



Electronic Patient Record (EPR) Standard Operating Procedure (SOP)

Title	How to request, view and sign an electrocardiograph ECG (Digital) in FirstNet
Purpose	To describe the best process when ordering an ECG (Digital). The SOP also covers how to locate, view, manipulate the graphical result and add text into the system interpretation section.
Scope	All medical and clinical staff within the ED service areas.
Pre Requisite	This SOP assumes that the reader has had formal training and is designed to ensure that the trained user can follow the process without supervision.
Role/s	All medical and clinical staff with the appropriate level of FirstNet access.
EPR Module/s	FirstNet.
Performance Measures	A trained user can carry out the procedure with minimal or no supervision.
Related Documents	CHFT G-27-2020 Medical Device Management Policy V7.0 CHB_ED_16 Ordering a Clinical Care Set through FirstNet V2.0 CHBCOC50 How to request, view and sign an ECG (Digital) in PowerChart.

Step	Action						Responsible Role/s				
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How to request, view and sign an How to request, view and sign an Electrocardiograph ECG (Digital) in FirstNet V1.3



7	Type ecg and select ECG (Digital) from the drop-down list. Improvide the state of t				
	ZZZTEST, MISS ZAPA - 3017376 Dune				
8	Complete the 3 mandatory fields and press <i>Sign</i> then <i>Refresh</i> . This will send your order via the WiFi to the ECG Device.	Requesting Clinician			
	Related Results 3 Missing Required Details Dx Table Orders For Congnature Sign Cancel				
9	Clicking on the ECG (Digital) symbol in Launchpoint will display the ECG (Digital) order status. You will know whether your order has been completed when the status changes to <i>Procedure Completed</i> .	Doctor ANP			
10	Click on the blue ECG (Digital) hyperlink to view the ECG. If there is more than one	Doctor			
	ECG outstanding check the date and time before selecting from the list.	ANP			

11	NB You will need to configure your settings the first time you view an ECG (Digital) result graph. This must be set by the user and cannot applied to the EPR system globally. Click on the settings button outlined in red below and select the settings shown.	Doctor ANP
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13	<complex-block></complex-block>	Doctor ANP



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For office use

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Code	CHFTCED045							
Version		V1.3						
Effective Date		10/12/2018	Review Date	10/12/2020				
Author/s		Steve Coady Programme Manager, Bernie Hepper Optimisation Lead.						
SOP Ow	ner	CHFT						
Approved by		Tbc EPR Change Control Board 11/12/2018 Advisory notices to CHFT Operational Board, Nursing & Midwifery Practices Group.						
Approval	date	10/12/2018						
Distributi	on	Back Office, Digital Health Te	eam, Divisional Di	gital Leads via the Operational Boards.				
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Docume	nt Control							
Version	Date	Author (AU) Approver (AP) Reviewer (R)	Status	Comments				
0.1	04/12/201	8 (AU) Steve Coady Bernie Hepper	Draft	Initial draft Programme Manager Optimisation Lead				
1.0	05/12/201	8 (R) Dr Rebecca Isles Mark Davies Louise Croxall Katy Booler Alexandra Keaskin Maureen Overton Carol Gregson Michelle Foster	Draft	ED Consultant. ED Consultant ED Matron EPR Back Office Analyst ED Sister/Educator Associate Director of Digital Health & Cancer Services CHFT CNIO Clinical Services Manager Cardiology				
1.1	06/12/201	8 Bernie Hepper	Draft	Optimisation Lead Amendments completed.				
1.2	07/12/201	8 (AP) Dr Rebecca Isles Mark Davies Louise Croxall	Draft	ED Consultant ED Consultant ED Matron Service Planning				
1.3	10/12/201	8 Bernie Hepper	Draft	Optimisation Lead Amendments completed.				
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