

<b>Title</b>	Duplication of Electronic Images	<b>Policy #</b>	01-006
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## **POLICY**

Radiology Services will provide copies of electronic images via appropriate media upon the request of a parent/guardian with a signed Children's National (CN) release authorization form. Radiology Services will provide copies of electronic images upon the written request of legal counsel with a properly signed release authorization form from the parent/guardian of the patient. The release form may NOT be over six months old. The authorization form must be addressed to CN.

Radiology Services will provide copies of electronic images for physician staff members of CN for patient care, teaching and research purposes. All copies of electronic images or films are to be treated according to the CN P&P on confidentiality and patients' rights.

There may be a charge associated with copying of electronic images (compact discs). All parties will be expected to pay the charge as expected. Preparation time will generally be 24 hours. Limited "emergency" services will be provided.

## **PURPOSE**

To define the Policy and Procedures for providing copy of electronic images.

## **PROCEDURE**

### PARENTS/GUARDIAN

1. Must sign a CN release form.
2. There may be a charge for each copy each CD.
3. Process payment if required.
4. Have copy of CD made for parent/guardian.
5. Give copy of CD to parent/guardian in film mailing jacket.
6. Scan signed release in patient's record in the RIS.

### CHILDREN'S NATIONAL PHYSICIAN

1. A physician requesting copy of electronic images must secure an authorization for payment from his/her department chairperson or be prepared to pay with individual funds as required.
2. There may be a charge for each copy of CD.
3. Fill out authorization for payment form as required
4. Electronic images will be copied according to availability of personnel at the direction of the Digital Imaging Lab Manager.
5. Place CD in a jacket.

6. Have physician sign that he received the copy of CD on the request jacket.
7. If authorization form is used, scan form into the patient's record in the RIS.

**ATTORNEYS/LEGAL COUNCIL**

1. Give all requests from attorneys to the Lead Digital Imaging Lab associate.
2. Check to see that the written request is accompanied by a properly signed and dated authorization.
3. Call the Legal Office to notify them of the request.
4. Inform the requesting attorney of the charge for copy of electronic images and the need to have payment before copied.
5. Give the request for copy of electronic images to the Digital Imaging Lab associates.
6. Notify the attorney when the copies are ready.
7. Fill out payment form.
8. Secure the request in the appropriate file.

**TRANSFER/DISCHARGE TO ANOTHER HEALTH CARE FACILITY**

1. Authorization form must be secured with the parent/guardian's signature.
2. A radiology request for copies will be completed and sent to Radiology timely to ensure that appropriate imaging accompany the patient.
3. The Digital Lab Associate will complete the request
4. The unit secretary/clerk will secure from Radiology the requested copies.

**Approved by:**

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Dorothy I Bulas, MD  
Division Chief, Diagnostic Imaging and Radiology

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6/30/2021

Date

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Laurie Hogan, MBA, CRA  
Director, Diagnostic Imaging and Radiology

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6/30/2021

Date

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