



**CABINET FOR HEALTH AND FAMILY SERVICES  
DEPARTMENT FOR PUBLIC HEALTH**

Division of Public Health Protection and Safety

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**Janie Miller**  
Secretary

**Frequently Asked Questions:**

The following regulations are provided to answer some of the many questions that are asked of this office.

Question:

- **How long must x-ray film be stored?**

Answer:

Kentucky Administrative Regulation 902 KAR 20 Health Care Services and Facilities

16. (11) Medical and other patient records.

(a) The hospital shall have a medical records service with administrative responsibility for medical records. A medical record shall be maintained, in accordance with accepted professional principles, for every patient admitted to the hospital or receiving outpatient services.

1. The medical records service shall be directed by a registered records administrator, either on a full-time, part-time, or consultative basis, or by an accredited record technician on a full-time or part-time basis, and shall have available a sufficient number of regularly assigned employees so that medical record services may be provided as needed.
2. Medical records shall be retained for at least five (5) years from date of discharge, or, in the case of a minor, three (3) years after the patient reaches the age of majority under state law, whichever is the longer.
3. Provision shall be made for written designation of the specific location for storage of medical records in the event the hospital ceases to operate because of disaster, or for any other reason. It shall be the responsibility of the hospital to safeguard both the record and its informational content against loss, defacement, and tampering. Particular attention shall be given to protection from damage by fire or water.

(b) A system of identification and filing to insure the prompt location of a patient's medical record shall be maintained:

1. Index cards, if used, shall bear at least the patient's full name, birth date, and medical record number.



2. There shall be a system for coordinating the inpatient and outpatient medical records of a patient whose admission is a result of, or related to, outpatient services.
  3. Clinical information pertaining to inpatient and outpatient services shall be centralized in the patient's medical record.
  4. A hospital using automated data processing may keep patient indices electronically or reproduced on paper and kept in books.
- (c) Records of patients are the property of the hospital and shall not be taken from the facility except by court order. A patient's records, or portion thereof, including x-ray film, may be routed for consultation.

Question:

• **Is it permissible for an x-ray technologist to inject x-ray contrast for IVP's, C.T. scans and other examinations? See (b) 4. Below**

• **Who may operate an x-ray machine? See (b) 4. Below**

Answers:

Kentucky Administrative Regulation 902 KAR 020:016 Health Care Services and Facilities

(6) Radiology services.

(a) The hospital shall have:

1. Diagnostic radiology facilities currently licensed or registered pursuant to the Kentucky Radiation Control Act of 1978 (KRS 211.842 to 211.852);
2. At least one (1) fixed diagnostic x-ray unit capable of general x-ray procedures;
3. A radiologist on at least a consulting basis to:
  - a. Function as medical director of the department; and
  - b. Interpret films requiring specialized knowledge for accurate reading;
4. Personnel adequate to supervise and conduct services, including one (1) certified radiation operator who shall be on duty or on call at all times.

(b) There shall be written policies and procedures governing radiologic services and administrative routines that support sound radiologic practices.

1. Signed reports shall be filed in the patient's record and duplicate copies kept in the department.
2. Radiologic services shall be performed only upon written order of qualified personnel in accordance with their scope of practice and the hospital's protocols and bylaws, and the order shall contain a concise statement of the reason for the service or examination.
3. Reports of interpretations shall be written or dictated and signed by the radiologist.
4. Only a certified radiation operator, under the direction of medical staff members, if necessary shall use any x-ray apparatus or material. Uses include application, administration, and removal of radioactive elements, disintegration products, and radioactive isotopes. A certified radiation operator, under the direction of a physician, may administer medications allowed within their professional scope of practice and the context of radiological services and procedures being performed.

- (c) The radiology department shall be free of hazards for patients and personnel. Proper safety precautions shall be maintained against fire and explosion hazards, electrical hazards and radiation hazards.

Note: Contact the A.R.R.T. to obtain a copy of the scope of practice for Radiologic Technology.

Question:

- **What regulations state that radiation operators must be trained?**

Answer:

The Cabinet for Health Services is authorized by KRS 211.870, 211.890 and 211.933 to regulate an operator of a source of radiation other than a licensed practitioner of the healing arts. This administrative regulation establishes uniform general requirements for the certification of operators of sources of radiation.

Section 1. Regulated Entities. (1) 902 KAR Chapter 105 establishes requirements for the certification of an operator of a source of radiation, other than a licensed practitioner of the healing arts.

Section 6. General Requirements. (1) It shall be the responsibility of each employer to insure that an employee operating a source of radiation is certified, as provided in 902 KAR Chapter 105.

(2) Only a person holding a general certificate shall be employed as an operator of a source of radiation at a facility where a contrast study is performed.

Question:

- **Who can use a c-arm or fluoroscopic equipment?**

902 KAR 105:020. General requirements.

Section 6. General Requirements. (1) It shall be the responsibility of each employer to insure that an employee operating a source of radiation is certified, as provided in 902 KAR Chapter 105.

902 KAR 100:125 Section 13. (1) Fluoroscopy performed by technologists shall be under the direction of a radiologist and be exclusively for localization purposes; (2) Spot film images shall be obtained only by a licensed practitioner of the healing arts;

Hospital Operations and Services

902 KAR 020:16 Section 4. Radiological Services (6) (b).1. Diagnostic radiology facilities currently licensed or registered pursuant to the Kentucky Radiation Control Act of 1978 (KRS 211.842 to 211.852);

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Question:

• **Are Radiologic Technologist permitted to receive verbal orders?**

Answer:

902 KAR 20:016. Hospitals; operations and services.

5. Except in a circumstance that requires a verbal order, a medication, diagnostic test, or treatment shall not be given without a written order signed by a physician, dentist, or other ordering personnel acting within their statutory scope of practice.

A verbal order for a diagnostic test or treatment order may be given to a licensed practitioner acting within his statutory scope of practice and the hospital's protocols.

c. A person receiving a verbal order for medication, a diagnostic test, or treatment shall, at the time the order is received:

- (i) Immediately transcribe the order;
- (ii) Repeat the order to the person issuing the order; and
- (iii) Annotate the order on the patient's medical record, as repeated and verified.

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**Definitions:**

Occupations and Professions: KRS 335B.020 to 335B.070

"License" includes all licenses, permits, certificates, registrations, or other means required to engage in an occupation which are granted or issued by the commonwealth of Kentucky, its agents or political subdivisions before a person can pursue, practice, or engage in any occupation.

902 KAR 20:016. Section 1. (2)Hospitals; operations and services.

"Certified radiation operator" means a person who has been certified pursuant to KRS 211.870 and 902 KAR 105:010 to 105:070 as an operator of radiation producing machines.

"Operate" means to run or control the function of a machine.

Code of Federal Regulations, 42 CFR Part 75 Credentialing of Radiologic Personnel

"Radiographer" means an individual other than a licensed practitioner who (1) performs, may be called on to perform, or who is licensed to perform a comprehensive scope of diagnostic radiologic procedures employing equipment which emits ionizing radiation, and (2) is delegated or exercises responsibility for the operation of radiation-generating equipment, the shielding of patients and staff from unnecessary radiation, the appropriate exposure of radiographs, or other procedures which contribute to any significant extent to the site or dose of ionizing radiation to which a patient is exposed.