

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Health Services - Radiology

Policy Number: HHS-HS-RAD 1409

Policy Title: Film Retention

Attachments:

Revision History: 07/01, 02/15, 3/18

Revised by/Date: Lance Roeschlein 1/2022

Approved by:

Jenna Kuduk, Health Services Director



Date:

01/31/22

Approved by:

Nicole Anderson, Commissioner of HHS



Date:

2-4-22

POLICY STATEMENT: All radiographic films are maintained for at least 5 years.

PURPOSE: Ensure that radiographic films are maintained for the legal time periods.

PROCEDURE: Medical imaging films:

- Maintain films five years after date of last examination/death recorded on patient's film jacket
- All diagnostic TB films will be retained throughout the patient's life. Disposal of TB films shall be permitted five years after the patient's death.
- Disposal of all returned duplicated films
- Patient's under the age of 21 years shall have their films retained until the age of 21 plus five years.
- Mammography films are stored by a mobile mammography service based in Prior Lake, MN. The name of this service is Shakopee Mdewakanton Sioux Community Wellness Center.
- Presently all our General Radiology images are stored digitally in our GE PACS system

Internal and/or External References	Indian Health Services, Records Management: Disposition Schedule 3
Compliance - Posting Date	2/3/2022 btt
Replaces – Policy Number	
Next Review - Due Date	