

Radiographs as Permanent Records

-Radiographs are permanent records. Although the information contained in records is subject to the patient's use, the records belong to the office or institution where they were made. It is therefore important that these records be accurately maintained for future purposes.

Releasing Films

-The following procedures are suggested for releasing films from the office or department to other physicians, the patient, or other medical personnel.

1. *Other Physicians* - a release form must be filled out by the patient. The films may be transferred to a different film jacket to be sent out. (Until the films are returned, the original film jacket and reports are refiled.) The jacket for sending out should be stamped *Please Return to* with your office name and address provided.

2. *The Patient* - the patient must fill out a release form and sign it. The doctor to whom the patient is taking the film should be notified. When the films have served the intended purpose, they must be returned to the proper office or department.

3. *Other than Medical Personnel* - this category includes such persons as lawyers and insurance company personnel. A release/consent form must be filled out by the patient and/or the physician.