



HEALTH AND HUMAN SERVICES POLICY

Department: Radiology

Policy Number: 1428

Policy Title: Equipment Maintenance

Revision History: 1/2022

Revised by/Date: Lance Roeschlein 1/2025

Commissioner Initials: *LR* **Director Initials:** *AM*

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

Date: 2/1/25

POLICY: It is the policy of Mille Lacs Band Health Services Radiology department to standardize documentation of all radiographic equipment service/repair system wide.

I. Scheduled/Planned Maintenance

- a. Preventative Maintenance - Scheduled performance checks and maintenance performed or coordinated by Konica Minolta Healthcare Americas, Inc.
 - i. Work orders indicating the devices due for preventative maintenance are generated monthly by Konica Minolta Healthcare Americas, Inc.
 - ii. Konica Minolta Healthcare Americas, Inc. documents preventative maintenance and will send out the report to the Radiology manager
- b. Physicist Survey – Biennial (once every 2 years) survey is performed by Radiation Physics Consultants, Inc. to evaluate diagnostic equipment performance and safety. The Radiology manager will:
 - i. Review physicist summary and document follow-up actions taken. Responsible for posting physicist radiation exposure tables in appropriate areas.
 - ii. In the event of an equipment failure during a physics inspection, the Radiology manager will follow through on the recommendations given by the physicists/RSO for corrective action (i.e. immediate shut down of equipment, repaired within 14 days, etc.).

II. Unplanned Maintenance

- a. Technologist makes initial call to the Konica Minolta support line to request repair/service. (Support Line: 1-800-945-0456)
- b. Konica Minolta staff initiates service repair or service event in consultation with site leader/team leader.
- c. Konica Minolta will arrange for an external service vendor if necessary.
- d. Konica Minolta assigns a PO number for all external service at the time of the call or email to the vendor.
- e. Konica Minolta or the Vendor will schedule appropriate repair/service with site leader/team leader.

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