

INSTRUCTIONS FOR DOCUMENTATION AND MACHINE MAINTENANCE

The machine will be stored outside of Trauma Room 1 and kept secured to the wall with a padlock. You will have the combination to the lock and it will be your responsibility to return the machine to its proper location and lock it after use. You may unlock the machine for the Ob/Gyn residents and Cardiology attendings when they come down for consultations in the ED. Please keep the machine plugged in when not in use and as much as possible during use so as not to deplete the battery life. The machine must be cleaned by the physician after each use. A disinfectant spray will be located on the cart to clean the probes and machine after use. Neglecting to clean the machine may result in loss of ultrasound privileges. **THE ULTRASOUND MACHINE MAY NOT LEAVE THE EMERGENCY DEPARTMENT UNDER ANY CIRCUMSTANCE.**

Entering Patient Data:

1. Turn on machine
2. Select the appropriate transducer by pressing the button corresponding to that transducer.
3. Press the "Patient" key located to the right of the keyboard.
4. If previous patient data is entered, press "End Exam" or "New" key
5. Enter patient's Last Name
6. Enter patient's First Name
7. Enter patient's ID number preceded by your initials (eg. JZ9083434)
8. To start scanning press "Done" or "2D" key

Saving Images or Clips:

1. Press "Freeze" key
2. You may go back or forward several frames by pressing the ← or → keys
3. Press "Save" key to save image to Compact Flash card
4. To save a video clip press "Save Clip" (not the "Record" key)
5. You may change the time preset for clips (2 sec, 4 sec, or 6 sec) by pressing "Clips..." key on the bottom of the screen. Press the 2s, 4s, or 6s key to change time. Remember that you should choose the shortest possible time to save disk space.
6. Make sure to press "End Exam" on the Patient screen when finished scanning.

Reviewing Images or Clips:

1. Press "Review" key
2. Scroll down to desired study with the arrow keys and press "Review" at bottom of screen.
3. To scroll through the images, press the left most button at bottom of screen – it will display the number of images in the file (eg.- 3/3 means you are viewing image #3 of 3 total images). If one of the save studies is a clip, you will see "Play" at the bottom of the screen. Press "Play" to view clip.
4. Press "Done" at bottom of screen to finish reviewing the study.

Entering Information in Log Book:

1. Log Book will be kept attached to the Ultrasound machine. It will contain the following items: Ultrasound Policy and Instructions, Log Sheet, ED Ultrasound Data Sheet, Emergency Ultrasound Explanation for distribution to patients.
2. You will be required to enter patient info in log sheet (attach patient sticker) and also fill out the ED Ultrasound Data Sheet for review. Once a bedside study is completed, please give the patient an Explanation sheet.

REMEMBER TO CLEAN OFF MACHINE AFTER USE!