

Name of Policy: <u>Image Marking</u> Policy Number: 3364-135-045 Department: Radiology Approving Officer: Chief Operating Officer – UTMC Responsible Agent: Chairman & Professor, Radiology Scope: Radiology	 Effective Date: 1/1/2023 Initial Effective Date: 1/28/1976
<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 members of the Radiology staff are responsible for accurate documentation of all procedures performed. For the purpose of this policy, this will include appropriate use of RT/LT markers (imaged on PACS) gonadal protection, proper technique and completion of exam in RIS. This encompasses correct patient identification, documentation of; patient symptoms and history, images count, and gonadal protection. The operator identification is documented in the Radiology Information system (RIS)

(B) Purpose of Policy

To ensure accuracy in radiologic diagnosis and record keeping. To assist the Radiology staff in the awareness of the end product of their performance. To assist the Radiology staff in maintaining the high standards necessary in the application of ionizing radiation to the human population. To assist the Radiology staff in fulfilling its role as members of the health care specialty team.

(C) Procedure

All members of the Radiology staff will adhere to the provisions of this policy. In cases where no initials are found on the radiograph images, all persons involved with the case will be subject to disciplinary action.

Approved by: <u>/s/</u> _____ 01/04/2023 Haitham Elsamaloty, MD Chairman & Professor, Radiology Date <u>/s/</u> _____ 01/10/2023 Christine Stesney-Ridenour, FACHE Chief Operating Officer - UTMC Date <i>Review/Revision Completed By:</i> Haitham Elsamaloty, MD	Review/Revision Date: 9/14/1984 7/1/1993 11/4/1993 8/11/1999 9/1/2005 5/23/2008 5/1/2011 5/8/2014 5/1/2017 1/1/2020 1/1/2023 Next Review Date: 1/1/2026
Policies Superseded by This Policy: F-001	