



Memorandum

Date: August 31, 2015
To: Calgary Zone Physicians
From: Dr. Christopher Naugler MD – Clinical Section Chief
Re: Completion of Laboratory Requisitions for Electrocardiographs (ECG)

PLEASE POST OR DISTRIBUTE AS WIDELY AS APPROPRIATE

Key Messages:

- Calgary Laboratory Services (CLS) is committed to ensure correct processing of orders requested on requisitions.
- For this reason, CLS requires the checkbox displayed next to each test on the requisition to be clearly checked off to indicate the test is being requested.

Importance/Impact:

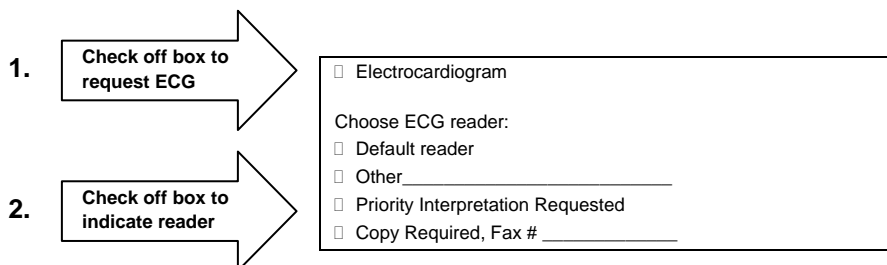
- **Effective September 14, 2015, the absence of checkmarks in the Electrocardiogram section of a Community General Requisition will be considered an incomplete ECG order.**
- For an ECG request to be considered complete, CLS requires the checkboxes for “Electrocardiogram” AND an ECG reader be checked off on the requisition.
- Documenting a reader name manually or electronically in the “Other” field without checking off one of the ECG reader boxes, **does not** constitute a complete ECG order.
- ECG requests without a checkmark for the ECG reader will be routed to the CLS default reader for interpretation even if an alternate reader name is indicated in the “Other” field. This change applies to orders received on paper and electronic requisitions.

Background:

- Incomplete or unclear documentation on the requisition increases the risk for misdirecting electrocardiographs for interpretation.
- Some electronic physician office systems auto-populate the ordering physician name into the “Other” field of their electronic version of the CLS requisition even when no ECG is ordered. Therefore without a check mark in the reader field of the requisition, CLS cannot be responsible for determining the intent of the ordering physician.

Action Required:

- Check both boxes in the Electrocardiogram section on the requisition to ensure the ECG electrocardiograph is distributed to the correct reader for interpretation.



Inquiries and feedback may be directed to: Dr Christopher Naugler MD, Clinical Section Chief, General Pathology
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This memorandum has been reviewed and approved by: Dr Leland Baskin MD, VP Medical Operations