


<b>Name of Policy:</b>	Returning X-Rays Obtained from Facilities Other than UTMC	 <b>Effective Date:</b> 7/1/2011 Initial Effective Date: 9/30/1980
<b>Policy Number:</b>	3364-134-55	
<b>Department:</b>	Radiation Oncology	
<b>Approving Officer:</b>	Sr. Vice President & Executive Director, UTMC	
<b>Responsible Agent:</b>	Technical Manager, Radiation Oncology	
<b>Scope:</b>	Radiation Oncology	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

**(A) Policy Statement**


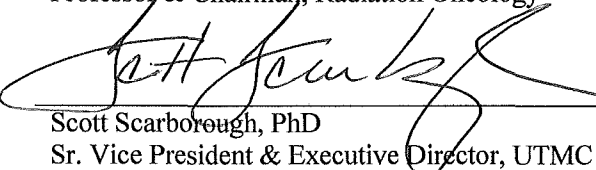
Returning x-rays obtained from facilities other than UTMC shall be the responsibility of the Front Desk Staff.

**(B) Purpose of Policy**

To ensure appropriate return of x-rays from facilities other than UTMC

**(C) Procedure**

1. The Front Desk Staff, on a weekly basis, will check the x-rays obtained from outside facilities.
2. If patients have completed their course of radiation treatments the x-rays will be given to the Front Desk Staff to return.
3. The Front Desk Staff will check the x-rays for return address and mail back to same. If there is a discrepancy in the address on the mailing jacket and x-ray film the Front Desk Staff will check with the Lead Therapist as to disposition.

<b>Approved by:</b>  John Feldmeier, DO Professor & Chairman, Radiation Oncology Date: 7/1/11	<b>Review/Revision Date:</b> 10/22/1985 1/2007 10/22/1986 5/2008 10/1987 7/1/2011 1988 1989 2/1990 7/1993 2/1995 1996 3/1997 4/1999 3/2002
 Scott Scarborough, PhD Sr. Vice President & Executive Director, UTMC Date: 7/7/11  Review/Revision Completed By: Michelle Giovanoli	<b>Next Review Date:</b> 7/1/2014
<b>Policies Superseded by This Policy:</b> 38-54	