

## Procedure for EKG's

**Purpose:** To define a standard procedure to be followed for all EKGs performed regardless of patient population or type of cart used.

**Procedure:**

### I. EKGs Performed in Heart Station

1. Wash hands.
2. Obtain request from Invision System or wall file.
3. Present to lobby and call for patient.
4. Have patient to follow you to exam room.
5. Introduce yourself to patient/family member.
6. Explain procedure to patient/family member. Answer any questions the patient/family member may have.
7. Instruct the patient to lie on the bed and remove clothing from chest area. It is not always necessary for patients to remove clothing. Simply having shirts raised or unbuttoned may make it possible to perform this. Provide a towel to cover chest for patient comfort.
8. Apply any PPE as indicated.
9. Shave any hair from the patient that is located where an electrode is to be placed. This improves conductivity, helps hold the electrode to the skin, and makes the removal of the electrode easier.
10. Thoroughly rub the electrode sites with Omni Prep placed on a gauze pad. Rub the area again with a dry gauze pad to remove excess grit from Omni Prep. Rub area with a skin prep pad. Dry with gauze. The epidermal skin layer should be removed.
11. Place an electrode on each site. Make sure the electrode is laying flat and has good contact.
12. Perform EKG.
13. Have patient to dress.
14. Give patient a copy of the EKG.
15. Escort the patient back to the lobby area.
16. Wash hands.

### II. EKGs Performed in Patient Rooms/Clinics

1. Verify order on patient chart and sign off.
2. Introduce yourself to patient/family member.
3. Explain procedure to patient/family member. Answer any questions the patient/family member may have.
4. Wash hands.
5. Apply any PPE as indicated.
6. Shave any hair from the patient that is located where an electrode is to be placed. This improves conductivity, helps hold the electrode to the skin, and makes the removal of the electrode easier.
7. Thoroughly rub the electrode sites with Omni Prep placed on a gauze pad. Rub the area again with a dry gauze pad to remove excess grit from Omni Prep. Rub area with a skin prep pad. Dry with gauze. The epidermal skin layer should be removed.

8. Place an electrode on each site. Make sure the electrode is laying flat and has good contact.
9. Perform EKG.
10. Wash hands.
11. Leave a copy of EKG on chart.

### **EKG Reports**

1. Verify that all EKGs performed have been keyed into the Invisions system and that a requisition has been obtained.
2. A copy of the printed EKG will go to the patients' chart for inpatients or given directly to the patient for outpatients.
3. Transmit EKGs from cart. This should be done at least every two hours, especially during clinics. Always print a directory before transmitting EKGs.
4. Retrieve all copies of EKGs from the MUSE printer in the Heart Station. Verify against directory that all EKGs were printed.
5. For EKGs with a "first previous" EKG printed with the current EKG, attach requisition to EKGs with a paper clip. Current EKG will be placed on top of the "first previous".
6. Take all EKG s to the Physician reading room. Place EKGs in designated area for interpretation.
7. After interpretation, the Heart Station secretaries will edit the report into the MUSE system.
8. A copy will be sent to the location specified on the EKG or to Medical Records. This will be considered an original.
9. All paper tracings may be destroyed after the EKG has been edited into the MUSE system.
10. The requisitions are then sent to Physician Billing.

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