

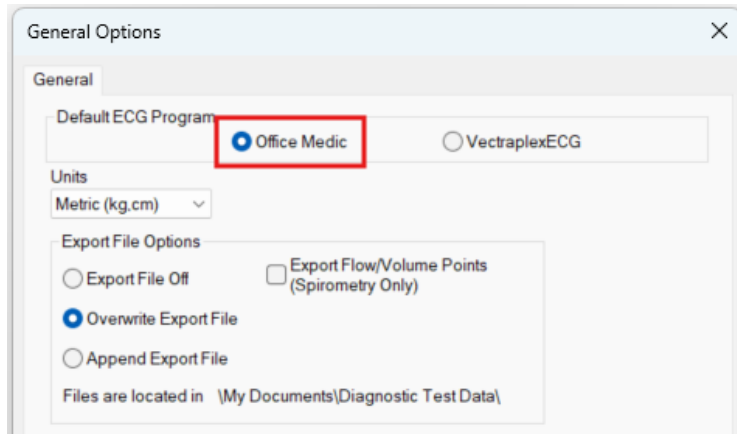
Office Medic (Universal SmartECG) How-To Guide

Office Medic Settings

These are Office Medic settings that are important for the user to know.

1. Options > General > Default ECG Program > Office Medic

Ensure that the default ECG program is set to Office Medic, it is set to VectraplexECG by default & must be changed to Office Medic.

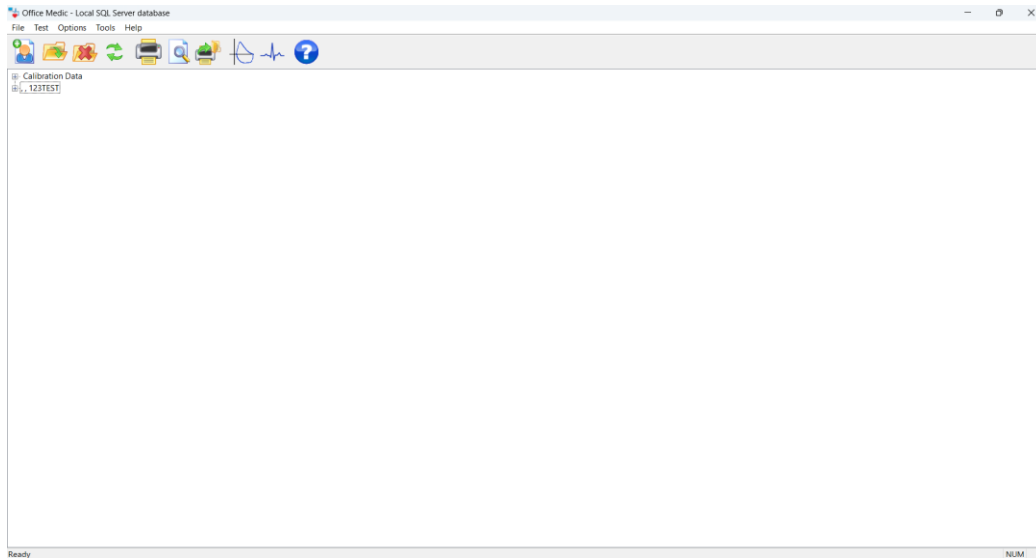


2. Options > ECG... > Acquisition Settings > Create PDF when Save and Print is selected.

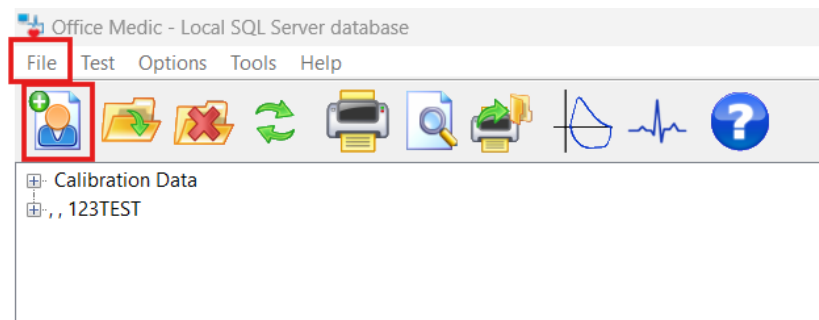
This setting allows the user to configure whether the “Save and Print” function will print to a printer or create a PDF in the Image File directory.

Performing an ECG for the First Time

1. Connect the Universal SmartECG to the desktop, laptop, or tablet via the USB cable.
2. Launch Office Medic. When Office Medic opens, the screen below appears:



3. Create a new patient by clicking the “New Patient” icon or by clicking “File” > “New”.

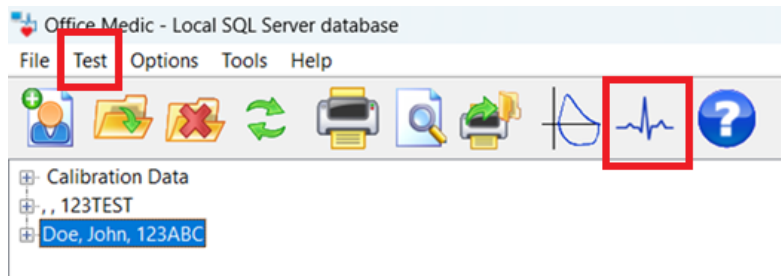


4. Enter in all known patient information (mandatory patient information is denoted with an asterisk) and click “OK”.

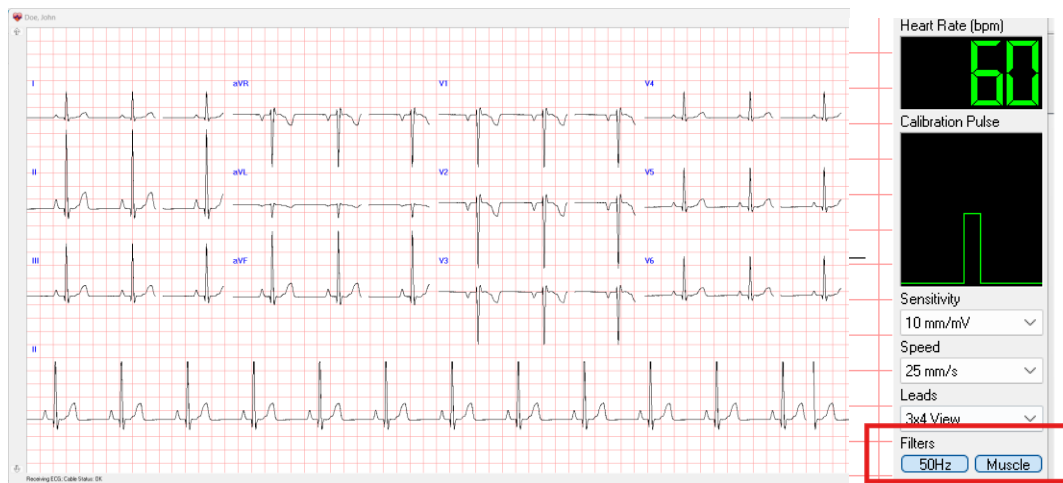
Patient Information ✕

Last Name*	First Name*	Account #*	ID #
<input type="text" value="Doe"/>	<input type="text" value="John"/>	<input type="text" value="123ABC"/>	<input type="text" value="123ABC"/>
Address		Phone Number	
<input type="text" value="123 Main Street"/>		<input type="text" value="123-456-7890"/>	
Height(cm)*	Weight(kg)	Gender*	Race*
<input type="text" value="123"/>	<input type="text" value="123"/>	<input type="text" value="Male"/>	<input type="text" value="Not listed"/>
Birth Date *	Age	Smoking-Pack Years	* Required
<input type="text" value="3/24/1950"/>	76 yr	<input type="text"/>	<input type="button" value="OK"/>
			<input type="button" value="Cancel"/>

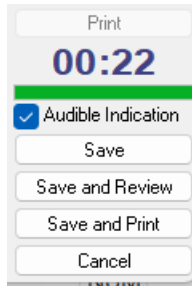
- The newly created patient will now appear in the main patient trunk database.
*It is recommended that patient preparation and ECG setup such as electrode placement are performed before starting an ECG.
- Highlight the patient and click the “ECG” button or click “Test” > “ECG...” to start an ECG.



- Record an ECG until there is a clean waveform with no noise or wandering baseline as shown in the 10-second strip on the bottom of the screen. You can enable power and/or muscle filtering to improve signal quality.



- When the user approves of the ECG strip, they can either click “Save”, “Save and Review”, or “Save and Print”.



Click “**Save**” to save the session. This will end the session and return the user to the main screen with the main patient trunk database.

Click “**Save and Review**” to progress to the “Review ECG” screen.

Click “**Save and Print**” to print an ECG report.

- If the user clicks “Save and Review”, they will see the screen below.

