

JUVENILE COURT HEALTH SERVICES MEDICAL RECORDS PROCEDURES

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Subject: EKG CARDIOLOGIST		Original Issue Date: 01/31/03	Procedure # 014
		Supersedes:	Effective Date: 03/24/2021 15/18
Departments Consulted: Nursing Department Probation Department	Approved By: (Signature on File) Heidi M. Mittwer Medical Records Director	Approved By: (Signature on File) David Oh, MD Medical Director	

PURPOSE

To ensure and increase safety patient care that the physician has reviewed a youth's EKG results.

POLICY

Juvenile Court Health Services (JCHS) physicians will review all EKG result.

PROCEDURE

1. The provider will write out an order for an EKG to be performed with an Electrocardiogram request form filled out completely.
2. The provider will hand off the electrocardiogram request to the nurse.
3. Nursing will also receive an order through PEMRS in the Menu under orders.
4. The nurse will log in Electrocardiogram request in the EKG log book. (EKG are performed within 1-2 days of request), unless specified STAT.
5. The nurse will notify a Probation staff by phone of minor requested.
6. Nursing will performed the EKG.
7. Nursing will then place EKG reading with the electrocardiogram request in the HIM Department designated basket.
8. HIM staff will pick up EKG results with the electrocardiogram request form.
 - A. Proceed to Letter B if received both a EKG result and electrocardiogram request form
 - B. HIM staff will scan EKG into the Youth's EMR.
 - C. HIM staff will notify HIM Supervisor and HIM Director through via-email on EKG performed on youth.

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PROCEDURE (Continue)

9. HIM Supervisor or HIM Director will notify HIM staff assigned to forward EKG performed to have EKG read for results.
 - a. HIM staff will then print out EKG scanned into the EMR and forward to the Cardiologist to be read for results via-email.
10. Cardiologist will then send result via-email.
11. HIM coordinator will receive results via-email and forward to all providers including Mental Health providers through outlook and the PEMRS email.
12. The original Provider who request for an EKG of youth will then note the results EMR.

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