

Subject ECG MUSE Procedure	Attachments
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APPROVAL(S) Laboratory Medical Director	

PURPOSE/PRINCIPLE This procedure provides instruction for transmitting ECG results to the MUSE system.

Once the ECG is performed on the ECG instrument, it is transmitted to the MUSE where it is stored. From MUSE, we can retrieve and print ECG's, enter provider changes to the instrument interpretation, merge manually entered patient data with an interfaced order, and reconcile any discrepancies in chart numbers, account numbers and patient names.

Definitions

<u>MUSE</u> Comp	outer system where confirmed and unconfirmed ECG's are stored
Edit Proc	ess of making changes to the ECG instrument interpretation
Unconfirmed	ECG An ECG that has been transmitted from the ECG cart to MUSE but has not had the
	ECG machine interpretation overread by the provider. Printout says it is unconfirmed.
Confirmed EC	ECG that has been overread by the provider. The provider has made changes
	to the interpretation, if necessary, and the changes have been entered into
	MUSE. This is the finalized ECG. Printout says it is confirmed.
<u>Retrieve</u> Pr	ocess of pulling up a copy of an ECG that is stored in MUSE.
Merge Pr	ocess of merging manually entered patient information with an interfaced order.

Procedure:

This procedure will be divided into 3 main screens:

1110 P				
A.	ECG MUS	SE Sign-on	Page	2
В.	Home Sci	reen	Page	3
C.	Edit Retrie	eve: Patient Record Screen	Page	7
	1.	Viewing Options	Page	7
	2.	Updating Patient Demographics	Page	10
	3.	Edit/Retrieval Screen: Problems Requiring Resolution:	Page	11
	4.	Over-reading the ECG	Page	15
	5.	Editing the ECG	Page	16
	6.	Print a Record to a Defined Device	Page	16
	7.	Deleting an ECG Order in MUSE	Page	19
	8.	Outside Provider Order	Page	19

🌖 Network Recording Playe	r - Muse 7 Editing			
<u>File View I</u> nfo <u>H</u> elp				
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A. ECG MUSE Sign On:

- 1. On the computer desktop, double click on the MUSE Icon
- 2. The MUSE Authorization window appears.
- 3. Enter the following information:

User ID: Each person with Muse access has a unique User ID.

Password: Your password is a complex password consisting of 8 characters. There should be one capital letter, lower case letters and a number. It expires in 90 days. Site Number: 1

User ID and Password: User ID and Password are obtained from Lab Computer Support. To obtain a User ID and Password, an authorized requester should contact Lab Computer Support. Lab Technical Consultants are authorized requesters.

HP Clinics and, as of July 8th, 2007, Regions Hospital ECG's are stored on site 1. If a Regions Hospital ECG is needed that was performed before July 8th, 2007, contact the Helpdesk at 952-967-6600.

Privileges are assigned as follows:

- a. Lab Assistants: Retrieve only
- b. Lab Tech: Edit, Retrieve
- c. Clerical: Retrieve only
- d. Nursing: Most can retrieve only. Nurses who perform ECG's have access to Edit and Retrieve.
- e. Provider: Over reader, Edit and Retrieve
- f. Advanced Practice Providers (APP's): Over read, Edit and Retrieve:

The APP's supervising physician must ensure that this is within the provider's scope of practice and should be confirmed by the clinic's Chief of Professional Services. Once established, the APP may be set up with the necessary MUSE privileges to over read and bill for ECG's. For proper documentation of privileges, contact Laboratory Administration.

Once Log on is accepted, the Authorization window closes and the Home Screen opens.

Summary of Steps to Editing an ECG:

- ECG is transmitted into MUSE
- Copy is given to Provider to over-read and the copy is returned to lab..
- Sign onto MUSE and MUSE opens to the HOME page.
- Select the patient from the Edit List or the Edit/Retrieval List
- This opens the patient record to the Edit/Retrieve Screen.
- Make sure that the message says "No Mismatch Detected
- Make sure the Order and Visit numbers are filled in.
- If not, these must be resolved before confirming.
- Record any of the provider changes, if present, to the instrument interpretation.
- Confirm and Print

B. Home Screen

1. Title Bar: Displays the current application, user, and site

MUSE® System - Edit/Retrieve: Site:1 User:1008 System Go List Test Patient Tools <u>Help</u>

2, Menu Bar Selection: Provides access to all tasks available within the Editor application. Clicking on the menu item brings up a drop-down menu of related commands. Most items on the drop-down menu can also be accessed by using corresponding shortcut keys or icons.



3. Icon Toolbar: The toolbar across the top is a list of ICONS that are available in MUSE.. When the cursor hovers over the ICON and it is active, a display message appears identifying the ICON. If the ICON is inactive, it will be grayed out. ICON's are either active or inactive depending on where you are working in MUSE. When an EKG is highlighted or opened, more ICON's become active.

Example: HOME Screen:

MUSE® System - Edit Retrieve: Sitert User: Instem: Co. List. Test. Patient. Tools. Help.	61863	<i>u</i>	-	1-1000.004			- 0 ×		
	1	8 5 10		2 26			4 ?		
<u></u>			Edit Li 86 Items Mat	st by Test Date tching Tests by	/Time / Date/Time			_	
Edit List Options	Patient ID	Name	Date/Time +	Test Type	Format	Status	Mismatch	Location	
	091274160	EPICTEST, EMROPS	Oct-21 09:40	EC0		Updated	Yes	HPER	
Display Columns (3)	099545799	EPIC, TEST	Oct-21 09:32	EC0		Updated	No	ER UCC	
		NUTL COMPANY, NAME OF	Aug-07 14:43	EC0		Updated	No	RH S10	
Sort Criteria	an other		JUE120645	LP		Newly Acquired	No		Edit List: List of
	an other	100.00	Jul-12 06:36	ECO		Newly Acquired	No		
Selection Criteria 🛞	Routin-	Marris Marris	Jul-12 06:36	EC0		Newly Acquired	No		Unconfirmed ECG's
	B10-10087-1	CARDON - AN OWNER PROPERTY.	May-24 14:05	EC0		Updated	No	HPAN	
Select Patient & Presets (1)	611 - SUBSER	Same - an easily show	May-24 13:58	EC0		Updated	No	HPAD	
Select Patient by ID		minutes, manual in	May-24 13:51 May-24 13:51	EC0		Newly Acquired	No	DU 07	
	and the second	and course the country	May-24 12:43	ECO		Newly Acquired	No	RHED	
	A	and so in the second	May-24 12:38	EC0		Newly Acquired	No		
Presets	Erroration-		May-24 12:17	EC0		Newly Acquired	No	CARD	
Tests by Date/Time	E1111100-	1.000.000	May-24 12:00	EC0		Newly Acquired	No	RH ED	
Orders by Date/Time	and the second second	and the second s	May-24 11:58	EC0		Newly Acquired	No	loc1	
Vicentitie		COLUMN CONTRACTOR	May-24 11:51 May-24 11:49	EC0		Newly Acquired	No	EM 60	
Mismacres	annesi an	COMPANYING CARD, CARD IN	May-24 11:44	ECO		Newly Acquired	No	N/1 80	
My In-Basket	E	ALLER THE PARTY	May-24 11:43	EC0		Newly Acquired	No		
My Recent Edits	E-service and	in - springers, in - 100 and	May-24 11:42	EC0		Newly Acquired	No	SCHP	
Manage Presets	Root over the local data	distant official	May-24 11:39	EC0		Newly Acquired	No		
		Contract of the second second	May-24 11:26	EC0		Newly Acquired	No		
		Conception of the second second	May-24 11:10 May-24 11:14	ECO		Newly Acquired	No	lor 4	
Edit List Options:		10.000 (10.000	May-24 11:10	EC0		Newly Acquired	No	RHED	
Select ECG's	EXCLUSION OF	CONTRACTOR CONTRACTOR	May-24 11:09	EC0		Newly Acquired	No		
	E-BARTER ST.	LANSING AND ADDRESS.	May-24 11:09	EC0		Newly Acquired	No		
according to Presets		States and a subsequence of	May-24 11:09	EC0		Newly Acquired	No	SCHP	
		The second se	May-24 11:04	EC0		Newly Acquired	No	PH ED	
	and a state of the	tioner allers	May-24 11:02	ECO		Newly Acquired	No	POLED	
	A	COMPANYING ALCORD	May-24 11:01	EC0		Newly Acquired	No	loc 4	
	E-DOBRIT LA-	destruction, we destruct	May-24 11:00	EC0		Newly Acquired	No		
		COMPANY OF THE OWNER	May-24 11:00	EC0		Newly Acquired	No	HPMY	
			TestiOrder Deb	inval List- No.	Current Search	Andready Revenues of		eu en	
Test Order D Patient	Patient ID	Name Date/Time +	Test Type	ormat S	atus Misr	netch Location			
Defention of the second s									
Patient ID:	Test	der Petrievel List:	List of in	امر بامار ام	notiontla	ECOlo ata	rod in MI	ICE HA	o ototuo of
Last rearra.	restor	uer Netrieval LISt.	LISCOLI	amuua	patients			ose, m	e status of
First Name:	unconfi	rmed orders and	also the s	tatus o	f the ECC	3's on file.			
Match Phonetically									
Test Date: 09-Feb-2012 🗾 🚍									
Test Type: All									
Order Number:									
Search More									

- **4.** Edit List: The Edit list is displayed in the large right Window Pane. The edit list contains the Unconfirmed ECG's. At the Edit List, patient tests may be selected for editing, printing or confirming. The ECG's on this list can be sorted by clicking on the column header. The options are
 - Patient ID: Patient Medical Record Number:
 - Name: Patient Name
 - Date and Time: Date and Time that ECG was performed
 - Test Type: Test type for our purposes will be ECG
 - Status: The ECG test status is in upper and lower case letters. The options are
 - <u>Newly Acquired</u>: The ECG was sent to MUSE
 - <u>Updated</u>: The ECG has been updated to the edit list after a correction or an order was recently attached.
 - Mismatch: States whether there is a mismatch, Yes or No
 - Location: Clinic Location where performed.

5. Edit List Options: The Upper Left Window Pane contains Edit List Options. Edit List Options contains a number of PRESETS or filters. This allows only ECG's that meet the criteria of the PRESET to be displayed. The list of PRESETS options include:

- Select Patient by ID:
- Select Orders by Date & Time: This list is for orders for all clinics. The order status displays in UPPERCASE letters and can be <u>OPEN</u>, <u>PENDING</u> AND <u>DISCARDED</u>.
- Select by Clinic Location: View ECG's performed only at specified clinic location.
- Mismatches: See all the clinic PID/name mismatches
- Clinics by Location: This is the default

6. Test/Order Retrieval List: Located in the lower half of the Home screen. This screen contains a list of the patient's stored ECG's in MUSE, the ECG order and ECG status, whether confirmed, ` unconfirmed newly acquired or updated..

			Test/Order Retrieva	al List by Pa	tient Name (Long Forma), 7 Items Matching	Current Sea	arch
🗄 Test/Order 🤱 Patient	Patient ID	Name 🔻	Date/Time	Test Type	Order Number Format	Status	Mismatch	Location
Patient ID: 123123123	TestOrder Retrieval List by Patient Name (Long Format), 7 Hems Matching Current Search Patient ID Name ▼ Date/Time Test Type Order Number Format Status Mismatch Location 123123123 DOE, JAYNE Jan-2012:47:58 ECG 119527757 Confirmed No HPWY 123123123 DOE, JAYNE Jun-2114:54:41 ECG 129129133 Confirmed No RH ERE 123123123 DOE, JAYNE Jul-0216:50:28 ECG 128188133 Confirmed No RH ERE 123123123 DOE, JAYNE Jul-0216:50:28 ECG 128188021 Confirmed No RH ERE 123123123 DOE, JAYNE Jul-0216:50:28 ECG 128188021 Confirmed No RH ERE 123123123 DOE, JAYNE Apr-0910:10:49 ECG 105725573 Confirmed No RH ERE 123123123 DOE, JAYNE Feb-07 12:34:34 ECG 140380681 UNCONFIRMED HPWY 123123123 DOE, JAYNE Feb-07 12:34:34	HPWY CARD						
Last Name:	123123123 123123123	DOE, JAYNE DOE, JAYNE	Jul-02 16:50:28 Jul-02 18:41:30	ECG ECG	128186133 128188021	Confirmed Confirmed	No No	RH ERE RH ERE
First Name:	123123123 123123123 123123123	DOE, JAYNE DOE, JAYNE DOE JAYNE	Apr-09 10:10:49 Feb-07 12:17:00	ECG ECG	105725573 140380681	Confirmed UNCONFIRMED	No	HPWY HPWY
Test Date: 12-Feb-2012			Feb-07 12:34:34	ECG	140380681	Updated	No	HPWY
Test Type: All								
Order Number:								
Search More								
User: 1008 Site: 1 No Overreader Patient: (No	one) Test/Order	: (None) Test Retrieval: 0/7						

There are two tabs on the lower left hand side of the screen:

<u>Test/Order</u>: If you search by Test Order, all tests and orders are listed. Open any test/order by clicking on it.

<u>Patient</u>: Enter the chart number of patient name. Their name appears in the retrieval screen. Double click on the patient name and it takes you in to their file. It opens to a list of tests and orders.

7. Edit/Retrieval Toolbar: This toolbar is located at the bottom of the Home Screen. It lists the User ID, Site, Overreader and Patient Information.

User: 1008 Site: 1 No Overreader Patient: (None) Test/Order: (None) Edit List: 0/10

Patient Medical Record Number in MUSE:

Muse requires a 9 digit number. HealthPartners patients have an 8 digit medical record number. To meet MUSE requirements, add a zero in front of the HealthPartners Medical Record Number.

Opening a Patient Record:

A patient record can be opened by entering the record through the Edit List or the Test/Order Retrieval List:

- a. Opening from the Edit List:
 - To open a single record: Select the patient and double click on the record.
 - To open multiple records: Hold the Ctrl key down and click on each record you want to view. Or hold the Shift key down and click on the last record you want to view. All records between the first and last record selected are now highlighted. Press the Enter key to view the first record, then each selected record consecutively.
- b. Opening from the Order/Retrieval List:
 - 1. Type in the patient ID in the Patient ID text box, or type the Last Name, First Name, Test Date, Test Type or Order Number.
 - 2. You can choose to check or clear the Match Phonetically box to search patient names phonetically or exactly as typed.
 - 3. Click Search. A list appears with all the patients in the system matching the name and/or test date entered.
 - 4. Highlight and double-click on the name of the report wanted. The report opens in the Report Editor window.

Icon Descriptions and Functions:

Go to Home



Go to Selected Item: Select an item by clicking on it and then click on this icon. Another option is to double click on the item.



Open Next Selected Item: If you selected on more than one ECG on the EDIT list, once you open the first ECG, click on the arrow to move to the next selected ECG. When completed, it returns to the Home Screen.



Print Test: Option to print to any System Printer listed in the printer directory



<u>Update:</u> Save changes without confirming and billing. The record status will be noted as Updated in the Edit List. We generally use Update instead of Save Test as Demographics Complete. Both update demographic changes.



Save Test as Demographics Complete: Very similar to Update. The record status will be noted as Demographics Complete in the Edit List.



Send Test to In-basket: Do NOT use



Send to Serial Comparison: When multiple ECG's are run within a few minutes of each other and sent to MUSE, this allows the deletion of the unwanted ECG's and reruns the serial comparison so that the current ECG will compare with the desired previous ECG



Send Open or Selected Test to Discarded Data List: To Delete the unwanted ECG's, highlight them and send to the discarded data list. If the wrong ECG is accidently deleted, call the Helpdesk. Discarded ECG's are retrievable.



Select Test Editor Layout: There are several waveform options for viewing the patient record. Waveform Layout, Serial Presentation Layout, Clinical Layout, Enhanced Clinical Layout, Clerical Layout and the option to select a Primary Layout and an Alternate Layout.



Physician Tools for Over-reading: Do NOT Use



Physician Tools for Over-reading: Do NOT Use



On-line Help: This is the MUSE manual. It opens to the area that is being worked on.



Log Out: Logs out to Log In Screen



Exit Application: Exits Application and shuts down MUSE



Confirm, Print and Route

C. Edit/Retrieve: Patient Record Screen:

1. Viewing Options:

There are several patient record viewing options.

- Waveform Layout
- Serial Presentation Layout
- Clinical Layout
- Enhanced Clinical Layout: Do NOT Use
- Clerical Layout
- Select as Primary Layout : Do NOT Use
- Select as Alternate Layout: Do NOT Use



Select this Icon and press the drop down arrow or Tools>Test Editor Layout. Select the layout of your choice.

System P P P P P P P P P P P P P P P P P P	Sinus rhythm Cannot rule out An Abnormal ECG When compared w Nonspecific T wave	-A YA -A B -A -A YA -A -	ndetermined 2010 00:46, aer evident in Anterio	r leads		
	Patient ID:	123123123			No I	Mismatch Detected
F	Last, First Name:	DOE	, JAYNE	•	Referring Phys:	HARTMARK, MARTINA
	Test Date/Time:	09-Feb-2012 16:23:07	·		Ordering Phys:	HARTMARK,MARTIN
Tools	Age/DOB:	05-Feb-1953 (5	9 Years)		Acquiring Tech:	JK
	Sex, Race:	Female 🔽 🕻	Caucasian	-	Editor:	
	Ht, Wt (in, Ib):	140	Option N	umber:	Fellow:	
Waveform Tools	Location:	12_COMO CLINIC		-	Confirmed by:	
	Cart Number:	1 Roo	m Number:		Edit Date/Time:	
	Test Reason:				Order Number:	140546994
	INTERPDATE:				Visit Number:	1127021583
	DIAGNOSIS:	V72.83			Account Number:	1127021583
Discard Test	Diagnosis:				User Defined:	
	Comments:				Secondary ID:	Char
					Ventricular, Atrial Rate:	67 67 bpm
Confirm and Route Test					PR, QRS:	154 86 ms
Q.S.					QT, QTc:	410 433 ms
					PBT Axis:	69 30 54 °

Clerical Layout: Displays patient demographic information without a waveform, and may be edited.

MUSE® System - Edit/Retrieve: Site:1 Use	r:100a Patient: 00	1146805 168	C ECG 09-F0	eb-2012 16:23	07						
System Go List Test Patient Tools Help											
System	🚯 Current EC	G Serial P	resentation	Measurer	nents 🚺	🖗 First Pi	evious EC	G 🚺 OI	dest ECG		
∽ ?	Patient ID:	123123123			/entricular, /	Atrial Rate:	67 67	bpm	☆ \$ \$	B X #	A PA
	Name:	DOE		JAYNE	-	PR, QRS:	154 86	ms	Sinus rhy	/thm ule out Anter	ior inforc
Go	Test Date/Time:	09-Feb-2012	16:23:07			QT, QTc:	410 43	3 ms	undef	termined	for imarc
	Sex:	Female 💌	Race:	Caucasian	-	PRT Axis:	69 30	54 °	Abnorma	IECG	
	Ht, Wt (in, Ib):	140	Age/DOB:	05-Feb-1953	(59 Years) BP:		mm Hg	VVhen col	mpared with	. ECG of
	Location:	12_COMO CL	INIC		No Mi	smatch [Detected		Nonspec	ific T wave a	bnormal
	Room Number:			Order Numb	ber: 140	546994		Referring I	Phys:	HARTMAR	K, MART
	User Defined:	(Visit Numb	per: 1127	7021583		Ordering I	Phys:	HARTMA	RK,MART
	Option Number:				Change Lo	og 📄		Acquiring 1	iech:		ЈК
	Secondary ID:	(Test Re-	ason:		
Tools											
	1 march	~~~l_		-mp	~~~r		V	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		top	
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Waveform Tools	Π.										
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								~			
		T	T	The second se	-γ		Y	γ	T	γ	$-\gamma$
Command Route Test	_										

Clinical Layout: Displays patient demographic information with waveform and may be edited.



a mose system - calchedrever siter ase		1110000 100			20101							
System Go List Test Patient Tools Help												
System	Patient ID:	123123123			Ventricular	, Atrial Rate:	67	67	bpm	☆ \$ ₩ #		A
	Last, First Name:	DOE 1		JAYNE	-	PR, QRS:	154	86	ms	Sinus rhythr	n	
	Test Date/Time:	09-Feb-2012	16:23:07			QT, QTc:	410	433	ms	Cannot rule	out Anterior	r infarci
Gn	Sex	Female 🔻	Race:	Caucasian	-	PRT Axis:	69	30	54 °	Abnormal E	CG	
	Test Date/Time: Ht, Wt (in, ib):	140	Age/DOB:	05-Feb-1	953 (59 Year	s) BP:		1	mm Hg	When comp	ared with E	CG of
	Location:	12 COMO CL	INIC	-	No M	ismatch [)etect	ed		Nonspecific	T wave abr	normal
Test												
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			<i>e</i> /	'R		• •	ay.		•	₩ \4		
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Discard Test		h		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	s-r			\sim	m	much		
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Confirm and Route Test	. mm	hard	- it	/1			0	$ \longrightarrow $	γ	Juny .		1
() all				-								

Serial Presentation Layout: Displays current ECG and most previous



Discard Test ICON: Selecting the Discard Test ICON discards the ECG that is open on the screen. The pink grid is the only ECG edited or discarded. Selecting the first previous and then the Discard Test ICON, still discards the current ECG (pink grid).

2. Updating Patient Demographics:

System Go List Test Patient Tools <u>H</u> elp										
System	× \$ ₩ ₩ X) 🛎 🗗							
"" € 2	Sinus rhythm Possible Left atrial Left axis deviation	enlargement								
Go	Abnormal ECG When compared w Left bundle branch	th ECG of 08-SE block is now Pre	P-2005 14:18 sent	L						
Test			_		_				- Must cou blo Mir	match
	Patient ID:	123123123				No	Mismatch	Detected	Detected before	3 maion B
	Last, First Name:	DOE		JAYNE	-	Referring Phys:		BUTTE, MAI	RY Aconfirming ECG	
	Test Date/Time:	10-Feb-2012 16:44	:26			Ordering Phys:	[BUTTE,MAI	RYA	
Tools	Age/DOB:	27-Sep-1936	5 (76 Years)			Acquiring Tech:	[PAL		
	Sex, Race:	Female 📃 👻	Caucasian			E ditor:	(
	Ht, Wt (in, Ib):			Option Number:		Fellow:	(
Waveform Tools	Location:	46_COON RAPIDS	6			Confirmed by:	(
	Cart Number:	46 F	Room Number:			Edit Date/Time:	(
No Nr. Mo	Test Reason:					Order Number:	14	10618070	Order and	l Visit
14-1 4444 4444	INTERPDATE:					Visit Number:	11	28259400 🏒	before co	; required Infirming
	DIAGNOSIS:	591				Account Number:	1128259400		ECG	
Discard Test	DIAGNOSIS:	V72.83				User Defined:		_		
1	COMMENTS:		_			Secondary ID:			Change Log	
						Ventricular, Atrial Rate:	69 69	bom		
Confirm and Bauta Tast						PR. QRS:	160 124	ms		
						QT,QTc:	424 454	ms		
SO .						PRT Axis:	41 .52	100 •		
						BP:		mm Ha		
								_		

Example: Edit/Retrieval Screen: Complete with requirements met.

- **a. Downloaded Patient Orders:** Whenever possible, download patient orders into the ECG machine instead of manually entering information. Downloading patient information into the ECG machine, ensures that patient demographics are correct.
- **b.** Manually Entered Patient Orders: When orders are manually entered into the ECG cart and transmitted to MUSE, there is the possibility of name mismatches and incorrectly released orders.
- **c. Messages:** When a patient record is opened and information is correct, a message says "No Mismatch Detected". If there is message such as "PID Mismatch" or "No ADT Record for Patient", it must be resolved before confirming the ECG.

d. Order and/or Visit button:

An order number is required for the ECG to be visible in the patient medical record in EPIC and to bill correctly.

To get this order number, an order needs to be entered into the patient medical record and the test released through an appointment.

Order Number and a Visit Number are obtained by:

- 1. Downloading the patient information from EPIC into the ECG Cart. This is the method we should ALWAYS use unless EPIC or MUSE is down or there is an Emergency. When we download:
 - a. All patient information is correct
 - b. There is an order number and a visit number making sure that all workflow is correct.

- c. The preliminary report is visible in EPIC and is overwritten upon confirmation so there is always just one report in EPIC per order.
- Manual Entry with a valid order released through an appointment:
 - a. The order Number, if entered on the cart from the white sheet, will be visible as the order number in MUSE. You will be able to click on it to merge the order and visit number. Beware of clerical errors which prevent the ECG from filing to EPIC and billing correctly.
- 3. Manual Entry with no order/appointment:
 - a. Since a valid order number isn't available, MUSE generates a pseudo order number so that the preliminary ECG can be viewed in EPIC. This number looks the same but it is not an actual order number. It cannot be merged to the visit and it cannot be used for billing. This preliminary ECG will never be overwritten in EPIC upon confirmation. There will always be multiple ECG reports for the same tracing in EPIC.

e. Merging a Manually Entered Order with an Interfaced Order:

Every ECG in MUSE must be associated with an EPIC order. It is required to have the order released through the appointment associated with the order. If patient information was manually entered into the ECG cart without a valid order number, once the ECG was sent to MUSE the order number will be auto-generated and the Visit number will be blank. To get a valid visit number, an order needs to be placed in EPIC for the date of service and released through an appointment from that day. Once that is completed, merge it by going into MUSE and click on the Visit button. Select the Visit number. Select the order number and make sure you are selecting the correct order. Once the provider has over-read the ECG, confirm it in MUSE. The preliminary report will always stay in EPIC and there will be a separate report for the confirmed report.

ſ	Ξ	=	1	
l		n		

2.

f. Update: Use at any time to save changes without confirming and billing. The record status will be noted as Updated in the Edit List.

3. Edit/Retrieval Screen: Problems Requiring Resolution:

Example: Edit/Retrieval Screen: Order Number and Visit Number are blank.

	aystern			- A YA 🛅 🖻 🍝 🗗							
	\mathbb{Z}		*** Poor data quality, in	nterpretation may be adv	versely affected						
			Sinus tachycardia	Sinus tachycardia							
			Possible Left atrial enlargement								
	Go	When compared with ECG of 13-JAN-2012 19:25									
			No significant change was found								
	Test										
8 2			1								
	Select an Order						No I	Mismatch	Detected]	
Ē	Order Number	Status	Order Date	Ordering Physician	lest lype	VisitNumbei	Referring Phys:	SC	NNIER, ELIZ	ZABETH	
<u>E</u>	140602360	UPEN	2/10/2012 2:11:00	SUNNIER,ELIZABE	Resting ECG	112830807	Ordering Phys:				
							Acquiring Tech:		RB		
							Editor:				
							Fellow:			j	
,			When you click on the	order number, this box op	ens. Click on the		Confirmed by:			j	
A (The Order Number and	UN. In the Visit Number then fill	in		Edit Date/Time:				
pro pr							Order Number: (
M M						_	Visit Number: (
י י ורי							Account Number:				
							User Defined:				
							Secondary ID:			Change Log	
							entricular, Atrial Rate: (108 108	bpm		
Con							PR, QRS:	140 90	ms		
Ø-G							QT, QTc:	360 482	ms		
8	No Or	der		OK	Cancel		PRT Axis:	51 26	74 °		
							BP: (mm Hg		
1											

a. Order and/or Visit button are blank:

Every ECG in MUSE must be associated with an EPIC order and ordered through the appointment associated with the order. If the Order number is auto-generated and the visit button in MUSE is blank, it may be for one of the following reasons:

- The patient information was manually entered into the ECG machine and no patient appointment was made in EPIC. No appointment is available to merge the ECG with. Have the nurse/provider order the ECG through that day's appointment. Release the order. Click on the Order number to fill in the Order and Visit numbers. This merges the ECG.
- The Order/Visit numbers are blank because 2 ECG's were performed for the same order and another order needs to be created if both ECG's are wanted on the medical record. Verify that 2 ECG's were performed; make sure that the provider wants both and that one was not transmitted in error. If the provider wants both, ask the nurse to place a second order for an ECG. Then merge the second ECG to the new order. If only one ECG is wanted, delete the unwanted one.
- There may be a message that the order is pending. This means that the order was downloaded into the ECG machine but not used. The order needs to be returned to Open Orders.
- The patient information was manually entered into the ECG machine and sent to MUSE. All information was entered correctly and the order was released through an appointment but needs to be merged with the interfaced order. Click on the Order Number and the Order and Visit number will fill in.

Example: Edit/Retrieval Screen: Error Message: No ADT Record for Patient and Visit Number is blank.

System of List rest ration roots nep	
System	×5株選×国本名の 回本 回
	Normal ECG
	When compared with ECG of 30-SEP-2011 17:17.
Go	
Test	
	Patient ID: 123123123
	Last, First Name: DOE , JAYNE V Referring Phys: JOHNSON, BRUCE M
	Test Date/Time: 20Jan-2012 17:27:30 Ordering Phys: JOHNSON,BRUCEM
Tools	Age/D0B: 08-Dec-1941 (70 Years) Acquiring Tech: ARS
	Sex, Race: Female Caucasian Editor:
	Ht. Wt (in, lb) Option Number: Fellow:
Waveform Tools	Location: 34_ST. PAUL CLINIC Confirmed by:
	Cart Number: Edit Date/Time: Mission Viet Number:
No No 10	Test Reason: Order Number: 139284969 ECO Order Wash root
	INTERPDATE: Visit Number: Recourds and Through an Encourter.
	DIAGNOSIS: V72.83 Account Number: 1126938908
Discard Test	DIAGNOSIS: User Defined:
	COMMENTS: Secondary ID: Change Log
	Ventricular, Atrial Pate: 65 65 bpm
Confirm and Route Test	PB, QRS: 136 76 ms
	QT, QTc: 460 478 ms
SO	PRT Axis: 47 30 7 °
	BP: mm Hg

b. PID/Name Mismatch

A mismatch message will appear if there is a mismatch. To resolve the mismatch: Click on the down arrow next to the Last Name field.

Select the appropriate name from the list. The report name will be replaced by the name selected. Report Name: Current report name

System Name: Name attached to the record that was acquired into the MUSE before the current report, and has the same PID as the current report.

Admitting Name: Name sent to the MUSE from the HIS interface. Always select the Admitting Name when the Admitting Name and the Report Name are the same. If they are different, investigate the reason for the mis-identification.

When there is a mismatch, make sure to verify the correct number in EPIC. Sometimes the wrong number has been entered or a zero is missing at the beginning of the patient chart number. If this is the case, do the following:

- 1. Correct the number.
- 2. Select the admitting name. The Order and Visit fields will be visible.
- 3. If the error message is still there, click on the Order Number and select "No Order".
- 4. Select the Visit Number and choose the correct visit.
- 5. The Order Number is now blank.
- 6. Select the Order Number again and select the correct order and say ok.
- 7. The message should now say "No Mismatch Detected".

Example: Edit/Retrieval Screen: Error Message: PID Mismatch

System of List rest Patient roots neh	Ψ	
System		
	Electronic ventricular pacemaker	
60		
Test	Patient ID: (23) 23123	
E	Last First Name: DOE UAYNE Referring Phys: BETHWILL MICHAELA	
	Test Name:DOE, JAYNE HAELA	
Tools	Age/DDB: 17-Jan-1944 (68 Years) System Name:DOE, JAYNE M	
	Sex, Race: Male Caucasian Caucasian	
	Ht, Wt (in, lb): Option Number: Fellow: System PID/Name Misma	itch:
Waveform Tools	Location: 16_MAPLEW00D CLINIC Confirmed by:	
	Cart Number: 1 Room Number: Edit Date/Time:	
po po no ro	Test Reason: Order Number: 140141270	
	INTERPDATE: Visit Number: 1128018993	
	DIAGNOSIS: V72.848 Account Number: 1128018993	
Discard Test	DIAGNOSIS: User Defined:	
	COMMENTS: Secondary ID: Change Log	
	Ventricular, Atrial Rate: 55 55 bpm	
Confirm and Route Test	PR, QRS: 162 184 ms	
Q.46	QT, QTc: [510_[487_]ms	
	PRT Axis: 190 41 °	
	BP: 7 mm Hg	

c. Pending Orders

To change Pending status to Open, go to Test>Orders & Accounts>Change Order Status to Open or Shortcut Key F2

				Test/Order Ret	rieval List by Patient	Name, 3 items	s Matching Cu	rrent Search	
🛃 Test/Order 🔒 Patient	Patient ID	Name 🔺	Date/Time	Test Type	Order Number	Format	Status	Mismatch	Location
Patient ID: 123123123	123123123	DOE, JAYNE DOE, JAYNE	Feb-10 16:28:40	ECG	120612068		Confirmed	No	HPAV
Last Name:	123123123	DOE, JAYNE	Feb-09 10:17:00	ECG	140512998	\sim	PENDING		HPRI
First Name:						_		5	
Match Phonetically							Order S	tatus: Pending	
Test Date: 12-Feb-2012 🗾 📖							Need to	Change Status to	Open
Test Type: 📶 💌									
Order Number:									
Search More									



d. Serial Comparison:

Multiple ECG's are sometimes run within a few minutes of each other and transmitted to MUSE. Multiple ECG's are often rerun because of interference due to movement, lead problems, electrical, etc and a better tracing is desired. Since the instrument compares a patient's ECG with the most previous ECG, the comparison will be made with the ECG's run a few minutes earlier. In order to get an accurate serial comparison comparing the ECG from this appointment with the previous appointment, a new serial comparison should be run.

			•	Test/Order	Retrieval List by Pat	ent Name, 3	Items Matching Cum	ent Search	
Test/Order Q Patient	Patient ID	Name 🔺	Date/Time	Test Type	Order Number	Format	Status	Mismatch	Location
Patient ID: 123123123	123123123 123123123	DOE, JAYNE DOE, JAYNE	Feb-11 17:34:00	ECG ECG	140647395		UNCONFIRMED Newly Acquired	No	HPWE
Last Name:	123123123	DOE, JAYNE	Feb-11 17:45:07	ECG	140647395		Newly Acquired	Yes	HPWE
First Name:			\sim	ECG's run 1	minute anart				
Match Phonetically			ō	ne should b	e deleted and				
Test Date: 12-Feb-2012 🗾 📟			th	e serial con	nparison rerun				
Test Type: All									
Order Number:									
Search More									
ser: 1008 Site: 1 No Overreader Patient: (No	ne) Test/Order	: (None) Test Retri	ievat 0/3						



Send to Serial Comparison

Delete unwanted ECG tracings from the Edit List or the Test/Order Retrieval List.



Option 1:

- Highlight the record from the Edit List
- Click on the Send Test to Serial Comparison Icon.
- The system will remind you that all changes to the diagnosis will be lost and the original 12SL statements will be restored. Click Yes.

Option 2:

- Highlight the record on the Edit List.
- Click Test on the menu Bar. Select Send To and then Serial Comparison
- The system will remind you that all changes to the diagnosis will be lost and the original 12SL statements will be restored. Click Yes.

e. Order Status Mismatch

If the Order Status Mismatch error message is present and there is an order and visit number, it is likely due to the fact that the order number is a pseudo-order number, created because there wasn't an order. This was created so the preliminary ECG is visible in EPIC but it cannot be used for merging or billing. A new order will have to be placed for the correct date of service and the order

will have to be released through the correct appointment. Then, the order can be merged by clicking on the order number in EPIC and selecting the correct order.

🐌 Current ECG 🗍	& Clerical Measurements Serial Presentation	👍 1st Prev: 22-Mar-	2013 11:15:03 🔰 🗛 More: 23-Feb-2009	13:36:17
☆ \$ * * ● X]
Sinus rhythm with	1st degree A-V block			
Borderline ECG	teria for LVH, may be normal variant			
When compared w	vith ECG of 22-MAR-2013 11:15,			
No significant char	nge was found			
Patient ID:	123456780	Ord	er Status Mismatch	
Last, First Name:	Doe So	Referring Phys:	YOUNG, RAINA L	j
Test Date/Time:	22-Mar-2013 11:15:53	Ordering Phys:	YOUNG,RAINAL)
Age/DOB:	24-Apr-1939 (73 Years)	Acquiring Tech:	AMR)
Sex, Race:	Female 💽 Caucasian 💌	Editor:		
Ht, Wt (in, Ib):	233 Option Number:	Fellow:		
Location:	49_Eagan	Confirmed by:		
Cart Number:	0 Room Number:	Edit Date/Time:		
Test Reason:		Order Number:	167021493	
INTERPDATE:		Visit Number:	1143631760	
DIAGNOSIS:		Account Number:	1143631760	
DIAGNOSIS:		User Defined:	🗌 🗌 Do not bill	
COMMENTS:		Secondary ID:		
		Ventricular, Atrial Rate:	67 67 bpm Change Log	
		PR, QRS:	216 100 ms	
			((

4. Over-reading the ECG:

Example: Edit/Retrieval Screen: Selecting an Over-reading Physician

4 MUSE® System - Edit/Retrieve: S	Site:1 User:1008 Patient: 033606329 T	est: ECG 09-Feb-2012 10	:10:06		
System Go List Test Patient To	ools <u>H</u> elp				
System					
🤊 💫 ?	Sinus rhythm with freque Otherwise normal ECG No previous ECGs avail	ent Premature ventricul: able	ar complexes in a patter	n of bigeminy	
Go					
	👫 Select Overreader				
		Lisers matching	search criteria		
Test	Last Name First Name	User ID Login ID	sourch entena		
	PASTIR, MD JEFFREY	349 349			
					ch Detected
					YOUNG, RAINA L
					YOUNG,RAINAL
Tools					MA
Waveform Tools					
M M NR MO					140533952
					1128314343
	Enter all or pa	rt of a user name and c	ick search to find match	ning users.	343
Discard Test	Last & First Name:	PASTIR, MD		, JEFFREY	
	Licor ID:	240	_		Change Log
	Userib.	1348			j bpm
Confirm and Route Test		Search	ОК	Cancel	2 ms
Ø.C		<u></u>	J		26 ms
				PBT Axi	s: 56 40 65 °
				BF	P: / mm Hg
User: 1008 Site: 1 No Overreader	Patient: 033606329 Test: Newly Aca	uired ECG on 09-Feb-2012	16:10:06 Edit List: #1 o	f 1	
A start		W 2 Microsoft	😡 2 Microsoft	W untitled - Paint	
		- A Microsoft III	- Hierosore	y antices - Faint	

Selecting an Over-reading Physician:

- 1. At the Edit List, select Tools>Select Over-reader. The Select Over-reader window appears
- 2. You can search by name or user ID.
 - To search by User ID, type the User ID in the User ID field.
 - To search by Physician Name, type in all or part of a over-readers name in the First and Last Name fields. Click Search to search for matching users.
- 3. Highlight the correct user and click OK. The user's name will now appear as the over-reader for any reports being confirmed.

5. Editing the ECG:

Example: Edit/Retrieval Screen: Editing an ECG

System Go List Test Patient Tools <u>H</u> elp	
System	
🦈 💫 ?	Sinus rhythm with marked sinus arrhythmia Nonspecific T wave abnormality Abnormal ECG
Go ▲ ◆ ► Test ▲ ◆ ● ●	No previous ECOS available rapid heart rate rapid heart rate QRS (QRS) QRS duration (QRS-DUR) Abnormal QRS-T angle, consider primary T wave abnormality (QRST) Minimal votage criteria for LVH, may be normal variant (QRSV) QRS votage (QRS-VOL) wth QRS widening (QRSV)
	No Mismatch Detected
	Abnormal QRS-T angle, consider primary T wave abnormality (QRST) Referring Phys: EVERTS, SHAWN S
	Narrow QRS tachycardia (NQTACH) Ordering Phys: EVERTS, SHAWNS
Tools	QRS (QRS) Acquiring Tech: AJH
	QRS duration (QRS-DUR) Editor:
	Wide QRS rhythm (\$SWQR)
Waveform Tools	Wide QRS tachycardia (WQTACH) Confirmed by:
	with QRS widening and repolarization abnormality (STRAIN) Edit Date/Time:
The the top	Test Reason: Order Number: 140600614
	INTERPDATE: Visit Number: 1127232708
	DIAGNOSIS: Account Number: 1127232708
Discard Test	DIAGNOSIS: User Defined:
	COMMENTS: Secondary ID: Change Log
	Ventricular, Atrial Rate: 60 60 bpm
Confirm and Route Test	PR, QRS: 182 90 ms
Q=Q	QT, QTc: 424 ms
SO	PRT Axis: 68 55 20 °
	BP: mm Hg

To Edit the ECG:

See the Interpretation Screen that displays the instrument interpretation.

The original 12SL diagnosis appears shaded in gray.

Free Text entered appears with a different background color.

The cursor is over each character.

Blinking Cursor: Indicates where the library statements or free text will be inserted.

a. Adding Acronym Statement from the Acronym Statement List:

- 1. Type the first letter or second letter of the acronym you want to add to the diagnosis.
- 2. The Matching Mode list appears, with a list of the acronyms that contain the letters typed.
- 3. Highlight and double click on the correct acronym statement in the list. It appears in the diagnosis.
- 4. To delete the acronym statement, highlight the statement and press the Delete key, or place the cursor at the end of the statement and press the Backspace key.

b, To add Free Text to the current Diagnosis Statement:

- 1. At the diagnosis statement window, insert the cursor at the point where you want to insert a free text statement.
- 2. Begin typing. Note: If you begin typing and the acronym drop-down box appears, continue typing until it disappears.
- 3. Press the Enter key to move to the next line.
- 4. To delete free text, highlight the text and press the delete key or insert the cursor and press the Backspace key. This deletes one character at a time.
- 5. To insert an acronym while typing free text, select the Insert key. The acronym drop down menu appears. Select the appropriate acronym and continue.

c. To Restore the Original 12SL Diagnosis:

- 1. Right click at the diagnosis statement. A menu appears.
- Select Original 12SL Diagnosis. The Original 12SL Diagnosis window appears. Click Restore. The diagnosis statement will be restored to the original 12SL diagnosis, including any statements deleted during editing.
- 3. All new statements and free text will be deleted if Restore Original Diagnosis is selected.







d. Confirming the ECG:

The ECG can be confirmed when:

- The Error Message has been resolved and it says "No Mismatch Detected"
- Order and Visit Numbers are filled in
- The Provider either agrees with the instrument interpretation and makes no changes to the ECG, or the Provider changes have been entered.
- When finished, press the Confirm and Route Icon or (F6) to confirm the ECG.

e. Shortcut Keys:

- F5: Refresh
- F6: Confirm and Route
- F7: Skip to the next test
- F8: Update to the edit list
- F2: Opens a Pending or Discarded order: Highlight and press F2. This changes the order to OPEN.

6. Print a ECG to a Defined Device

Example: Print an ECG

system Go List fest Patient foo	ia uch		
System	♀\$ ** ▲ × ■ +A PA	1 1 × 7	
🦈 🔊 🤇	Select Device and Formatting Option	15	X
	General Options		
Go	Format Options	Available Devices	
🟠 🔿 📴		Regions - EX Phys RN Room Regions - LST Dispatch Room Regions - Outpatient Lab	Number of Copies: 1
Test		Regions - Results Printer (new) Regions Card Clinic Riverside Cardiology Riverside Clinic	Normal Preop
		Riverway Anoka Riverway Elk River Clinic RXPR210	Stat
		Temporary Device	
Waveform Tools		Use the default report formats for this device	
		○ Use <u>s</u> pecified report formats	
		Recipient Name for Cover Page (optional):	
Discard lest			
Confirm and Route Test		Select as <u>d</u> efault device	
80			
			QK Cancel



a. To Print an individual ECG:

- 1. Select the Print ICON or Highlight a record and select Report from the Menu Bar at the top of the screen.
- 2. Select Print.
- 3. Select the desired printer from the list.
- 4. Select the number of copies. The default is 1.
- 5. Click OK

b. To Print a List:

- 1. Select and click on the print ICON.
- 2. To print a list, do a right click on the list and a box pops up to "print list".
- 3. Select the printer you wish to print to.

c. Printing to Regions Result Printer

When printing ECG's to Regions Cardiology to be over-read by a cardiologist, always print to **Regions Result Printer**.

7. Deleting an ECG order in MUSE:

- Cancel an ECG order without results, in EPIC. Credit the order in Sunquest. If it is cancelled only in Sunquest, the cancel will not file back to EPIC.
- Once an ECG is transmitted to MUSE and you want to delete it, contact IS Computer Help Desk. IS will make sure the record is correct in EPIC and that the billing information is also correct.

Transmitting EKG Results to MUSE Procedure v. 02/2012

This includes unwanted occurrences of transmission of multiple ECG's. Call or e-mail IS & T computer support. Make sure you say it is in MUSE.

8. Outside Provider Order:

- Place the order in EPIC. You will need to get an Epic number for the outside provider by contacting LIS, permission from a clinic provider to use them as the ordering provider or use the clinic's Doc of the Day.
- Release the order through a lab appointment.
- Enter the name of the outside provider in the "comments"
- ECG should be edited and confirmed according to the regular process:
 - Clinic provider can read and edit ECG
 - ECG can be sent to Regions to read and edit
 - If patient is a pediatric patient (\leq 17 years of age), the ECG is sent to Childrens Heart.
- Follow faxing instructions as indicated on the paper requisition.

Always log out or exit application when finished with session.



Log Out: Logs out to Log In Screen



Exit Application: Exits Application and shuts down MUSE

Interpretations/Results

N/A

ECG results are blocked from the provider in-basket. The tracing is available in Epic in the patients chart under the ECG tab. Once the ECG is transmitted to MUSE, a preliminary, unconfirmed, copy is visible in EPIC in the patient's chart. When the ECG is confirmed, the preliminary is overwritten with the final, confirmed report.

Reference Ranges (Expected Values)

N/A

Computer Entry See Procedure

Notes

Edit List should be monitored weekly by each clinic's laboratory staff and "Super Users". If ECGs are still waiting in the "Edit List" after 1 week, reprint and distribute to physician reader.

Author/Reviewers (s)

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Endorsement Laboratory Administration