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Children's Hospital of Wisconsin

Pediatric Cardiology

Diagnostic Services Handbook

Herma Heart Center
PO Box 1997, MS 713
Milwaukee, WI 53201-1997
P: (414) 266-6457 • chw.org



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CARDIAC EKG-TRANSMISSION PROTOCOL

During Clinic Hours from 8:00-4:00pm; Monday – Friday

- Email a copy of the EKG to HHC.EKG.Reading@chw.org or fax a copy to 414-266-3261 even if MCW physicians have access to your MUSE.
- If faxing, phone the Administrative Assistant at 414-266-6457 and leave a message that an EKG is ready to read in MUSE and state patient name, date of birth, site location and contact provider's name and telephone number for any additional questions.

When sending an EKG please complete “Request for Reading of an Outside EKG / Holter” coversheet (page 8) and email to HHC.EKG.Reading@chw.org or fax to 414-266-3261 to CHW fax number 414-266-3261:

- Patient Data Sheet including insurance information
- Print copy of EKG
- Reason for EKG
- Direct callback number for questions regarding the study
- Ordering provider's name and fax number for non-urgent result
- Ordering provider's contact direct number (pager or cell) to communicate urgent results

For Emergency Patients who require EKG after 16:00; Monday – Friday or on the weekend:

- Contact the CHW Cardiology Fellow on call at 414-266-2000
- Provide a report on the patient and to let them know an EKG is being faxed
- The Cardiology Fellow or Cardiologist will contact the referring provider with a verbal preliminary report
- A formal written report will be faxed to the referring provider on the next business day
- Internally, Cardiology Fellow will document preliminary interpretation and to whom the verbal report was given. Paperwork will be delivered to EKG Administrative Assistant initial process of official interpretation.

For Non-Emergency Patients who require EKG after 16:00; Monday – Friday or on the weekend:

- Email a copy of the EKG to HHC.EKG.Reading@chw.org or fax a copy to 414-266-3261 even if MCW physicians have access to your MUSE.
- If faxing, phone the Administrative Assistant at 414-266-6457 and leave a message that an EKG is ready to read in MUSE and state patient name, date of birth, site location and contact provider's name and telephone number for any additional questions.
- The fax will be prepped the next business morning and the results will be faxed over once completed.



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Requests for EKG or Holter testing

If your patient requires an EKG or Holter to be performed by Children's Hospital of Wisconsin, please fax an EKG or Holter order to central scheduling.

Fax # 414-607-5288

EKG / Holter orders must include:

Patient Name

Date of Birth

Physician's signature (Pending signature orders will not be accepted)

Have the patient call Central Scheduling to make an appointment.

414-607-5280

The EKG / Holter department is located in the Herma Heart Center, 2nd floor West Tower on main campus.

9000 West Wisconsin Av

Wauwatosa, WI 53226



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Outside Echocardiography VPN Transmission Protocol

Prior to transmission of any echo study; fax the following information to the CHW echo desk at fax number (414) 266-8471:

- Patient Data Sheet and Insurance information
- Provided Fax Cover Letter (from CHW) filled out in its entirety

Call the outside echo transmission phone number at 414-266-7478 and leave a message stating:

- Your name and institution of where the echo is being sent from
- Phone number you can be reached at if there is a problem
- Priority of the read [STAT or routine]

Non-urgent studies received before 1600, Monday-Friday:

1. Any non-urgent studies received before 1600* will be read same day by the attending cardiologist, provided all the paperwork and documentation is supplied by the outside institution. (*Transmission of some images can take 1 hour plus)
2. The attending cardiologist will call the provided number with results.
3. A typed report will be faxed to the provided fax number.

Non-urgent studies sent after 1600, Monday-Thursday:

1. Any non-urgent studies sent after 1600 will be read the next business day by the attending cardiologist, provided all the paperwork and documentation is supplied by the outside institution.
2. The attending cardiologist will call the provided number with results.
3. A final typed report will be faxed the following business day.

Non-urgent studies sent after 1600 on Friday or on the weekend:

1. Contact the CHW main hospital at (414) 266-2000 and have the cardiology fellow paged
2. Provide them with a report on the patient and let them know a study is being transmitted
3. Give them the appropriate call back number for the results.
4. The cardiology fellow and/or attending cardiologist will contact the ordering provider with results within 24 hours.
5. A final typed report will be faxed the following Monday morning.

Urgent studies sent before 1600, Monday-Friday:

1. Any urgent studies *received before 1600 will be read as soon as possible by the attending cardiologist, provided all the paperwork and documentation is supplied by the outside institution. (*Transmission of some images can take 1 hour plus)
2. No additional phone call is necessary given that the paperwork is labeled as STAT and the message left also indicates a STAT reading is needed.
3. The physician will call the provided number with results.
3. A typed report will be faxed to the provided fax number.

Urgent studies received after 1600, Monday-Friday or on the weekend:

1. Contact the CHW Cardiology Fellow on call at (414) 266-2000 to provide a report on the patient and to let them know that an echo is being transmitted.
2. Provide them with a call back number for the results.
3. The CHW cardiology fellow and/or attending will contact the ordering physician with results as soon as possible.
4. A final typed report will be faxed the following business day.

If VPN transmission is not successful, send DICOM CD to CHW via courier and notify the appropriate contacts at each location.



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Cardiac Holter / Event Monitor Transmission Protocol

During Clinic Hours from 8:00-4:00pm; Monday – Friday

- Fax a scanned copy of the Holter / Event monitor report to 414-266-3261 unless CHW physicians have access to sending locations MUSE
- Phone the Cardiology office 414-266-6457 letting them know that the holter report will be coming through fax (or ready to read in MUSE) and state from what location.
- The physician will call the provided number with results when requested.
- A typed report will be faxed to the provided fax number (or entered into MUSE).

Prior to faxing the holter please include the following information to CHW fax number (414)266-3261:

- Patient Data Sheet including insurance information
- Reason for holter
- Name, phone number, fax number and pager number of person to be contacted with results
- Pager/callback number for questions regarding the study or who to notify if the holter was not received (or an issue accessing in MUSE)

Outside of Clinic Hours from 8:00-4:00pm; Monday – Friday

- Holter will be read the next business day
- The physician will call the provided number with results.
- A typed report will be faxed to the provided fax number (or entered into MUSE).



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Request for Reading of an Outside Echo Study

To: 414-266-8471 (Children’s Hospital-Main Campus Echo Desk)

Name of Institution sending the study: _____

Urgency of Study:

() STAT

() Routine

Include Patient Data Sheet and Insurance Information with this face sheet

Reason for echo: _____

Preliminary Impression by Technologist:

Number of images being sent: _____

Performing Technologist’s contact information:

Name: _____

Contact Number: _____

Ordering provider’s contact information to communicate urgent results:

Name: _____

Direct Contact Number (e.g. cell or pager): _____

Fax Number: _____

Request for Reading of an Outside EKG / Holter

To: 414-266-3261 (Children's Hospital-Reading Physician Practice Fax)

Name of Institution sending the study: _____

Urgency of Study:

() STAT

() Routine

Include Patient Data Sheet and Insurance Information with this face sheet

Reason for EKG / Holter:

Performing person's contact information:

Name: _____

Direct Contact Number: _____

Ordering provider's contact information to communicate urgent results:

Name: _____

Direct Contact Number (cell or pager): _____

Fax Number: _____



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CHW Contact Information for Diagnostic Services

Physician Referral and Consultation 24 hour line: 1-800-266-0366

Cardiology Administrative Offices: 414-266-6457



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