band
 - 2. Or Enter patient Data
 - ii. If patient is not registered (when STAT EKG required)
 - 1. Enter patient data
 - a. Press F1 (Patient Data)
 - b. Name
 - c. MR number
 - d. DOB
 - e. Technician (first initial, last initial)
 - b. Obtain and Print EKG:
 - i. Select EKG or #1 on handheld
 - ii. Select Store (F2)



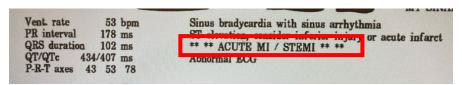




- a. Once patient is registered, you can edit their data to link it to MRN.
 - iii. Select MAIN MENU (F5)
 - iv. File Manager (F5)
 - v. Select Patient Name
 - vi. Select Edit --> Patient Information
 - vii. Update patient information (Enter Visit ID Number) --> Select Return
 - viii. Select Return Again
 - ix. Select Store
 - x. Select Transmit



- 5. Confirm if EKG is ** **ACUTE MI/STEMI ** **
 - a. If ACUTE MI/STEMI notification is present, NOTIFY TRIAGE RN IMMEDIATELY



- 6. Obtain signature on EKG from Zone A Attending and return EKG to communication desk
 - a. If patient is triaged to Resus, obtain signature from Resus Attending and return EKG to communication desk



Instructions to Transport patient to care area:

- 1. Escort patient to appropriate area as directed by Triage RN
 - a. L&D
 - i. Escort patient to Klingenstein Pavilion 2nd Floor (KP2) by wheelchair.
 - b. Psychiatry
 - i. In accompaniment with security, patient must be changed into hospital gown with belongings removed and handed to security officer.
 - ii. Walk patient with Security to Psychiatric ED
 - c. Transport to Zones in the ED
 - i. Handoff to receiving ERT/RN
 - 1. Provide patient name, tasks completed, tasks pending (if any) and location
 - 2. The ERT in the zone will update the track board with the patient's location and connect the patient to the monitor if needed

Additional responsibilities:

1. Preparing Stretchers

Supplies Needed:

- Rover
- Vitals Machine
- Vocera