

# KINGSTON GENERAL HOSPITAL

## IMAGING SERVICES DEPARTMENT MANUAL

<b>Subject:</b>	<b>Emergency Radiology Examinations</b>	<b>Number:</b>	<b>17-040</b>
<b>Prepared by:</b>	Director, Imaging Services	Page:	1 of 1
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### POLICY

The Department of Diagnostic Radiology will provide a dedicated technologist from the hours of 0800 to 1600 hours daily, Monday to Friday, excluding statutory holidays. The technologist will return to the main department when there are no cases to be done and can be contacted when required by beeper (call number 613-650-5757).

After 1600 hours, on weekends and statutory holidays a technologist from the department will respond to the Emergency room only for those patients of a critical nature who must remain in the Emergency room for observation.

A properly completed requisition, legally signed by a licensed physician must be available for each patient **before** the examination begins.

In the interest of efficiency during the day, patients should be positioned outside the x-ray room in the Emergency room with their requisitions.

### PROCEDURE

1. A properly completed requisition, legally signed by a licensed physician must be available to the technologist prior to the start of the examination.
2. At those times when a technologist is on duty in the Emergency room, the requisition is to be placed in the folder outside the x-ray room and the patient (if condition permits) is to be placed outside the door of, or in the x-ray waiting room.
3. No images are to be released to any patient.
4. Images are part of the medical record as defined in the Public Hospitals Act, and as such, are the property of the hospital.
5. Requests for copies of images must be referred to the Department of Diagnostic Radiology in accordance with established procedures.

Authorizing Signature:

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Dr. Annette McCallum  
Department Head