RIS/PACS Equipment Repair Record

Purpose:
It is essential to keep an accurate record of system malfunctions and/or repair. This policy describes the process for initiating a repair and recording the event.

Policy:
1. When RIS hardware needs repair a ‘Equipment Repair Record Form’ must be completed and forwarded to RIS/PACS Administrator.
2. Hardware includes CPU, E-pad, document scanner or other hardware used by RIS/PACS.
3. Each section manager is responsible for hardware repair. Follow LSUHSC Administrative Directive Policy 3.1.2 (Repair Procedure) for equipment repair.
RIS/PACS Issue Ticket

Contact Information

Full Name: ___________________________ Date: ______________________

Last First M.I.

Department: ___________________________

Location of PC: _______________________

Phone: ___________________________ E-mail Address: _______________________

Department: Radiology  Section: Education  Effective Date: 1/1/2013
Procedure Number: 10.15  Revision: October 2013