

Cardiac Outreach Help Line

PLEASE CALL: 406/329-5846

“You have reached the ECG Department of St. Patrick Hospital and Health Sciences Center.”

Caren Turner – ECG Technician Leader

Jeaneanne Demarais – Holter Monitor Lead Technician/ECG Technician

Holter extension with voice mail 406/329-2848

When calling the 329-5846 number, it will ring four times, then the nurse call system will answer. Request that they page ECG for Call Waiting.

For holiday and weekend assistance, do the following:

PLEASE CALL: 406/329-5847

“You have reached the Respiratory Therapy Department at St. Patrick Hospital and Health Sciences Center.”

If no answer, on the fourth ring, the nurse call system will answer. Request that they page the Respiratory Therapy Department for Call Waiting.

Ordering Information for Supplies for the XLI ECG Machine

Please Call: 1-800-218-2045 (ext. 5028)
Philips Medical System

Part Number for Battery Replacement: M1721A
Part Number for ECG Paper: M1707A

Please order a catalog for other HP supplies.

For all other supplies, please call 1-800-218-2045. They will be happy to assist your needs.

Step-By-Step Instructions for the “Trim” ECG Machine

1. Turn trim button to NAVIGATE (this is a selection on screen)
2. Push knob to select ON SCREEN, or ON MENU.
3. Loading (will hold a maximum of 100)
4. Wheel Brake – when locked shows red on side of machine (right above the wheel)
5. PC Card Slot – used with PC Card, Lan Card and Modem Card
6. Insert card into slot (on back of machine - leftside top)
7. PC Card contains removable 128 MB memory and is used to transfer ECGs
8. LAN Card – used to connect cardiograph to computer network
9. Modem Card – (FAX) ECGs or transfer ECGs by modem connection. Both Lan Card and Modem Card are used to transfer ECG's to external management system.
10. Display – three areas (Status Bar, Waveform Display Area, and the Command Toolbar)

SEE INDICATOR LIGHT, INSTRUCTIONS FOR PATIENT ID,
AND CODE EXPLANATIONS ON REVERSE SIDE

Status Bar Leads Off – Indicator displays the name of any loose or disconnected electrodes.

Battery Level Indicator – Displays current amount of power remaining in the battery.
Always plug in machine to AC power whenever possible to re-charge battery.
The cardiograph will beep when the battery needs charged IMMEDIATELY.
Blue color = fully charged
Half-white square = half charged
Very white = low charged
Pink color = battery re-charging

Filter setting – 60 indicates AC power filter setting.
0.05 – 150 = high- and low-pass frequency filter settings
F = filter applied
W = baseline wander, filter applied

Pacer Detection Settings

P? = not known if paced. Recommended for most ECGs.
P = paced
PM = pacer/magnet
No Code = pacing detection set to OFF

PATIENT ID AND NAME top margin (middle of page)
Press – ON/STANDBY (on top left side beside screen)

R.T. (REALTIME) is home screen on cardiograph. Real time means waveform data is shown on screen within a few seconds of time when acquired from the patient.

PATIENT ID can be entered five different ways;
1. Type using keyboard, 2. Use barcode, 3. Use magnetic card reader,
4. Use smart card reader, 5. Selecting pending order.

Press ID button – ID Field on screen is highlighted and blinking (cursor appears in this field). Turn trim knob (or press down arrow key) to highlight next field. Continue to INFO on the screen. Notice tabs located at top of screen. (i.e. pt. info/clinical info/order info). THE PATIENT INFO TAB IS SELECTED.

If you want to choose Clinical Info. or Order Info. push the ALT KEY and hold down, press letter key shown on tab. EXAMPLE: hold down ALT KEY, then press “C” for clinical information.

If you want Order Information do the same thing but press “O” key. When all patient information has been entered, press the ENTER key on KEYBOARD to save info. and to exit screen.

****TO ENTER PATIENT IDENTIFICATION INFORMATION USING: Mag Card, Smart Card or Select Pending order: turn TRIM KNOB to select button “FOLLOW INSTRUCTIONS ON SCREEN.”**

After ID has been entered: R.T./ECG Screen appears. Next step, check to make sure signal quality is good (located at the top leftside screen at beginning of margin). If it reads: i.e. (RL – tight leg disconnected). Color-coded waveforms are:

Green – yes
Yellow – o.k.
RED – no

TRIM ECG SYSTEM Quick & Easy

Taking An ECG

Press AUTO (second button in the vertical row on right side of machine)

This captures a 10-second ECG.

If previewed “Auto Report” is of good quality, press ENTER key on keyboard and this will print out the Auto Report.

If it is not of good quality, press ESC (escape key). This will enable you to exit the preview screen and not print out an Auto Report.

Repeat by pressing AUTO until you obtain a satisfactory tracing.

For emergency ECGs, just push AUTO without patient information, then go back and edit the ECG with the correct patient demographics.

Screen comes up “patient identification missing required fields,” do the following:

Turn the gray knob to highlight the CANCEL button on the message screen.

Push gray knob to SELECT button and fill in your required patient demographic fields.

Instructions for Running ECG on Trim System

1. Turn on machine.
2. Press PT. ID. on upper right side.
3. Enter MR#.
4. Using gray knob at lower center of machine, turn clockwise to enter patient first name.
5. Scroll to last name and enter.
6. Scroll to gender and enter, press down on gray knob.
7. Scroll to month, enter using one digit if one digit, two if two digits.
8. Scroll to day, enter using one digit if one digit, two if two digits.
9. Scroll to year, enter four-digit year.
10. On the left lower keyboard, press ALT and "O," (not zero) at the same time. This brings you to MD and operator.
11. Press on gray knob, then scroll up or down to MD, press gray knob.
12. Scroll to operator, press gray knob to scroll up or down to ER, RN or correct initials. Then press gray knob.
13. Scroll to reason. Press gray knob to diagnosis. Press gray knob or leave blank.
14. Press ENTER key at right upper keyboard.
15. Wait for rhythm to turn green. If not, check leads. Make sure they are blue-side up.
16. Press AUTO for ECG, then press gray knob for print.

SEE INSTRUCTIONS FOR TRANSFER TO
ST. PATRICK HOSPITAL ARCHIVE ON REVERSE SIDE

ECG Transfer to SPH Archive

1. Turn power on
2. Plug modem cable into wall. Plug card end into back of ECG machine.
3. Using gray selector, roll to "ARCHIVE "on the bottom of the screen. Push selector to open archive.
4. Files with a check mark next to them are ready to transfer. Those without the name and medical record number entered will not send until that information is entered.
5. Find the correct ECG(s) you wish to transfer by rolling the selector and pressing "DOWN" or "UP," then roll and press "SELECT."
6. Roll selector to "TRANSFER." Press selector.
7. Click on the window marked "select transfer destination" and select "TRACEMASTERVUE, " then click O.K.
8. ECGs will now transfer.
9. When transfer is finished, unplug modem cord and put machine in standby.

Patient Questionnaire For Holter Monitoring

Patient Name _____

DOB _____ Gender ____M____F

Surgery History

*Any past cardiac history: (i.e. heart attacks, open heart surgeries, stents, pacemakers, angioplasties, ablations, heart catheterizations, defibrillator insertions).
Ask for date for any of these procedures, month and year, if possible.*

Medications

Present Symptoms or Complaints _____

Attending Physician _____

Other Information _____

Physician ECG Overread Instructions

Go to the Internet: <http://www.ihimontana.org>

Click on "Physician Tools"

Click on "Clinical Information"

Click on "ECG, Holter, PFT, Treadmill"

Click on "Enter Cardio Server"

If you have the icon of Cardio Server on your desktop, omit the above steps and just click on Cardio Server.

User Name: (First, Initial, Last name) *Not case sensitive*

Password: (First, Initial, Last name again)

We've been instructing the users to change their password after the first login. They do this under "user information."

If looking for a particular ECG, type in the name and click on "FIND"
(can use last name or last name, first name).

It will list all ECGs with unconfirmed status. If you prefer files in
alphabetical order, just click on the NAME column.

It will list all the ECGs in appropriate order.

Click on "ALL."

SEE INSTRUCTIONS FOR OVERREAD ECGS
ON REVERSE SIDE

To overread ECGs:

Click on the patient's last name

The screen will display that particular patient's ECG.

It will read "This study opened for editing."

Read the computer interpretation. If you agree with the reading, just click on CONFIRM (at the top right margin). This completes your overreading.

If you do not agree with the computer reading, or wish to add or delete from the interpretation, do the following:

The cursor will blink at the end of the last sentence.

Left click and hold down on the mouse to highlight what you want to delete. Then push the BACKSPACE key. All the highlighted interpretation will be deleted. In this field, you can free text additional interpretive comments.

After you have made the changes, please go to the top of the right margin and click on SAVE CHANGES, then click on CONFIRM. That completes your reading.

If you would like to use the "Interpretation Builder," select a category.

Rhythm – gives you many choices

Premature Beats – 35 choices

Paced Rhythm – 30 choices

Axis – 9 found

Blocks – 22 found

Infarcts – 108 found

P-QRS Complex – 70 found

ST-T Wave – 115 choices

Pediatrics – 131 choices

Favorites – *These are your choices you have created and used often in the past readings.*

If you use these Favorites, or use a specific statement from choices, they will re-appear under your Favorites after subtracting or adding to the interpretation.

Always remember to click SAVE CHANGES.

You have successfully completed your overreading.

Step-By-Step Instructions for the use of XLI ECG Machine

1. Turn on ECG machine.

These are mandatory patient demographic fields:

2. Go to ID.
3. Enter Medical Record #. (This is the ID.)
4. Name, last then first, middle initial (i.e. Smith, John E.)
5. Age
6. Gender
7. Operator (name or initials)
8. Race (optional)
9. Department (optional)
10. Room
11. Requested by: (doctor)

After all patient demographic fields have been completed, you are ready to take the ECG.

Hit AUTO button. Look to screen to see if the integrity of the ECG is O.K. Screen will say "ECG O.K." If you see artifact or other interference, press the STOP button. Check lead placement. (If it is muscle artifact, please make sure the "filter button" is ON.) Wait until artifact clears, then hit AUTO. Repeat until ECG is O.K. ECG file will automatically store to disk. Screen will say "ECG Storing," and green light will continue until ECG stored.

In an emergency, connect the patient to the patient cable hit AUTO and it will take the 12-Lead tracing. It will not store to disk until patient demographics are entered.

CONTINUED ON REVERSE SIDE

To complete patient demographics after a stat ECG, do the following:

Go to MENU. Hit MENU twice. Hit FILES, hit EDIT. Then choose the ID number you want to edit. Hit EDIT again and put in your correct patient demographic information.

To acquire a Rhythm Strip:

Press MANUAL, then answer YES: it is asking if you want the same patient information on this recording. Press F2. This will give you a choice of leads you want to use on the Rhythm Strip.

Remember, this is a manual function. You have control over how long you can record. Each sheet is 10 seconds. When you have acquired enough of the Rhythm Strip, press STOP.

Press PAGE ADVANCE. This will align the paper to the next perforation edge.

Other keys on the keyboard are:

BATTERY LEVEL INDICATOR. Pay attention to this. If you forget to plug in your machine when it is not in use, the indicator will show low battery power.

COPY KEY – Use this after doing the ECG to make as many copies of the document as needed.

SPEED – Should be at 25 for normal range, 50 is double speed.

ECG SIZE – 5, 10 or 20 MM. – 10 is normal

V-LEADS – Full or half-standard. (full for most ECGs)

Maintenance of Equipment

You need to clean the machine regularly or the machine may not work well.

Change out your floppy disks every two months; use formatted disks.

Use an alcohol wipe to run under the paperfeed holder, which shows the electric eye where to stop and start with the paper printing. There is paper dust accumulation through time, and this will correct the problem.

REMEMBER TO CALL YOUR “HELP LINE” WHEN NEEDING ASSISTANCE.