



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

Scope of Services for the Radiology Department

Effective Date: March 15, 2017

Policy: RD-10
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- I. PURPOSE:** To define the scope of services provided by the Montana State Hospital (MSH) Radiology Department and to ensure that all patients treated will receive high quality care in an expedient and professional manner. To provide limited radiological services to MSH patients. Typically psychiatric hospitals only provide limited or no radiological services based on patient needs per CMS conditions of participation interpretive guidelines under 482.26(a).
- II. POLICY:** The MSH Radiology Department is under the supervision of a Radiologist certified by the American Board of Radiology having a current license for the State of Montana to practice medicine and is under contract to provide services to MSH patients, and the MSH Medical Director and Hospital Administrator.
- III. DEFINITIONS:**
 - A. Licensed Independent Practitioner: an active, provisional or part-time physician or APRN and/or CNS who attends to the care of the patients at MSH.
 - B. Radiologist: radiologist certified by the American Board of Radiology having a current State of Montana Medical License and is under contract to provide radiology services to MSH.
 - C. Registered Radiology Technologist (RT): current American Registry of Radiologic Technologists (ARRT) and State of Montana license holder under contract to provide services to MSH. .
 - D. Limited Permit Technologist (LPT): current State of Montana limited permit radiology technologist license.
- IV. RESPONSIBILITIES:**
 - A. Licensed Independent Practitioner – order the radiograph.
 - B. RT– provides oversight for the radiology department and performs QA activities.
 - C. LPT: takes the radiograph in accordance with the Licensed Independent Practitioner order.
 - D. Radiologist /Radiation Safety Officer – performs QA activities and provides interpretation of radiograph, signed documentation of interpretation, and supervision of the department.
- V. PROCEDURE:**
 - A. Radiographs, commonly referred to as x-rays, must be ordered by an attending Licensed Independent Practitioner and are taken at MSH by the RT or LPT. Following the processing of the radiographs, the radiographs are sent to the

Radiologist who will provide MSH with a signed interpretation of the radiograph PAC ideally a copy is to be in electronic file. The original copy is electronically signed by the Radiologist and is attached to the patient's electronic chart to become part of the medical record. A printed report is to be placed in the patient medical record.

- B. Radiographic images and reports will be maintained in accordance with MSH policy HI-18, HIPAA Documentation and Record Retention “ “Montana State Hospital (MSH) will maintain documentation required for HIPAA compliance and state regulation ARM 37.106.402 and will store such documentation for a period of not less than 10 years following the date of a patient's discharge or death. Documentation that is no longer required may be destroyed in a manner appropriate to Protected Health Information (PHI).”
- C. The Radiology Department provides services as outlined in MSH policy RD-01, Radiology Service Hours:
 - 1. Monday-Friday, 8:00am-4:00pm.
 - 2. When a RT or LPT is not available radiology service will be provided through transfer agreement with Community Hospital of Anaconda or Deer Lodge Medical Center.
- D. Services include x-ray procedures listed in the MSH policy RD-09, Radiology. Services related to or concomitant to imaging include quality assurance monitoring and evaluation, quality control (including protecting patients and staff from harmful radiation), image written interpretation by Radiologist, record filing/management, image processing, computer maintenance, and continuing education.
- E. All individuals providing diagnostic services without supervision or direction have appropriate delineated clinical privileges. All individuals who provide technical diagnostic services are licensed or registered according to applicable Montana State laws and regulations, and have the appropriate training and competence. Staff may include Medical Director, Administrator, Board-Certified Radiologists, Licensed Independent Practitioner, Registered Radiological Technologist (RT), and Limited Permit Technologist (LPT). The Technologist (RT/LPT) is to respond to patient care needs before and during radiology procedures.
- F. The Radiologist or RT is the consultant responsible to assist the referring Licensed Independent Practitioner on which imaging procedures to do and in which sequence.
- G. The Radiology Department Staff are required to attend continuing education radiology classes to maintain license and/or registration required by the State of Montana.

VI. REFERENCES: MSH policies: RD-01, Radiology Service Hours; RD-09, Radiology; HI-18, HIPAA Documentation and Record Retention.

- VII. COLLABORATED WITH:** Limited Permit Radiology Technologist; Associate Director of Nursing; Medical Director; Registered Radiology Technologist; and Radiologist.
- VIII. RESCISSIONS:** None, new policy
- IX. DISTRIBUTION:** All hospital policy manuals.
- X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** Quality Improvement Director.
- XII. ATTACHMENTS:** For internal use only.
 - A. Radiology Organizational Chart.

Signatures:

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Hospital Administrator

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Medical Director