

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

Department: Health Services – Radiology

Policy Number: HHS-HS-RAD 1402

Policy Title: Patient Log

Attachments:

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

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

PURPOSE: To define the information recorded on the patient log as well as document retention for the patient log.

PROCEDURE: Information needed:

- 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 to be stored for 5 years. The patient logs will be stored on sight in the Radiology area. Patient exams are also stored in our GE PACS system. All the patient information is also stored there as well.

Internal and/or External References	Indian Health Manual Chapter 21, Diagnostic Imaging HHS-HS-RAD 1409 Film Retention
Compliance - Posting Date	2/4/2022
Replaces – Policy Number	
Next Review - Due Date	