



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: MEDICAL IMAGING STUDIES-
MAINTAINING AND TRACKING STUDIES
RECEIVED FROM OUTSIDE HOSPITALS

Policy No.: A307.1
Supersedes: June 7, 2013
Reviewed: January 13, 2016
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PURPOSE:

To ensure that medical imaging studies received from outside hospitals are maintained and available for patient care needs. Studies may be in the form of original films, film copies, or computer discs.

POLICY:

Rancho will maintain all medical imaging studies received from outside facilities in a secure and confidential manner.

Outside studies should be sent to film library to be uploaded to PACs/Synapse as soon as possible for Radiologist's review and comparison.

Original studies received will be returned to the sending facility with copies made and maintained at Rancho as requested by our medical staff.

PROCEDURES:

1. Each patient care unit or location will have a designated area for storing medical imaging studies when the studies are on the unit or location.
2. When medical imaging studies are received on the unit or patient care location from an outside facility, the unit or location staff will call the Medical Imaging Film Library at Ext. 7537 and provide the following information:
 - a. Patient's Name
 - b. Patient's Rancho#
 - c. Patient's date of birth
 - d. What facility the studies were received from and format of study

Note: If the studies are received during hours that the Film Library is closed, staff is to leave the above information on the Voice Mail Message system.

3. Each unit and patient care location will maintain an Outside Medical Imaging Film Log which will contain the following information (see attached log):
 - a. Patient's name
 - b. Patient's date of birth

EFFECTIVE DATE: November 1, 2004

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Signature(s) on File.

- c. Patient's Rancho#
 - d. Name of facility studies were received from and format of study
 - e. Date and time Film Library was called
 - f. Date and time studies returned to Film Library
4. This log will be initiated at the time the studies are received on the unit/location.
 5. When the original films are received on the unit/location, unit staff will place a sticker on the front of the film jacket which will have sections for documenting the following:
 - a. Receiving physician's signature
 - b. Receiving physician's provider#
 - c. Whether copies of the studies are needed YES [] NO []
 - d. Send to Film Library YES [] NO []
 6. The studies are to be placed in the designated area on the unit/location as soon as received.
 7. The studies are not to be removed from the unit/location without first contacting the Film Library.
 8. If copies of the original films are needed, the Film Library is to be contacted.
 9. The studies are to be sent to the Film Library for permanent archiving as soon as they are no longer needed on the unit/location.

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MEDICAL IMAGING STUDIES RECEIVED FROM OUTSIDE HOSPITAL TRACKING LOG

PATIENT=S NAME	PATIENT=S DATE OF BIRTH	PATIENT=S RANCHO #	FACILITY STUDIES RECEIVE FROM	FILM LIBRARY CALLED DATE/TIME	STUDIES RETURNED TO FILM LIBRARY DATE/TIME

Instructions For Use: To be completed whenever studies are received on the unit for any patient. The Film library to be called whenever studies are received on the unit. The studies are to be returned to the film library as soon as possible or when the patient is discharged. Medical Imaging Film Library = Extension 7537