

 University Health™	Policy #:10.15
SUBJECT: RIS/PACS Equipment Repair Record	Effective: 01/2013 Reviewed:10/2013
APPROVED BY: Director of Radiology	Page 1 of 2

RIS/PACS Equipment Repair Record

Purpose:

It is essential to keep an accurate record of system malfunctions and/or repair. This policy describes the process for initiating a repair and recording the event.

Policy:

1. When RIS hardware needs repair a 'Equipment Repair Record Form' must be completed and forwarded to RIS/PACS Administrator.
2. Hardware includes CPU, E-pad, document scanner or other hardware used by RIS/PACS.
3. Each section manager is responsible for hardware repair. Follow LSUHSC Administrative Directive Policy 3.1.2 (Repair Procedure) for equipment repair.

 University Health™	Policy #:10.15
SUBJECT: RIS/PACS Equipment Repair Record	Effective: 01/2013 Reviewed:10/2013
APPROVED BY: Director of Radiology	Page 2 of 2



RIS/PACS Issue Ticket

Contact Information

Full Name: _____ Date: _____
Last First M.I.

Department: _____

Location of PC: _____

Phone: _____ E-mail Address: _____

Issue Description

Reviewed: April 2016
Updated: October 2013
Revised: January 2013