

## Misidentification of Images

Policy:

To establish guidelines to be used when an error occurs in identification of images.

Procedure:

- 1) All images that result in patient misidentifications MUST be burned on a CD and placed in the technologist's folder.
- 2) The wrong image must be deleted off the PACS system due to the fact that any user can delete a note that may have been placed on the image regarding misidentification.
- 3) All images deleted from the PACS system must be cancelled through the RIS and if past "end procedure" must involve assistance from the RIS Manager.
- 4) The patient's account on Invision must be credited if any order is cancelled.
- 5) The technologist will receive a formal written reprimand for the first occurrence.
- 6) The technologist will be reviewed for possible disciplinary action for the second occurrence within a 6-month timeframe.
- 7) Any other occurrences within that same year will be reviewed by the director and manager of the department to determine what type of disciplinary action to request from Human Resources.