

Standard Operating Procedure

Procedure Title:	In-Office EKG Ordering
Date:	7/15/22
Version:	1.0
Department:	Clinical
Approved By:	Brooke Gregory

Purpose: The purpose of this SOP is to outline the process for ordering an electrocardiogram (EKG) performed in the office.

Procedure: The provider determines that the patient they are seeing needs to have an EKG done in office. Medical Assistant (MA) to perform EKG in office, order point of care test, and submit to Dr. Klein to interpret.

- 1) Once EKG has been completed, MA to place order in open office visit note.
 - a) Go to “Orders and Results” in left hand column
 - b) Next, click the + sign for DIAGNOSES & ORDERS

Orders and Results + DIAGNOSES & ORDERS
 - c) Under Point of Care Tests clinic on “electrocardiogram” and associate diagnosis
 - d) Leave order open for Dr. Klein to enter results
- 2) Once provider has reviewed the EKG place it in Dr. Klein’s in basket to review and result.
- 3) In the **“Lab/Imaging” Provider Staff bucket** forward the order to Dr. Klein with a note stating, “EKG has been placed in your in basket.”

bbillings11 STAFF > Lab / Imaging (3 tasks)					
Patient	Status	Results	Description	Provider/Location	Created
Mouse Test, Mickey E 65yo M 11-11-1956 #136...	DATAEN...	Unknown	Imaging/Diagnostic Result electrocardiogram	Cic Lab	Today 10:38 AM

- 4) Dr. Klein will result the EKG in the open order.
- 5) Once EKG reading has been completed EKG is to be scanned into chart.

Once the EKG is read and resulted, the provider will be able to close the office visit note.