



HEALTH AND HUMAN SERVICES POLICY

Department: Radiology

Policy Number: 1402

Policy Title: Patient Log

Revision History: 7/01, 7/07, 7/12, 2/15, 3/18, 1/22

Revised by/Date: Lance Roeschlein/Dr. Mark Bostrom 9/2023

Commissioner Initials: *[Signature]* **Director Initials:** *MRB*

Approved by: *Jan Manary*

Date: 9/20/2023

Jan Manary, Executive Director of Health Services

POLICY: It is the policy of Mille Lacs Band Health Services Radiology department that a patient log is used to record date, exam, number of films taken and the number of repeats for each imaging patient of Mille Lacs Band Health Services. A goal for maintaining a repeat rate of less than 5% has been set. Information required for the log:

- A. Date of exam
- B. Chart number
- C. Name
- D. Physician's Name
- E. Anatomical Parts (or type of Exam)
- F. Number of images in study
- G. Number of rejected images
- H. Technologist initials
- I. Holder Information
- J. Reject Reason

Patient logs are stored from Inspection to Inspection. The patient logs will be stored on sight in the Radiology area. Patient information and exams are also stored in our GE PACS system.

AUTHORITY: Indian Health Manual, Part 3, Chapter 21

Replaces Policy Number	
Compliance - Posting Date	9/20/2023 <i>[Signature]</i>
Next Review - Due Date	