

 <b>University Health™</b>	<b>Policy #: 16.18</b>
<b>SUBJECT: To Burn CD for Digital Backup</b>	<b>Effective: Sept 2001</b> <b>Reviewed: Oct 2016</b>
<b>APPROVED BY: Director of Radiology</b>	<b>Page 1 of 2</b>

**To Burn CD for Digital Backup**

**Procedure:**

1. **Open CD drive and Insert new CD in drive**
2. **Close by pushing the button**
3. **Wait 40 seconds-light stops blinking when ready on CD drive**
4. **Select patient(s) by highlighting**
5. **To select multiple patients, hold down CTRL (control) key and click successively on each required patient name.**
6. **Use the middle mouse button to drag the selected patients to the (CD-R) icon in the network panel.**
7. **Select the CD-R Read/write device by clicking**
8. **A message will be displayed showing approximate space that will be used on the CD and time to write this on CD.**
9. **You may agree and click (write) or click (cancel) to cancel this.**
10. **If you agree, it will begin to write and shows how long it will take.**
11. **At the end of the save operation click on CD-R then drop down to click on Query. It lists patients selected and saved. If it does not include all the patients selected for save an error has occurred while recording the CD and you will have to repeat the save operation on a NEW CD (probably had too many patients on the list so try again with less to save.)**
12. **If correct, this procedure is complete and the CD is to be filed with CD's for storage.**
13. **Make a list of patients correctly saved and the date of the exam to add to the file folder for these.**
14. **Label the CD as others are done and add this to the file for CD's.**

**\*\* Go to the unfiltered list to select the patients to be burned because it is a list by date and the patients are filed by date of exam.**

**When the hard drive gets full these patients will be deleted by the date of the exam and filed on the CD only.**



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