



Radiology Imaging Services

Imaging Import Process

Internal departments may request CD Image Imports by placing an “Outside Exam Import Only” order and sending the outside exam disc to tube station #510.

- Include patient’s name, DOB, and room number.
- The PACS image import process takes approximately 15-30 minutes, depending on the number and size of the imaging studies.
- Once the CD is imported, it is the responsibility of the Radiology Department to determine if the CD is to be returned or discarded following CHOC policy and HIPAA Privacy Guidelines.
 - Imaging Aide will make attempt to return CD to the patient/parent/legal guardian, physician or facility that mailed CD.
 - If patient has been discharged, an Imaging Aide will contact patient/parent/legal guardian or the original party that mailed the CD to verify return.
 - CD will be returned to the originator (if requested).
 - If originator does not want CD returned, Radiology staff will appropriately discard CD following CHOC policy and HIPAA Privacy Guidelines.
 - CD of images will not be sent Health Information Management (HIM).
 - CD images that are not picked-up within seven (7) days will be discarded following CHOC Policy and HIPAA Privacy guidelines.
- If the internal department/clinic specifically requests a CD for the patient/parent/legal guardian to take with them, completion of “Release of Medical Information” is required to be filled out by the parent or legal guardian.
 - This is the same process followed for patients/parents/legal guardians in the Radiology requesting a copy of images.
 - Radiology will fax the signed “Release of Medical Information” to HIM Department for approval. Once approved, radiology can process the CD for parent to pick-up.

Electronic Image Transfers

- Can only send electronically to outside facilities that have established connections with LifelImage.

Any questions, please contact Radiology Department at ext. 1-9065.

References:

Radiology Outside Image and Consultation/Interpretation Policy – RAD402