



Event Recorder (“King of Hearts”) *Sending your recording*

This sheet tells you how to send your recordings to the hospital. Some patients are asked to send a recording at a certain time each day. Others make many recordings based on symptoms, and send them in when the monitor is full. Please follow the instructions you were given about when to send in your recordings.

Where to call in your recordings:

- **Monday - Friday:** 7am – 5pm
Saturday, Sundays, and holidays: 8:30am – 3pm

Call the Holter Lab at **617-632-0550**
- **At other times:** Call **only** if you are concerned about your symptoms: 1-800-984-8777
- **For severe symptoms, or in any emergency, call 911.**

You can send recordings to the Holter Lab Monday through Friday from 7 am to 5 pm, and on Saturday and Sunday from 8:30 am to 3 pm. At other times, a special number can be used (see box), but only if you are concerned about your symptoms. Follow the instructions below when you call in your recordings.

1. Dial the number, and tell the person answering that you want to send a recording. If you get a recorded message, leave your name and number and someone will call you back. **Do not send your recording to the answering machine.** You must speak with a person before sending your recording.
2. If you are recording symptoms, have your symptom diary available when you call, and make sure it is filled in with the date, time, and symptoms you were experiencing.
3. Remove the wires from the monitor.
4. When the technician tells you to Send, put the mouthpiece of the phone over the “Record” button on the monitor. Then press “Send.” As soon as you hear a continuous sound, take your hand off the phone.
5. When the sound stops, pick up the phone and speak to the technician receiving the transmission. He or she will tell you if the recording came through ok.
6. After you send your recordings, plug in the wires and the monitor will be ready to record again.