

<b>Title</b>	Archiving Outside Images	<b>Policy #</b>	01-013
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## **POLICY**

It is the policy of the Division of Diagnostic Imaging and Radiology that, upon the request of a Children's National (CN) referring clinician or radiologist, images obtained from radiology departments outside of CN are accurately imported and stored into the Picture Archiving and Computer System (PACS).

## **PURPOSE**

1. To ensure that outside images obtained at hospitals or radiology departments other than CN are accurately stored within PACS.
2. To avoid the potential for introduction of computer viruses into CN PACS.
3. To minimize potential for lost images.
4. To ensure that only clinically necessary outside images are scanned into PACS.
5. To maintain image storage space on the archive for CN patients

## **PROCEDURE**

1. All requests for imports must be for CN patients. We cannot accommodate patients who do not have a CN Medical Record Number (MRN).
2. A request/Nomination form must always be completed. A radiology staff member will assist with supplying the forms. The CD must be placed in the designated slot located outside the film library door or loaded into LifenImage/Ambra. No CDs will be accepted into PACS without completing the required paperwork.
3. When possible, physicians should indicate (on the form) which exams are clinically necessary to import into PACS.
4. The requesting physician will be notified when the original images are imported into PACS. The requester must pick up the original CD within 30 days or the CD will be destroyed.
5. If the CD belongs to a non CNMC patient (no CN MRN) the exam can be viewed in LifenImage/Ambra and stored for 30days. Clinicians also have the option to view images on designated, stand-alone personal computers in the reading room. CDs cannot be directly loaded into PACS.

**Approved by:**

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Dorothy I Bulas, MD  
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6/30/2021

Date

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Director, Diagnostic Imaging and Radiology

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6/30/2021

Date

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**Dates of review**

Original: May 1, 2009  
Reviewed: June 22, 2010  
Revised: April 5, 2013  
Revised: May 10, 2016  
Reviewed: June 21, 2018  
Revised: June 30, 2021