

Requesting Image Copies

Purpose: To insure Radiology Records Department have a functional film management system with a provision for requesting copies of exams

Policy: Requesting Copies

1. Call the file room at 56205/56206 or come to the file room service window and request films you wish to be copied. Unless specified, copies will be provided on a CD. If a patient is requesting copies then a record release form must be completed.
2. Pick up the copies from the service window. Retrieval time 30 minutes. The person picking up the copies must present a LSUHSC ID badge.

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