

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.50.04	Page 1 of 3
	Original Effective Date: 03/01/05	New Effective Date: 11/21/16
	Supersedes: 500.50.04	Dated: 06/01/16
	Administrator's Approval: Jim Schwochert, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Maintenance of Medical X-Rays and Other Medical Imaging Records		

POLICY

The Division of Adult Institutions shall ensure all x-ray records (films and digital images) are maintained in a consistent manner to provide continuity of treatment between each facility.

REFERENCES

DAI Policy 500.50.02 – Health Care Record Content, Format and Documentation

DEFINITIONS, ACRONYMS AND FORMS

CD – Compact disc

Central Medical Records (CMR) – Work unit at Dodge Correctional Institution that sets up new HCRs, stores all inactive HCRs, reactivates HCRs, responds to requests for information from inactive HCRs and destroys HCRs in accordance with legal requirements.

DCI – Dodge Correctional Institution

DOC – Department of Corrections

HSU – Health Services Unit

Master jacket – Large top-opening envelope labeled with the inmate patient's name/DOC number to store x-ray films and x-ray reports in Central Medical Records.

PAC – Picture Archiving Communication

Records Retention/Disposition Authorization (RDA) – Document issued by the State Public Records Board that states the period of time for which a particular type of record must be retained.

PROCEDURES

- I. **Storing and Obtaining X-Ray Films Taken At DOC Prior to June 30, 2008**
 - A. As of January 2016, the only x-ray films stored at Central Medical Records include films of the chest taken at a DOC facility in 2006, 2007 and 2008. All other films have been destroyed per obsolete RDA 1B.
 - B. CMR shall retain chest films for 10 years after the date of the film.

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- C. A HSU may request that CMR convert chest x-ray film to a digital (CD) version, for review at the HSU or for an off-site appointment when the Medical Chart contains a radiology report regarding a chest x-ray taken onsite at a DOC facility less than 10 years prior to the date of the request.
- D. The HSU shall forward an email request to "DOC DAI DCI Central Medical Records" mailbox that includes the inmate patient's name, DOC number, and date of the chest x-ray, and CMR will forward to the HSU a CD of the image.

II. Other Images

A. Mammograms

- 1. Digital mammogram images performed since January 2008 are stored electronically with the vendor, Marshfield Clinic.
- 2. Hard copy mammogram images performed prior to January 2008 are stored with the vendor, Total Health facility.
- 3. During January and February of 2008, mammograms were performed by both vendors.

B. X-ray films, including mammograms, performed at off-site facilities are maintained by those facilities.

- 1. Copies of x-rays may be obtained directly from those facilities. If the off-site facility provides an actual film, the HSU shall send it to CMR for storage after review at the HSU.
- 2. If the off-site facility provides a CD, see Section III below.

III. Filing in the Medical Chart

- A. Upon receipt of a CD containing a medical imaging exam from CMR, or from an offsite provider, insert an approved sleeve protector as the first sheet in the Medical Chart. Place the CD in the plastic sleeve.
- B. See DAI Policy 500.50.02 – Attachment 2 for ordering the top loading sheet protector.

Bureau of Health Services: _____ **Date Signed:** _____
James Greer, Director

_____ **Date Signed:** _____
Ryan Holzmacher, MD, Medical Director

_____ **Date Signed:** _____
Mary Muse, Nursing Director

Administrator's Approval: _____ **Date Signed:** _____
Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 500.50.04	Page 3 of 3
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Maintenance of Medical X-Rays and Other Medical Imaging Records		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other