You will cancel the signed ECG study if:

- An order and study were matched incorrectly.
- The study was signed before the mistake was noticed.
- The study needs to be canceled in the patient chart.

### Unmatching the Incorrect Study

#### Step 1

From the Cardiovascular Workflow Manager, right-click on the **procedure** and select **Open Patient Chart** then click **Cardiology**.

#### Step 2

From the Cardiology (Menu), right-click on the **desired result** and click **View Order Info**.

#### Step 3

Double-left click on the **desired result**.
(ECG) Cancel a Signed ECG Study (In Error)

Step 4

Order Information displays. Record the following information:

- **Stop Date/Time**: When the procedure was performed (not the order or signature date and time)
- **Start Date/Time**: When the original order was placed
- **Order ID**

![Order Information screenshot](image)

Step 5

Launch the Cardiovascular Workflow Manager (CVWFM or the Procedure List) then set *My Filters* to *Signed*.

![CVWFM screenshot](image)

Step 6

Right-click signed order, select *Action* and *Unmatch Study*.

![Procedure List screenshot](image)

*Note: The study image (ECG wave form) will be unmatched from the order but will not become available for matching to another order.*
Step 7  The Unmatch Confirmation pop-up appears. Click **OK** to continue.

Step 8  Click **Refresh**.

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**Cancel/DC the Order**

**Step 1**  From the Cardiovascular Workflow Manager, right-click on the **Ordered** procedure, select **Action** and **Order Information**.

![Image of Order Information window](image)

*Note: you may need to switch to the appropriate My Filters to locate the order.*

**Step 2**  The **Order Information** window appears.

Confirm the **Start Date/Time** and **Order ID** match what was recorded previously.
Step 3  
From the Cardiovascular Workflow Manager, right-click the **Ordered** procedure, select **Action** and then click **Cancel/DC**.

![Procedures screen](image)

Step 4  
The **Please Confirm** pop-up displays. Click **OK**.

![Please Confirm dialog](image)

Step 5  
Complete the **Ordering Physician information** and click **OK**.

![Ordering Physician dialog](image)
(ECG) Cancel a Signed ECG Study (In Error)

Step 6

An Orders for Signature page will open.

A. Click on the Order.
B. The Order Details tab displays. Enter Discontinue Reason.
C. Once completed, select Orders For Signature.

Step 7

Click Sign.

Step 8

The Procedure List will reflect the order is now cancelled. Click Refresh so the order drops off from your Procedure List.

Step 9

The Order List will now display the order status as Discontinued.

The Cardiology Flowsheet will now display the order as Canceled.

Note: if you need to match an unmatched study to a different order, you must submit a HEAT Ticket. Refer to the job aid on Matching an Unmatched Study to a different Order for instructions.