

Use of Initial Markers in Diagnostic Imaging

Policy:

To establish guidelines for the use of initial markers in Diagnostic Imaging whereby images can be identified and meet the minimum requirements for the medico-legal system.

Procedure:

- 1) All images must have an initial marker for image identification purposes.
- 2) All images must have an initial marker so that the technologist can be identified that is responsible for that specific image.
- 3) All initial markers must correspond to the initials that are assigned to each individual technologist on the RIS.
- 4) If the employee does not have initials markers they will be sent home until they do acquire the appropriate markers.
- 5) In the event of a name change, please notify the manager so that the correct paperwork can be emailed to the RIS Supervisor. The RIS Supervisor will make the decision as to what initial markers the technologist must use.
- 6) Failure to comply with the marker policy is grounds for disciplinary action.
- 7) Supervisors will be held accountable for all images that pass Quality Control that are not marked with correct markers.

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Proc 12.6