



HEALTH AND HUMAN SERVICES POLICY

Department: Radiology

Policy Number: 1427

Policy Title: Repeat Analysis

Revision History: 01/22

Revised by/Date: Lance Roeschlein 1/2025

Commissioner Initials: *TR* **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 that a repeat analysis will be performed on CR and DR on a quarterly basis by the Radiation Safety Officer (RSO). A goal for maintaining a repeat rate of less than 5% has been set.

- A. The facility should work towards a repeat rate of less than five percent ($< 5\%$) for CR and DR. The repeat/reject rate should not only continue to be monitored quarterly, but also investigated with appropriate documentation if there has been a shift upward when compared to the previous quarter, even if the quarterly analysis is below the 5% target rate. The repeat analysis must include a summary of the causes for the retakes or rejects.
- B. Reasons for repeats are usually divided into three major categories:
 - a. Equipment: Including, but not limited to, inaccurate kVp, mA, etc., light field/x-ray field misalignment, darkroom fog, processor problems and/or computer problems.
 - b. Patient: Including, but not limited to, motion, breathing, jewelry or other foreign objects and other body parts overlapping the area of interest.
 - c. X-Ray Personnel Error: Including, but not limited to, improperly set techniques (i.e. kVp), improper collimation, improper positioning and poor film/IP handling.
- C. In order to reduce repeats, it is necessary to know what the cause is for the given repeat (i.e. positioning, patient motion, over/under exposure, etc.). Please mark reject/retake reason on patient logbook and select the reason on the X-ray machine.
- D. Calculating the repeat rate:
 - a. At the beginning of the analysis period, a new patient utilization log will be started. The films/exposures/images will be evaluated and logged at the time it is repeated.
 - b. At the end of the analysis period (either quarterly or 1000 images), the total number of retakes will be reviewed.
 - c. Since each repeated film/exposure/image was evaluated and logged at the time of repeat, one must simply add up check marks for each category and record the total on the data sheet (Note: This may be already done if using computer generated software).
 - d. One must then add up the numbers in each category to get the total number of repeated films. One must also determine the overall total of images conducted for that quarter if analyzing more than 1000 images. Then to determine the overall repeat rate one must divide the total number of repeated images by the total number of images taken during the quarter. $21 \text{ (total number of retakes for quarter)} \div 866 \text{ (total images for quarter)} = 0.024$ or 2.4% Overall Repeat Rate
 - e. This process will be completed on a quarterly basis (or at a minimum of every 1000 images).
 - f. Records of the repeat analysis will be maintained from inspection to inspection.



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Compliance - Posting Date	
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Next Review - Due Date	1/2026