


<b>Name of Policy:</b> <u>Storage of Film Jackets</u> <b>Policy Number:</b> 3364-134-92 <b>Department:</b> Radiation Oncology <b>Approving Officer:</b> Chief Executive Officer - UTMC Professor & Chairman, Radiation Oncology <b>Responsible Agent:</b> Technical Manager, Radiation Oncology <b>Scope:</b> Radiation Oncology	 <b>THE UNIVERSITY OF TOLEDO</b> <b>Effective Date:</b> 9/1/2017 Initial Effective Date: 3/2002
<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**

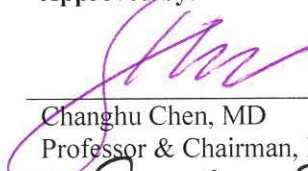
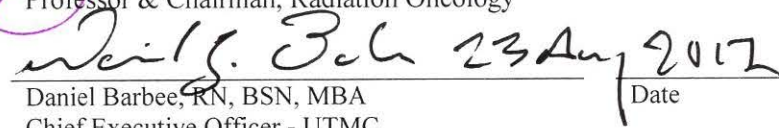
All films taken by the Department of Radiation Oncology are to be kept by the Department of Records Management indefinitely or unless otherwise notified.

**(B) Purpose of Policy**

To have the ability to retrieve all films at any given time, due to the recurrence of disease or for research purposes.

**(C) Procedure**

1. The Department of Records Management will store these film jackets by order of their Radiation Oncology number.
2. In the event that the Department of Radiation Oncology must review a patient's films, they will be retrieved by the Department of Records Management, viewed and returned unless otherwise notified.
3. All film jackets will be available for retrieval for up to 30 years from the date of storage. After a period of 30 years, the Department of Records Management will notify the Department of Radiation Oncology, prior to the destruction of the film jackets.
4. Prior to this destruction, the Department of Radiation Oncology then reserves the right to revise this storage policy.

<b>Approved by:</b>  Changhu Chen, MD Professor & Chairman, Radiation Oncology  Daniel Barbee, RN, BSN, MBA Chief Executive Officer - UTMC  <i>Review/Revision Completed By:</i> Michelle Giovanoli	<b>Review/Revision Date:</b> 5/2008 7/1/2011 9/1/2017  <b>Next Review Date:</b> 9/1/2020
<b>Policies Superseded by This Policy:</b> 38-92	