

# BWH Radiology Documentation

Document Number

1.0GL

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|--|---|-------------|
| Title  |   |             |
| BWH Research Imaging Core – Patient/Subject’s Ability to Access Research Exams |   |             |
| Document Type  | Revision Code   | Page Number |
| Guideline  | -   | 1 of 3      |
| <b>PRESUMES PRACTITIONERS KNOWLEDGE OF:</b><br>(title)                         | <b>SPECIAL NOTES</b>  |             |
| 4.2.2SOP Image Service Center – Image Policy                                   | ABSOLUTE CONTRAINDICATIONS: NA<br>EXPOSURE: NA<br>PROTECTIVE EQUIPMENT: NA<br>PATIENT/FAMILY EDUCATION MATERIALS: NA<br>EQUIPMENT: NA |             |

## 1.0 PURPOSE

- 1.1 To provide guidelines for the BWH Department of Radiology on a patient/subject’s ability to access radiology exams performed as part of a research study and stored in the research PACS Centricity IW system.

## 2.0 SCOPE

- 2.1 All MRI divisions located at 75 Francis Street, the Shapiro Building, and 221 Longwood Avenue

## 3.0 RESPONSIBILITIES

- 3.1 NA

## 4.0 DEFINITIONS

- 4.1 NA

## 5.0 POLICY / PROCEDURE

### 5.1 Storage Medium

- 5.1.1 All images shall be stored in the Picture Archive Communications System (PACS) in digital form. Images shall be stored for a period of seven (7) years as required by State and Federal Laws.

### 5.2 Radiology Reports

- 5.2.1 Any significant, unusual or critical findings found by the radiologist in research exams stored in the research Centricity IW system are written in the “Notes” section of the research PACS system.

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5.2.2 Image downloads will include the image as well as any notes included by the radiologist in the “Notes” section of the PACS system.

## 5.3 Patient Release Forms

5.3.1 If allowable by the IRB approval and protocol for the particular study, a patient/subject may request release of their research exams.

5.3.2 If a patient/subject requests the release of their research exams, they must complete and sign a patient authorization release form.

5.3.3 If a research subject is also a BWH patient, one request form can be used for images in both the clinical and research PACS systems, this must be specified on the completed release form by the patient/subject.

## 5.4 Identification

5.4.1 All Images will only be released to the requestor

5.4.2 Positive identification must be provided whenever images are being picked up.

## 5.5 Research Images Transfer to Clinical PACS system

5.5.1 A research subject that is or becomes a BWH patient can request their research images to be transferred to the BWH clinical PACS system.

5.5.1.1 As per the informed consent document the patient signs prior to their research exam, if they would like their research exam to be included in their clinical medical record, they must sign a release form authorizing the BWH MIIT group to create a copy of their research exam in the clinical Centricity system.

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