

	Policy #: 16.5
SUBJECT: Mammography Film Retention and Release	Effective: Dec 2006 Reviewed: February 2019
APPROVED BY: Director of Radiology	Page 1 of 1

Mammography Film Retention and Release

Purpose: To define the policy for maintaining mammography films/images and releasing the films/images.

Policy: Mammography images will be retained by the facility according to the guidelines established by local regulatory agencies and Section 900.12(c) (4) of the Mammography Quality Standards. Original mammography films will be released to patients or their representatives upon receipt of a release form signed by the patient.

1. Mammography images and reports will be retained by the facility for the life of the patient.
2. Patients who request their mammography images will be given cd of their images. A release form will be signed by the patient.
3. Requests for mammography images received from another facility will be processed only upon receipt of a signed release form from the patient authorizing the release of medical records.
4. Images will be sent via U.S. mail or picked up by the patient or a representative of the patient who has been given written permission.