

ECG Process - 2014-01-29

Version 1

OUTPATIENTS

1. ECG is ordered.
2. Patient presents at LOP or YPCC with requisition.
3. ECG is accessioned by lab staff.
 - a. 3 labels print – 1 for requisition, 1 for the Interim Report and 1 barcode for the copy to be read.
4. ECG is performed by laboratory staff. 2 copies are to be printed.
5. Place the labels on the appropriate copies of the ECGs.
6. Place the Interim report in the mail slot for the ordering clinic. All ECGs performed by the lab require that an interim copy be sent to the ordering provider ASAP. If ordering location is YPCC and it is collected at YPCC deliver the interims to the YPCC clinic directly. Send the interim reports for other locations to Stanton in an envelope marked "ECGs – Interim" for distribution.
7. YPCC collection only (bar coded copies)–
 - a. Track the ECGs to Stanton.
 - b. Place the tracked ECGs in an Envelope marked "ECGs to be Read".
 - c. When ECGs arrive at Stanton receive the ECGs
 - d. Place the received ECGs in the "Untracked ECGs" tray.
8. LOP collections (bar coded copies)-
 - a. Place the ECGs in the "Untracked ECGs" tray.
9. Sort the ECGs by patient type – Under 16 years of age go the YMCL, all other ECGs go to YMCE.
10. Track ECGs for YMCL to YMCL and print the Tracking List.
 - a. Double check that the tracking list matches the actual ECGs you have.
 - b. Perform this while scanning the ECGs to the List.
 - c. Ensure the number of ECGs on the list matches the number of ECGs.
 - d. Print the list and place with the ECGs.
11. Track ECGs for YMCE to YMCE and print the Tracking List.
 - a. Double check that the tracking list matches the actual ECGs you have.
 - b. Perform this while scanning the ECGs to the List.
 - c. Ensure the number of ECGs on the list matches the number of ECGs.
 - d. Print the list and place with the ECGs.
12. Take the ECG batches upstairs to the colour printer.
 - a. Scan the ECG batch (with the tracking list) to your email address.
 - b. Select email.
 - c. Change the colour setting to grayscale.
 - d. Select address book.
 - e. Type in your name and search. Select it from the list. Ensure your name is the recipient then click close.

- f. Go to Scanned from button and clear text.
 - g. Put CAPS on.
 - h. Type "ECG LIST then the number". If large batch indicate (1 of 2, etc.) The scanner can only handle about 15 ECGs per batch.
 - i. Press Save.
 - j. Place the ECGs face up in the Auto Feeder.
 - k. Then press Start.
13. Return to the laboratory and check your email.
- a. Find the email in your inbox.
 - b. Right click on the scan and select "Save target as:"
 - c. Save the scan in the Lab Shared file.
 - i. My Computer
 - ii. Shared
 - iii. LAB
 - iv. Outstanding Referral Tests
 - v. Select ECG folder for the current year
 - vi. Select the current month
 - vii. Save
14. If the list does not appear in your email, return to Step 12.
15. Verify that the ECGs are all clear and available on the scan. If not, return to Step 12.
16. Place the ECGs in the appropriate envelope for the Day of the week. For example, ECGs from Monday for YMCE go in the envelope marked "MONDAY ECGs for YMCE".
17. Put the envelope in the appropriate mail slot for distribution.