



HEALTH AND HUMAN SERVICES POLICY

Department: Radiology

Policy Number: 1411

Policy Title: Tracking of Films

Revision History: 07/01, 02/15, 3/18, 1/22

Revised by/Date: Lance Roeschlein 1/2025

Commissioner Initials: *LR* **Director Initials:** *AM*
Date: 2/7/25

Approved by: *Jan Manary*
Jan Manary, Executive Director of Health Services

POLICY: It is the policy of Mille Lacs Band Health Services Radiology department that all films that are sent out to other medical entities will be posted in the x-ray sign out logbook located on the radiology desk in x-ray. Exams sent, to where, and the date will be marked on the patient film jacket. This policy applies to hard films only, CD's do not have to be returned.

If films are not returned in a reasonable length of time, usually 30 days, the Radiology staff will either call the office of the borrower or send a letter requesting the return of these films. This will be noted in the sign out book.

If the films are not returned after 60 days, an additional letter will be sent to the borrower, marked second request.

If the films are not returned after 90 days (2 letters), they will be considered lost and this will be noted in the sign out book. The film jacket will then be refiled in the film storage room.

This address will be put on all films sent out to other providers:

Mille Lacs Band
Health and Human Services
Ne-Ia-Shing Clinic
18562 Minobimaadizi Loop
Onamia, MN 56359

Compliance - Posting Date	
Replaces – Policy Number	
Next Review - Due Date	01/2026