Policy on Requesting Image Transfers and Removals in MiPACS
Effective 10/30/2024

Policy Statement
Requests for image set move are made through the SOD Health Information and Business Systems (HIBS) ticketing system unless otherwise excepted below.

Rationale:
This policy outlines the procedure for requesting the transfer of imaging sets between patient records and the removal of incorrect images in MiPACS. Adherence to this procedure is critical to maintaining accurate patient records and ensuring compliance with clinical protocols.

Procedures:

1. **User Responsibility and Best Practices:**
   - Users are reminded to **close MiPACS and SALUD when finished with a patient** and to **check that MiPACS is not already open** before launching SALUD.
   - Most issues arise when MiPACS is left open with another patient's record, causing imaging sets to be saved to the incorrect patient.

2. **Submitting a Request:**
   - All requests to move or remove imaging sets must be submitted through the HIBS Helpdesk ticketing system at **https://go.uab.edu/hibshelpdesk.**
   - The ticket must include:
     - Patient name
     - Patient ID
     - Date and time the imaging set was uploaded
     - A description of the request, specifying the series and details of the transfer (e.g., "Move series BW 4, 12/9/2022 4:33:38 PM from patient ID 1314119 to patient ID 1234567").
     - Name of faculty to authorize this transfer
     - Rationale for the transfer
3. **Verification Process:**
   - **SOD IT (HIBS)** will confirm the details with the requestor and verify information before making any changes.
   - Relevant faculty or department leads may be copied on correspondence for oversight and confirmation.
   - For removal requests, only images inadvertently saved to the incorrect patient record will be deleted from that record, ensuring compliance with patient privacy and record-keeping standards
4. **Image Transfer and Removal:**

- Upon verification, SOD IT (HIBS) will process the image transfer or removal request in MiPACS.
- For transfers, the image set will be securely moved to the correct patient record.
- For removal requests, only images inadvertently saved to the incorrect patient record will be removed, ensuring compliance with patient privacy and record-keeping standards.

Compliance:
Failure to follow this policy may lead to consequences, including limited access to clinical or IT systems, as deemed appropriate by the Associate Dean for Clinical Affairs and the Health Information and Business Systems Manager.

Implementation:
The Associate Dean for Clinical Affairs and the HIBS Manager are responsible for implementing this policy.

Effective Date: 10/30/2024