

Valley Medical Group, P.C.
Clinical Policy and Procedure

Title: Holter Monitor Ordering

Purpose: Define the process for ordering holter monitors.

Policy: Providers will identify a need for a Holter Monitor referral and follow the procedure. Nursing will identify patient's insurance and complete the applicable order.

Procedure:

Provider

- Identify the need for a Holter Monitor
- Utilize macro "Holter_Order_Arcoleo" in the Assessment and Plan and fill in appropriate responses.
- Ensure an EKG is completed within 30 days.
- Send patient case to the FPRN inbox requesting a holter monitor, identifying duration of the monitor as well as the diagnosis.

Nursing

- Identify patient's insurance.

MassHealth or Blue Cross Blue Shield

- Queue up the order/referral "Holter Monitor - Arcoleo", sign and submit by paper print out.
- Using chart export, fax the following to Hampden and Franklin County Cardiovascular (HFCC) @ 413-372-5212, 50 Maple St. Springfield MA., 01103
 - Order/Referral
 - EKG
 - Office note
 - Facesheet/demographics
 - Insurances
- Inform patient that Cardiology will send them the results and will call them directly to schedule a follow up visit if there is a concern with the Holter results.
- Close patient case.

All other insurances

- Queue up the order/referral to RCS (30-day Event monitor or holter monitor) and submit.
- Send patient case to your centers Holter Monitor inbox (xxxholtermonitor) to enter patients name and information on the excel spreadsheet.
- Designated nurse will keep patient case open until results are received.
- Ordering provider will receive and annotate results.
- Designated nurse will enter that results have been read onto the spreadsheet and close patient case.
- Designated nurse will send spreadsheet to billing monthly.

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