

# RADIOLOGIC RECORDS

## SISTER CHRISTINA SPIRKO

C.S.T., R.T., B.S., in R.T., M.A., F.A.S.X.T.

Associated with the Department of Roentgenology

St. Mary's Hospital, Amsterdam, New York

Instructor in Sociology, St. Mary's School

of Nursing, Amsterdam, New York

Editor X-Ray Column, Hospital Management

Chicago, Illinois

Fellow of the American Society of

X-Ray Technicians

## A COMPLETE GUIDE TO ORDERLY RECORD KEEPING

Foreword by JOSEPH SELMAN, M.D.

Clinical Instructor in Radiology

University of Texas

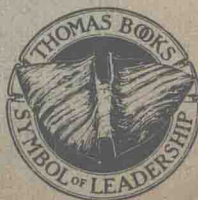
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The guiding principle throughout: TO SET FORTH THE ESSENTIALS FOR GOOD ORGANIZATION AND EFFICIENT HANDLING OF THE MANY ASPECTS OF RECORD MANAGEMENT.

- Numbering, filing, and indexing of records
- Compilation of statistical data
- Exercise of controls

HOSPITAL RADIOLOGICAL DEPARTMENTS will, for the first time, have a great fund of worthwhile material on recording and filing the multiplicity of data with which the practice of radiology is concerned. RADIOLOGISTS and their assistants can compare their methods with those in current use.

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*By*

**SISTER CHRISTINA SPIRKO, C.S.J., R.T., B.S., in R.T., M.A.  
F.A.S.X.T.**

*Associated with the Department of Roentgenology  
St. Mary's Hospital, Amsterdam, New York  
Instructor in Sociology, St. Mary's School  
of Nursing, Amsterdam, New York  
Editor, X-Ray Column, Hospital Management  
Chicago, Illinois  
Fellow, American Society of X-Ray Technicians*

---

*With a Foreword by*

**JOSEPH SELMAN, M.D.**

*Tyler Junior College  
Tyler, Texas*

*And an Introduction by*

**MELVIN ASPRAY, M.D.**

*Past President of American Registry of X-ray Technicians*

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## **RADIOLOGIC RECORDS**



Röntgen.

DEDICATED TO

SISTER MARY ALACOQUE ANGER, S.S.M.

*in token of respect and gratitude for  
her loyalty and friendship, and for her  
inspiration to scientific ideals*

*and to*

BENJAMIN R. VAN ZWALENBURG, M.D.

*in grateful appreciation of his persever-  
ing interest and his constructive help  
and criticism*

## PREFACE

A great fund of worthwhile material concerning record-keeping is available in business and in industry. The need to apply such material to the clerical section of a department of radiology and to the radiologic office was the chief reason for writing this book. Some of the content in the chapters that follow was used for refresher courses in connection with the annual convention of the X-ray Technicians' of New York State, Inc. The cordial reception given to the courses by the x-ray technicians has prompted the writer to expand the material and to present it in book form.

The purpose of this book is to offer explanatory information concerning records as maintained in the department of radiology and in the radiologist's private office. For this reason, the chief elements constituting a radiological record have been described; and the procedures required to bring the record to its completeness have been proposed. The guiding principle throughout has been to set forth the essentials for good organization and for efficient handling of the many aspects of record management: numbering, filing, and indexing of records, compilation of statistical data, and the exercise of controls.

The references listed at the end of each chapter have been used as source material. The list of suggested literature will give the student additional information on each chapter.

No two offices or hospitals are exactly alike, nor are their records maintained in an identical way. The author wishes this text to be used as a general guide and as a storehouse of useful information readily available for the student and technician. The principles presented in these chapters may have various applications according to the need of individual radiologic offices and of departments of radiology: nevertheless, the basic ideas apply not only to the general content of the radiologic record, but also to the different procedures that are entailed in working out the pattern of organization and over-all management of this important unit of radiology.

## FOREWORD

During its half century of existence as an organized medical specialty, radiology has become more and more dependent on its official records. In fact, it is inconceivable that anything but chaos would result, were it not for some system, in each radiology office or department, for recording and filing the multiplicity of data with which the practice of radiology is concerned.

Yet, heretofore, radiologic records have been within certain limits a matter of personal taste as far as the individual department head is concerned, and this is probably as it should be. However, the various methods of handling records constitute an integral part of departmental and office organization; it may be said that a radiology department or office is only as good as its poorest records.

In the past, interdepartmental comparison of methods for recording and filing radiologic data was largely conducted by word of mouth. With the exception of an occasional published paper on some specific aspect of the problem, no organized attempt was made to assemble in one place all or the majority of methods of handling the extensive, though necessary, paper work in the average radiology office.

In the present monograph the author has attempted what no other has seen fit to do. She has set out to collect, systematize, and explain the various ways in which radiologic records may be managed, and has succeeded admirably in accomplishing her goal. The result is a complete compendium of all aspects of radiologic records and business office procedures. For the first time, radiologists and their assistants will be able to compare their methods with those in current use elsewhere. Such comparison should ultimately result in an improved level of radiologic record keeping. In addition, and perhaps equally as important, the young radiologist who is just embarking on his career will find this book a ready source of information to aid him in establishing his office records on a sound basis.

JOSEPH SELMAN, M.D.



## INTRODUCTION

Hospital radiological departments should profit from this book of Sister Christina's. For the first time we have an orderly way of record keeping which should help to standardize x-ray departments all over the country. If this book is followed, it cannot help but improve the efficiency of many departments. It is fortunate for radiology that we have had such a competent person as Sister Christina undertake this venture. She is well qualified for this work, having had adequate supervisory and teaching experience in the department of roentgenology at St. Mary's Hospital upon completion of graduate and post-graduate work at St. Louis University and the College of St. Rose.

MELVIN ASPRAY, M.D.

*Past President of American Registry of  
X-ray Technicians*

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# CONTENTS

PREFACE .....	vii
FOREWORD .....	ix
INTRODUCTION .....	xi
ACKNOWLEDGMENTS .....	xiii
LIST OF ILLUSTRATIONS .....	xxv

<i>Chapter</i>	<i>Page</i>
----------------	-------------

I. DEVELOPMENT OF THE SPECIALTY OF RADIOLOGY AND OF PERSONNEL GROUPS INVOLVED .....	3
Historical Considerations .....	3
Development of Specialty of Radiology .....	4
Organizations Associated with Roentgenology .....	6
American Roentgen Ray Society .....	6
The Radiological Society of North America .....	7
The American College of Radiology .....	8
American Radium Society .....	9
Beginning of Teaching Departments .....	9
Development of Personnel in X-Ray Technology .....	11
Educational Prerequisites and Training of an X-Ray Technician .....	14
Clerical Personnel .....	14
Duties of the Receptionist .....	15
Summary .....	16
References .....	17
Suggested References .....	18
II. THE RADIOLOGIC RECORD—ITS ANALYSIS, USE AND VALUE .....	19
The Radiologist—A Professional Person .....	19
Professional Specialty .....	20
X-Ray Department .....	20
X-Ray Office .....	20
Areas of Responsibility .....	20
The Responsibility of the Radiologist to the Patient .....	21
The Responsibility of the Radiologist to the Referring Physicians .....	21

<i>Chapter</i>	<i>Page</i>
II. (Continued)	
The Responsibility of the Radiologist to the Hospital	22
Value of Radiologic Records .....	23
Value to the Patient .....	23
Value to the Physician .....	24
Value to the Hospital .....	24
Availability of Material .....	26
Roentgenograms .....	26
Reports .....	26
Business Records .....	26
Records Relative to a School of X-Ray Technology ..	27
Health Records .....	28
Patient Index Files .....	28
Cross-indexed Records .....	28
Summary .....	28
References .....	29
Suggested References .....	30
III. IDENTIFICATION METHODS AND FILES .....	31
Book Method of Identification .....	31
Card File Method .....	32
Patient's File Card .....	32
The Vertical Index Method .....	34
The Visible Card Method .....	34
Phonetic File .....	36
One Rule for Filing .....	38
Nomina Brevia .....	38
Numerical File .....	39
Preparation and Maintenance of Identification File ....	40
Quality of Cards .....	40
Color in Identification .....	40
Identification of Roentgenograms .....	41
Procedure for Permanent Identification .....	43
Inter-file Relationships .....	44

## RADIOLOGIC RECORDS

<i>Chapter</i>	<i>Page</i>
III. (Continued)	
Summary .....	45
References .....	45
Suggested References .....	46
IV. CONSULTATION REQUESTS AND WORK SLIPS .....	47
Type of Form .....	47
Preparation of Form .....	49
Appointments .....	51
Emergency Reading .....	53
Fluoroscopic Notes .....	54
Intradepartmental Memoranda .....	55
Interdepartmental Memoranda .....	57
Summary .....	58
References .....	59
Suggested References .....	60
V. ROENTGENOGRAM FILES .....	61
Storage Equipment .....	61
Storage in the Department .....	62
Storage Outside of the Department .....	63
Controls for the Review of Roentgenograms .....	63
Roentgenograms: From Drier to Files .....	65
Sorting and Matching .....	66
Pre-reading File .....	66
Post-reading File .....	68
Numbering and Filing Procedures .....	68
Alphabetical Filing .....	69
Subject Filing .....	69
Numerical Filing .....	69
Methods of Numbering .....	69
Serial Numbering System .....	70
Serial-unit Numbering Method .....	70
Unit Numbering Method .....	72
Changeover System .....	73

<i>Chapter</i>	<i>Page</i>
V. (Continued)	
Decentralized Method .....	73
Centralized System .....	74
Color Coders .....	74
Prevention of Misfiling .....	78
Finding Misfiles .....	78
Summary .....	78
References .....	79
Suggested References .....	80
VI. REPORT FILES .....	81
Procedure of Dictation .....	81
Individual Secretary <i>versus</i> Hospital Pool .....	83
Report Style .....	83
Carbon Copies .....	87
Methods of Delivery .....	87
Methods of Later Delivery .....	88
Methods of Filing .....	89
Terminal Digit Filing .....	90
Middle Digit Filing .....	92
The Use of Color in Filing .....	93
Retention Period .....	93
Quality of Material .....	94
Folders .....	94
Summary .....	94
References .....	95
Suggested References .....	96
VII. RADIATION THERAPY RECORDS .....	97
Consultation Request .....	97
Appointments .....	103
Business Forms .....	104
Record of Treatment .....	104
Physical Factors .....	108
Reactions .....	111

<i>Chapter</i>	<i>Page</i>
VII. (Continued)	
Consultations .....	112
Pathological Reports .....	118
Filing .....	118
Need for Professional Secrecy .....	118
Signing of Treatment Record by Radiologist and Technician .....	119
Cross-Indexing of Diagnosis .....	120
Record of Physicist's Calibration .....	123
Record of X-Ray Service Company .....	124
Radium Therapy Records .....	124
Radioactive Isotope Records .....	126
Summary .....	132
References .....	132
Suggested References .....	133
VIII. BUSINESS FORMS AND RECORDS .....	134
Schedule of Charges .....	134
Charge Vouchers .....	135
Payment by Out-patients .....	137
Public Relations .....	137
Billing and Collection .....	138
Workmen's Compensation .....	139
Courtesy Discounts .....	140
Charges for Reports, Abstracts and Photocopies .....	140
Record of Expenses .....	140
Depreciation .....	141
Records of Stock Supplies .....	142
Record of Screen Replacements .....	143
Work Reports .....	144
Business Office Relationship .....	145
Summary .....	145
References .....	146
Suggested References .....	147



<i>Chapter</i>	<i>Page</i>
IX. STATISTICAL DATA .....	148
Daily Statistics .....	148
Monthly Reports .....	151
Statistics for Monthly Reports .....	154
Photofluorographic Chest Surveys .....	154
Monthly Report of Department of Radiology Diagnostic Division .....	155
Monthly Report of X-Ray Therapy and Radioactive Isotopes .....	155
Annual Reports .....	156
Radiographic Examinations .....	156
Special Procedures .....	157
Total Number Tabulation .....	157
Annual Report of the Department of Radiology .....	158
Annual Report—Personnel Department of Radiology .....	159
Personnel of School of X-Ray Technology .....	159
Work Volume and Comparison .....	160
Use of Annual Report .....	160
Diagnostic Statistics for Staff Members .....	161
Percentage Basis .....	161
The Census .....	162
Summary .....	162
References .....	163
Suggested References .....	163
X. INDEXING AND CROSS-INDEXING .....	164
Purpose .....	164
System of Classifying Diseases .....	164
Some Nomenclatures of Diseases .....	165
Special Systems of Classifications .....	166
Donaldson's Cross Index .....	166
Hodges and Lampe's Cross Index .....	167
Van Zwalenburg's Revision of the Hodges and Lampe Cross Index .....	168
Sante's Cross Index .....	169