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## Diagnostic Services – Department of Radiology – Diagnostic Division

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**SUBJECT/TITLE:** Access to Radiology Remote Storage

**PURPOSE:**

To document the policy for access to the remote storage area after hours.

**DEFINITION:**

Radiology remote storage is located within the General Hospital Replacement area. During the hours of 5:00 pm and 5:00 am the General Hospital Replacement area will be locked and secured. In order to access the Remote Storage area the Radiology staff must pass through this area.

**POLICY:**

When General Hospital replacement area is closed, access to the remote storage is sometimes necessary to obtain film jackets needed for provision of patient care. Access to Radiology remote storage will be restricted to authorized personnel.

1. Radiology staff authorized to access remote storage after hours is restricted to the Image Management clerk, the lead senior imaging technologist and the Radiology supervisor.
2. The keys for accessing this area will be kept in a secure location in the Image Management room.