 Department of Health Government of Nunavut		NURSING POLICY, PROCEDURE AND PROTOCOLS	
		Community Health Nursing	
TITLE:		SECTION:	POLICY NUMBER:
Diagnostic Records		Diagnostics	08-012-00
EFFECTIVE DATE:	REVIEW DUE:	REPLACES NUMBER:	NUMBER OF PAGES:
February 10, 2018	February 2021		2
APPLIES TO:			
Community Health Nurses			

POLICY:

Each client having an x-ray or ultrasound examination shall have an index card maintained in the health centre's diagnostics index filing system. The index card shall contain a permanent Radiology number and shall be filed accordingly.

Each index card shall contain the following information:

1. Client's name
2. Address
3. Health Care Plan number
4. Date of Birth
5. Health centre chart number
6. Radiology number
7. Date and type of each examination performed

RELATED POLICIES, GUIDELINES AND LEGISLATION:



Guideline 08-012-01

Guidelines for filing diagnostic records

GUIDELINES 08-012-01

Filing Diagnostic Records:

1. Each x-ray study shall be placed in a 14.5 x 17.5 filing envelope along with a copy of the official Radiologist interpretation of the exam.
2. Each ultrasound study shall be placed in a file folder along with a copy of the radiologist interpretation of the exam.
3. All exams, for a single client, shall be placed in a master file for storage. The master file shall contain information regarding client identification, date and type of exam.
4. The master file shall be filed numerically according to radiology number issued on the index card to aid in the retrieval of studies.

Approved by:  Chief Nursing Officer	11 FEB 2011 Date	Effective Date: April 1, 2011
 Deputy Minister of Health and Social Services		February 11, 2011 Date

