

Manual M-2, Professional Services. Part XI, Radiology Service

**Chapter 1, Identification, Numbering, and Filing of X-Ray Films
(Paragraphs 1.01 through 1.08)**

Rescinds Chapter 1 dated February 15, 1955 and its changes.

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M-2
PART XI

DEPARTMENT OF MEDICINE AND SURGERY MANUAL

**PROFESSIONAL
SERVICES**



**PART ELEVEN
RADIOLOGY SERVICE**

**VETERANS ADMINISTRATION
WASHINGTON, D.C. 20420**

MARCH 5, 1976

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Part XI, "Radiology Service," VA Department of Medicine and Surgery Manual M-2, "Professional Services," is published for the compliance of all concerned.



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RESCISSIONS

This manual rescinds the following material. (Although this material is being rescinded, it may be retained for informational and guidance purposes insofar as it is not in conflict with the policy and procedures published herein.)

1. COMPLETE RESCISSIONS

a. Manuals

Paragraphs 109 and 110, M 10-6
 ✓ [M-2, part XI, dated February 15, 1955, and changes 1 through 12]

b. Regulations and Procedure

R&P 6797
 R&P 6798
 R&P 6799

c. Technical Bulletins

TB 10A-100
 TB 10A-233
 TB 10A-245

d. All-Station Letters and/or Other Communications Signed by the Administrator, Deputy Administrator, or Chief Medical Director

Date	Subject
February 12, 1951	Ward Fluoroscopes
October 16, 1944	Standardization of X-Ray Procedure

e. Interim Issues

II 10-373

2. LIMITED RESCISSIONS

a. Technical Bulletins

TB 10A-247

CHAPTER 1. IDENTIFICATION, NUMBERING, AND FILING OF X-RAY FILMS

1.01 STATEMENT OF POLICY

A uniform procedure will be established throughout the VA relative to the identification, numbering, filing, and safeguarding of X-ray films, and the maintenance of records pertaining thereto.

1.02 NUMBERING OF AND IDENTIFYING DATA OF FILMS

Each X-ray film will be identified by the patient's social security number, when available, name of facility and date. This includes all films relating to episodes of outpatient care, hospitalization, nursing care or domiciliation, employment or other purposes.

1.03 IDENTIFYING DATA ON X-RAY FILM JACKETS

a. The last name, first name and middle initial, and social security number of the individual will be recorded on the X-ray film jacket.

b. A strip of colored pressure sensitive tape, 1/2" wide and approximately 2" long, overlapping the side at the lower corner of the exposed filing edge to permit clear visibility of the tape when the jackets are filed, will designate the year of disposition. For nationwide uniformity, the following color retention schedule will be used:

		Pink	White	Pink	White
Red:	1971	1977	1983	1989	1995
Black:	1972	1978	1984	1990	1996
Green:	1973	1979	1985	1991	1997
Orange:	1974	1980	1986	1992	1998
Blue:	1975	1981	1987	1993	1999
Yellow:	1976	1982	1988	1994	2000

c. Films will be retained for 10 years following a veteran's separation from service. When there remains 5 years or less before the end of the retention period, the jacket will be color coded as defined in subparagraph b above. If the end of the 10-year retention period is more than 5 years in the future, the year of disposition will be denoted by the use of two different color tapes which will be affixed to the jacket. Using the chart in subparagraph b above, the two colors are selected by combining the vertical list of colors on the left side of the chart with the pink or white colors over the columns of years on the top of the chart. It is first necessary to locate the proper year of disposition on the chart and combine the color over the column with the color directly to the left. For example, films for a veteran separated in 1972 will be retained for disposition in 1983 and will be labeled with a red and a white tape. The films taken in 1982 of a veteran separated in 1980 will be color coded green-pink for disposition in 1991. Films made by the VA in intervening years will not change the year of disposition unless made within 5 years of previously coded disposition dates. In this circumstance, color coded tape for the usual 5-year cycle will be affixed over both tapes and procedure will be followed as outlined in subparagraph b above. At time designated for annual disposition of film, jackets with single tapes (denoting 5-year cycle) and combined colored tapes (denoting 10-year retention period) with same year of disposition will be pulled. For example, all jackets with red and red-pink tapes will be pulled for disposition in 1977, and those with green and green-pink tapes in 1991.

d. If a patient's social security number is unknown, a temporary pseudo-social security number will be assigned, as currently prescribed, by Medical Administration. When the social security number is ascertained, a strip of white pressure sensitive tape will be placed over the pseudo-social security number exposed on the film

and the social security number entered thereon. The corrected social security number will also be placed on the film jacket and all other records in the department.

1.04 FILING OF X-RAY FILM JACKETS

- a. The X-ray film jackets will be filed using the social security number and the terminal digit filing method.
- b. All X-ray film at a facility for an individual will be maintained in one film jacket. If there are too many films for one jacket, additional jackets will be used. They will be numbered "Volume 1 of 2," "Volume 2 of 2," etc.

1.05 COMPONENTS OF X-RAY RECORDS

a. **X-Ray Film Locator Card.** A 3 x 5 card index file, or any acceptable type of filing, will be maintained alphabetically by the last name, showing the following data:

- (1) Name of patient.
- (2) Social security number.
- (3) Date and type of examination.

b. **Requests for X-Ray Films.** All requests for X-ray films will be identified by the social security number.

c. **Distribution of X-Ray Reports.** The original X-ray report (SF 519a or any future form) will be forwarded to the ward or clinic. A duplicate X-ray report will be retained in the X-ray department.

d. **X-Ray Teaching Index File.** A file will be maintained by the roentgenologist, indexing special and interesting roentgenological entities, normal and abnormal, for the purpose of future reference, study, review, and use in teaching.

1.06 RELEASE OF FILMS

A control method, adapted to meet facility needs, will be maintained to record the release of films to physicians, wards, clinics or other hospitals and/or outpatient clinics.

1.07 TRANSFER OF X-RAY FILMS

When X-ray films are transferred to another VA facility, another agency, etc., VA Form 07-3029, Transfer of Veteran's Miscellaneous Records (or a similar form), will be used. A copy will be placed in the X-ray film jacket, and a copy placed in suspense if the films are to be returned. A notation will be entered on the applicable index record in the X-ray film locator system.

1.08 STORING, SAFEGUARDING, AND HANDLING OF UNEXPOSED X-RAY FILMS

a. All unexposed films received in the X-ray department from the Supply Service by the radiologist in charge, or a designee, will be checked against the requisition for size and quantity. These boxes of film will be stored in an upright position in locked storage, the key to be retained in custody of the radiologist, or a designee.

b. It is the responsibility of the full-time radiologist in charge, or a designee, to protect and safeguard unexposed X-ray films from loss, either by pilferage or stray radiation.

c. VA Form 10-2625, X-Ray Film Record (or any future form), will be used in the Radiology Service to keep a current continuous record of the number of unexposed boxes of film received and issued from the Radiology Service supply room.