Penn Medicine
Lancaster General Health

PERFORMING AN EKG

MAC 5500 EKG Cart Procedure

Concept: List available EKG orders, load your patient's order to the EKG cart, and transmit the EKG back to the EKG Management System.

1. Press **Power**
2. Press **More (F6)**
3. Press **Main Menu (F2)**
4. Press **More (F6)**
5. Press **Ord Mgr Int (F3)**
6. Press **Load Orders (F2)**
7. Press **Append Orders (F3)**
8. Enter Location Number **xx**   Enter unit location number (LGH/WBH inpatient only)
   a.   Location number labeled on cart
9. Press **Enter** and wait while orders list loads
10. Press **Enter** on your patient's name
11. Press **Load Orders (F6)**
12. Press **Select (F1)**
13. Arrow down to your patient's name and press **Enter** to select
14. Press **Load Orders (F6)**
15. Press **Continue (F2)**
16. **Type your initials** in Technician Field
17. Press **Enter**
18. **Move cursor to Return field** using the down arrow
19. Press **Enter**
20. Press **ECG** to perform the test

21. **Specific action must be taken for EKG's that read:**
    a. Acute MI
    b. Complete Heart Block
    c. Heart rate below 40 bpm

The following procedures is to be followed for **Outpatient Labs and LGHP only**:

   a.   Have patient stay at the location
   b.   Call the Heart Station at 44892 to have them look over the EKG; if needed get a STAT read.
   c.   The Heart Station will call the ordering physician for disposition of patient.
   d.   The Heart Station will call you back with the cardiologists STAT read and ordering physician's instructions for the patient and your team to follow.

The following procedure is to be followed for **LGH and WBH Inpatient only**:
   a.   Notify RN **immediately**

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POST EKG - LGH and WBH Inpatient, LGHP and Outpatient Lab Testings

 Transmit EKG to the EKG Management System

- File manager
- Select
- Highlight patient's name
- Enter
- Transmit

Remote Lab - Transmit EKG to the EKG Management System

- Save the EKG prior to leaving facility
- Once you have returned to the transmittal area (LGH or Kissel Hill Lab Testing) connect the equipment to the data port.
- Turn equipment on and select File Manager
- Select
- Highlight patient's name
- Enter

MAC 2000 EKG Cart Procedure

1. Turn on machine
2. Press More → Orders
3. Highlight the patient's order and press **LOAD**
4. Verify the patient information and press **SAVE**
5. Hook the patient up, wait for a clear tracing and then press **ECG** -> **Continue**
6. The ECG will save automatically.
7. Transmit the EKG
   a. **Wireless:** If you are on wireless, you can just press transmit after it is done saving.
   b. **Wired:** You can then take your machine to the network jack, plug it in (wait a minute) and then transmit from the File Manager (see instructions below)

If you need to transmit/re-transmit a study you can do so from the File Manager

1. From the **Main Menu**, press **File Manager**
   a. Press **Select**
   b. Using arrow keys, select the study you want to send by pushing down on circle in the middle of the arrow keys.
   c. Press **Transmit**

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<u>If you need to perform and ECG without the order you can do so by entering the patient data manually.</u>

1. Turn on the machine, Press **Resting ECG**
2. Press **Patient Data** – Fill in as much information as you can (At least MRN and Name) and press **SAVE**
3. Hook the patient up, wait for a clear tracing and then press **ECG**
4. The ECG will save automatically
5. Transmit the EKG
   a. <u>**Wireless:**</u> If you are on wireless, you can just press transmit after it is done saving.
   b. <u>**Wired:**</u> You can then take your machine to the network jack, plug it in (wait a few seconds) and then transmit from the File Manager (see instructions below)

Trouble with EKG machine? Call Brad Miller (544-1097) or Jason Bell (544-1033)

EKG questions or if you need a STAT read, call the Heart Station – 544-4892

Important

** If <u>any</u> problems are experienced that prevent the loading of an EKG order or transmission of an EKG please call the Heart Station at 44892 or page the Heart Station at 717-305-1639. **

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Name_____ Date_____ Employee ID:_____ **Critical Behaviors**	**Performed Independently **Must demonstrate or verbalize with high degree of accuracy ****	
	Yes	**No**
Preparation		
1. Introduce self to patient.		
2. Verify EKG order in the EMR.		
3. Identify patient utilizing 2 patient identifiers.		
4. Explain procedure to patient.		
5. Load patient order to the EKG cart using the Order Manager Interface.		
6. Enter unit location number (LGH/WBH inpatient only)		
7. Perform hand hygiene.		
8. Place patient in the supine position & provide patient privacy.		
9. Completely expose the patient's upper chest and lower legs, removing all clothing including bras and pantyhose/nylons.		
10. Complete proper skin preparation: • Remove moisture/oils with soap/water or dry gauze (NO alcohol) • Clip excessive hair at electrode sites (NO razors) • Gently abrade electrode sites to enhance adhesion and electrical conductivity using abrading tape (inpatient) or Electrode Prep Pads (outpatient lab locations)		
Application of Electrodes/Lead Wires		
1. Place limb electrodes (4) on bilateral deltoids & legs Always place leg electrodes first (leg electrodes serve as a 'ground') • Electrodes are place over muscle, not bone • Extremities should 'mirror' one another • Electrode tabs are oriented toward the heart		
2. Apply precordial (chest) electrodes (6) • V1: 4th intercostal space to the right of the sternum • V2: 4th intercostal space to the left of the sternum • V3: Between V2 & V4 • V4: 5th intercostal space at the mid-clavicular line • V5: 5th intercostal space at the left anterior axillary line • V6: 5th intercostal space at the left mid-axillary line • Electrodes tabs are oriented toward the heart		
3. Attach lead wires to each electrode utilizing the lead wire clips		
EKG Cart Procedure		
1. Follow the step-by-step EKG Cart Order Procedure.		
2. Describe process for 'Creating Order' during urgent situations when there is not a current EKG order in the EMR.		
3. Verify quality of tracing utilizing color coded lights (green/yellow/red)		
4. Describe process of enabling 'Pace Gain' mode prior to running an EKG for patients with implanted devices (pacemakers/defibrillators, etc.)		

Last revised: November 2019
Reviewed by: Christina L. Lutz MSN, RN-BC

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Name_____ Date_____ Employee ID:_____ **Critical Behaviors**	Performed Independently **Must demonstrate or verbalize with high degree of accuracy **	
	Yes	**No**
5. Describe process of trouble shooting when not able to obtain a suitable EKG tracing (checking all electrodes/lead wires/connections/patient movement/anxiety/diaphoresis)		
6. Perform low level disinfection (LLD) of EKG leads/cart.		
7. Perform hand hygiene.		
8. Transmits EKG to Heart Station (MUSE) using File Manager.		
9. Confirm transmission of EKG.		