



Leading with Innovation  
Serving with Compassion

# ST. MICHAEL'S HOSPITAL

*A teaching hospital affiliated with the University of Toronto*

## MEDICAL IMAGING DEPARTMENT

### REQUEST FOR BORROWING PRIVILAGES

ST. MICHAEL'S HOSPITAL IS REQUIRED TO MAINTAIN AN ACCURATE AND COMPLETE MEDICAL RECORD WHICH INCLUDES MEDICAL IMAGING FILMS.

All films must be signed out and returned.

The borrower will be responsible for the return of films to the Film Library within the stated time periods. Borrowers not returning films within the loan times or relinquishing films to a third party will be held accountable for these films.

Individuals not returning films will have their borrowing privileges revoked until films in question are returned.

Films may only be loaned out to individuals with borrowing privileges granted by the film library. All privileged borrowers will be issued a barcode that must be presented at the time of borrowing.

- Only films going to Emergency & O.R. may be signed out unreported: 24HR LOAN ONLY
- Unreported CT & MRI may be signed out in exceptional circumstances: 24HR LOAN
- All other films must be reported prior to signing out

Medical Imaging staff will not give borrowers any films directly from processors, imaging rooms, sorting areas or reporting areas. All borrowers will be referred to the film library to properly sign out films.

#### FILM LOAN PERIOD;

- Staff clinicians 7 days
- Clinics 2 days
- Clerks, Residents or Fellows 2 days
- Rounds 1 day

I have read and agree to the rules and regulations. \_\_\_\_\_ Date \_\_\_\_\_

(PLEASE PRINT)

Borrower's name: \_\_\_\_\_ Service department: \_\_\_\_\_

Borrower's phone # \_\_\_\_\_ Borrower's Pager # \_\_\_\_\_

#### **Fellows, Clerks and Residents – provide following information**

Home telephone number \_\_\_\_\_ Home Address \_\_\_\_\_

\_\_\_\_\_