



Cardioversion Procedural Scheduling (New Ulm, Northfield, Mora, Burnsville, Lakeville)

To be completed by Outreach Nurse

1. Obtain Procedural Scheduling Folder
2. Print online **Heart Rhythm** Procedural Scheduling paperwork
**Link available on inside cover of Procedural Scheduling Folder*

To be completed by Physician

3. MHI physician (MD) or advanced practice provider (APP) completes the MHI at ANW "**Cardioversion Orders**" sheet
4. MHI MD or APP enters all orders (in Epic) for pre procedure blood work: Potassium, Digoxin level (if appropriate), INR (if appropriate).
 - If INRs, a venous draw INR should be scheduled and resulted 1-3 days prior to scheduled cardioversion.**All lab work should be entered under Ordering Physician for resulting purposes.*

To be completed by Outreach Nurse

5. Send patient education form home with patient ("What You Should Know Before Your Cardioversion Procedure" and "Special Instructions for Patients") in Folder **3 pages total*
 - This will remain blank when you place it in the folder
 - Notify patient that they will receive a phone call from ANW to schedule their procedure and review and provide the instructions they need for their procedure.
Ask patient to have this letter available for the phone call.

To be completed by Scheduler or Outreach Nurse

6. If the patient has any non-Allina medical testing/procedure results, complete the "**Authorization for Disclosure of Health Information**" form to obtain medical information from other facilities and allow transfer of information to MHI at ANW for continuation of care.
 - If Patient is on Coumadin, obtain the name and phone # of the clinic/provider who follow's patient's INRs.
 - Have the patient sign (signature line is at lower left) **Located in Folder*
7. Fax the Disclosure Form (if applicable), "Cardioversion Facsimile Transmittal Sheet" and completed "Cardioversion Orders" form to ANW Scheduling at 612-775-3112
***A procedure cannot be scheduled until the order form is completed.**
8. Call ANW CV lab scheduling at 612-775-3295 to alert the schedulers that a patient needs to be scheduled. You will be asked to provide the best contact phone number to reach the patient.

To be completed by MHI/ANW Staff

9. MHI/ANW CV lab schedulers will initiate the ANW Pre OP RN to contact patient within 48 hours. At this time, they will:
 - Schedule Cardioversion procedure
 - Provide patient education of recommended procedure
 - Direct patient to primary care provider for diabetic regimen prior to procedure
10. MHI/ANW CV Lab will contact ordering/local clinic to schedule pre-procedure labs
**Defined diagnostic testing needed, orders for respective procedure, and time line that they are to be performed will be provided by ANW*

11. Ordering clinic will schedule blood work appointments locally and contact patient.

Minneapolis Heart Institute at Abbott Northwestern Hospital

Cardioversion Orders

TO BE COMPLETED BY REQUESTING PROVIDER (MD/NP/PA)

1. Patient Name _____ Allina MRN _____
2. Requesting Provider _____
3. Select procedure to be performed
 - a. Cardioversion (without TEE) _____
 - b. TEE guided Cardioversion _____
4. Other procedures/consults?
 - a. _____
5. Special scheduling considerations (eg. day of week, provider, etc)
 - a. _____
6. Is the patient diabetic?: Yes ___ No ___ (instructions in the packet)
7. Is the patient taking Coumadin®? Yes ___ No ___
 - a. If yes, need INR values dating back at least 21 days (3 weeks)
 - b. If yes and INR < 2.0 in last 21 days (3 weeks), then need to consider TEE guided cardioversion
 - c. Patient needs to have a venous draw INR 1-3 days prior to scheduled procedure.
Date Scheduled _____
 - d. Name and Phone # of Clinic/Provider following INR values _____
8. Is the patient taking Pradaxa/Xarelto/Eliquis? Yes ___ No ___
 - a. If yes, patient to continue with uninterrupted therapy
 - i. Date of first dose _____
 - b. If yes AND any missed doses in the last 21 consecutive days, will need to consider scheduling TEE guided Cardioversion

Signature: _____

Scheduling Phone: 612-775-3295 Fax: 612-775-3112



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Cardioversion Facsimile Transmittal Sheet

To: ANW Cardiovascular Lab Scheduling	From:
Fax: (612) 775-3112	Sender's Phone/Fax:
Patient Name:	DOB:
Allina FR # (if known):	Primary Phone #
Primary MD (PCP):	Secondary Phone #
Cardiologist:	
Allergies to Latex?	
Special Needs: Diabetic, On Coumadin® Renal Insuff, Other:	

To schedule a patient for a cardiovascular procedure at Abbott Northwestern Hospital, we request that you obtain the following diagnostic test results and information. Please fax or scan into Excellian as soon as possible (24 hours before procedure).

Diagnostic Test/Information	Timeframe	Date Obtained	Scanned in Excellian (Y/N)	Faxed (Y/N)
ALL INRs (if on Coumadin®)	Last 2 months minimum			
Signed "Authorization for Disclosure of Health Information"				
Please fax other recent available test results if not in the Allina System (e.g. Echo)				
Transcribed H&P, if available	30 days			

Notes:



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What You Should Know Before Your Cardioversion Procedure

Your provider has scheduled a cardioversion procedure for you at Abbott Northwestern Hospital. Please check into Admitting on the second floor of Abbott Northwestern's Heart Hospital (located by the Skyway Café).

Procedure scheduled: _____

Date of procedure: _____ Check-in time: _____

Please note the following special instructions in preparation for your procedure (these can be found on the instruction sheet in this packet):

- Instructions for patient with diabetes mellitus
- Instructions for patient taking Coumadin®
- Instructions for patients taking Pradaxa®
- Instructions for patients taking Xarelto®
- Instructions for patients taking Eliquis®
- Instructions for patients taking B-blockers
- Instructions for patients taking Calcium Channel Blockers (CCB)
- Other instructions _____

Please review the enclosed information carefully before you leave home for the hospital. Feel free to contact us if you have any questions, or concerns. We can be reached at the following number:

- Abbott Northwestern Cardiovascular Prep/Recovery Unit 612-775-3295

Day before and day of the cardioversion procedure

- **NOTHING BY MOUTH** (no food, pulp, alcohol, gum, candy, tobacco, etc.) for 8 hours prior to your scheduled arrival time.
 - You may take your routine morning medications (as recommended by your cardiology provider) with a small sip of water.
- If you have diabetes mellitus and use a Glucometer, check your blood sugar before leaving home and give your results to a staff member at the Cardiovascular Pre/Recovery Unit when you arrive.
- Do not wear fingernail polish. It can interfere with the equipment to measure the oxygen in your blood
- Plan to spend about three to four hours at the hospital.
- Arrange to have a responsible adult drive you to and from your procedure.
 - This person will need to stay with you for 24 hours after your procedure.
 - You will not be able to drive for 24 hours following your cardioversion procedure.
- Please leave your valuables (including jewelry and money) at home. The hospital is not responsible for lost valuables.
- If you wear dentures, glasses or a hearing aid, you may wear them during the procedure.
- Bring a complete up-to-date list of medications. This is very important.



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What You Should Know Before Your Cardioversion Procedure – Continued

Before the cardioversion procedure at the hospital

- Please note that your procedure time is not exact. This is due to emergency procedures and some unpredictable variables that may arise.
- During the preparation phase, your family and friends will be asked to stay in the family waiting room. After the first prep phase, they may stay with you until the procedure starts.

After the cardioversion procedure at the hospital

- If you need a Transesophageal Echocardiogram (TEE), the provider who performs your procedure may not be the provider who will care for you during your stay.
- The provider who cares for you during your stay will talk about the results and treatment plan.
- It is uncommon for patients to need to stay overnight, however if an overnight stay is needed please review the “Accommodations for Patients and Families” information sheet in the packet.

Leaving the hospital (discharge)

- The provider will determine the recovery time after your procedure (typically about one - two hours). When you leave the hospital, you will need to have someone drive you home and stay with you overnight (for at least 24 hours).
- When you leave the hospital, you will receive instructions about your diet, medications, activity level, skin care, return to work, and follow-up appointments.
- The sedation you received during your procedure may make you sleepy or dizzy. Because of this, you should not do the following for 24 hours after the procedure:
 - Do not operate a motor vehicle or machines
 - Do not drink alcoholic beverages
 - Do not make any critical decision or sign important documents
- If you stay overnight in the hospital after your cardioversion (very uncommon), please plan for a discharge time of 10 a.m. on the day you are released.
- If you have any questions or concerns, please call Abbott Northwestern Cardiovascular Prep/Recovery Unit at 612-775-3295.



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Special Instructions for Patients

Patients with Diabetes

- Do not take any oral/pill-form diabetic medications on the day of your procedure.
- If you take insulin:
 - Do not take any pre-meal (short-acting) insulin such as NovoLog, Humalog, aspart, glulisine, Lispro, or Regular on the day of your procedure.
 - If you take long acting insulin such as Lantus, glargine, detemir, or Levemir:
 - If you take at dinner/supper time, take your usual dose
 - If you take at bedtime and/or in the morning, take 75% of your usual dose at both the evening dose and on the morning of your procedure. Contact your doctor if you are unsure the dose you should take.
 - If you take NPH insulin, take your usual dose the evening before the procedure and hold the dose the morning of the procedure.
 - If you take mixed insulin (70/30, 75/25, 50/50), take your usual dose the evening before the procedure and hold your dose the morning of the procedure.
 - If you have an insulin pump, continue your BASAL rate ONLY. On the morning of your procedure, decrease your BASAL rate by 25%.
- If you use a glucometer, check your blood sugar before leaving home, and give your results to a staff member at the Cardiovascular Pre/Recovery Unit when you arrive.

Patients taking Coumadin (Warfarin)

- If you take Coumadin (Warfarin), continue taking your dose as recommended by your Coumadin Clinic/ Primary Care Provider
- If your INR value has been less than 2.0 at any time in the 30 days prior to your scheduled cardioversion, please call Abbott Northwestern Cardiovascular Pre/Recovery Unit at 612-775-3295
- Obtain a venous draw INR 1-3 days prior to your scheduled procedure and fax results to 612.775.3112

Patients taking Pradaxa (Dabigatran)

- If you take Pradaxa (Dabigatran), continuing taking twice daily doses. It is very important that you do not miss any doses, including the morning of your scheduled procedure.
- If you miss any doses, please call Abbott Northwestern Cardiovascular Pre/Recovery Unit at 612-775-3295

Patients taking Xarelto (Rivaroxaban)

- If you take Xarelto (Rivaroxaban), continuing taking daily doses. It is very important that you do not miss any doses, including the day of your scheduled procedure, if you take it in the morning hours.
- If you miss any doses, please call Abbott Northwestern Cardiovascular Pre/Recovery Unit at 612-775-3295

Patient taking Eliquis (Apixaban)

- If you take Eliquis (Apixaban), continue taking twice daily doses. It is very important that you do not miss any doses, including the morning of your scheduled procedure.
- If you miss any doses, please call Abbott Northwestern Cardiovascular Pre/Recovery Unit at 612-775-3295

Patients taking a B-blocker (Toprol, Lopressor, Metoprolol, Coreg)

- HOLD the respective dose the morning of the procedure.

Patients taking Calcium Channel Blocker (Cardizem, Diltiazem)

- HOLD the respective dose the morning of the procedure.



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