



Memorandum

Date: February 9, 2016
To: Calgary Zone Physicians
From: Dr. Ethan Flynn – Clinical Section Chief, General Pathology, CLS
Re: **Completion of Laboratory Requisitions for Electrocardiographs (ECG)**

PLEASE POST OR DISTRIBUTE AS WIDELY AS APPROPRIATE

Key Messages:

- A new ECG requisition (**REQ9015ECG**) was adopted by Calgary Laboratory Services (CLS) on Nov. 11, 2015.
- Every ECG request must meet and comply with patient safety guidelines and requirements for completion of ECG requisition. This requires:
 - ALL appropriate checkboxes be checked off.
 - Confirmation of physician identification with **FULL first and last name** of the requested reader if other than the default reader.

Importance:

- If requirements are not met, the requisition is considered **incomplete**.
- **Incomplete ECG requisitions will be routed to the CLS default reader** for routine interpretation. This protects patient privacy and ensures accurate and timely report delivery.

Action Required:

For the requisition to be complete, ALL of the following information must be provided as seen below; if it is not, the requisition is considered incomplete and will be sent to the default reader:

Select preferred reader and interpretation status. If section is incomplete, ECG will be sent to default reader for routine interpretation

Default Reader:

- Routine Interpretation: Report Required next business day
- Priority Interpretation: Report Required same business day.

Alternate Reader: To be read by: **Dr. John Smith**

Routine Interpretation

Priority Interpretation: The ordering physician is responsible for making arrangements for preferred reader to be available to receive fax of un-interpreted ECG on day of recording.

Alternate reader box must be checked

One of these boxes must be selected

Complete first and last name of alternate reader must be included

- Turn-around time of routine ECGs by default reader is the next business day. To avoid the risk of misdirected confidential patient information, please do not request a fax of an un-interpreted ECG unless this is critical to same day patient care.

Inquiries and feedback may be directed to:

Dr. Ethan Flynn, Clinical Section Chief, General Pathology at 403-770-3396 or ethan.flynn@cls.ab.ca

This memorandum has been reviewed and approved by:

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