



MEDPROS OF AMERICA, INC.

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THE COMPLETE DIAGNOSTIC IMAGING HANDBOOK

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 - Diploma / Degree / Transcript
 - Education Verification
 - Background Disclosure and Authorization Form
 - CPR Card
 - Employee Emergency Information Form
 - Resume (Licensed Professionals Only)
 - (2) References (Employee and Telephone)
 - W-4
 - State Withholding (If Applicable)
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 - Acknowledgement of New / Revised Policy
 - Letter of Appointment (Safety Director)
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 - Employee Confidentiality Acknowledgement
 - Work Made for Hire and Proprietary Information Agreement
 - Conflict of Interest Disclosure Form
 - Workplace Policies and Procedures Statement of Understanding
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 - Offsite Training
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Introductory/Probation Period
Hours of work
Personnel Records
Equal Employment Opportunity
Harassment
Sexual Harassment
Time Documentation
Wage Assignments-Garnishments
Social Security
Payroll Deductions
Holidays
Paid Time Off
Bereavement

Jury Duty
Leave of Absence
Workers Compensation
Compensation
Employment Expectations
Safety
Unauthorized substances
Attendance
Conduct
HIPAA
Confidentiality
Conflict of Interest
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Threats of Violence
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Problem Resolution
Automobile Policy
Resignation/Termination

HUMAN RESOURCES

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2. COMPLAINT RESOLUTION MANUAL

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9. EMERGENCY CRASH CARTS
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| 2. | BASIC ULTRASOUND PROCEDURES | 7. | CHEMICALS AND DRUGS THAT INTERFERE WITH 24-HOUR 123I THYROID UPTAKE |
| 3. | BONE SCINTIGRAPHY | 8. | CISTERNOGRAPHY |
| 4. | BRAIN SCINTIGRAPHY | 9. | DYNAMIC (BRAIN FLOW) SCINTIGRAPHY |
| 5. | BREAST ULTRASONOGRAPHY - GENERAL GUIDELINES | 10. | FIRST PASS EJECTION FRACTION |
| | | 11. | GALLBLADDER SCINTIGRAPHY |

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| 12. | GALLIUM SCINTIGRAPHY | 23. | RENAL SCINTIGRAPHY |
| 13. | GYNECOLOGICAL ULTRASONOGRAPHY - GENERAL GUIDELINES | 24. | RENOGRAPHY |
| 14. | LEFT VENTRICULOGRAPHY (MUGA) | 25. | SCHILLINGS PROCEDURE |
| 15. | LIVER-SPLEEN SCINTIGRAPHY | 26. | TESTICULAR ULTRASONOGRAPHY - GENERAL GUIDELINES |
| 16. | LOWER EXTREMITY VENOUS DUPLEX EVALUATION (R/O DEEP/ SUPERFICIAL VEIN THROMBOSIS) | 27. | THYROID SCINTIGRAPHY |
| 17. | LUNG SCINTIGRAPHY - PERFUSION | 28. | THYROID ULTRASONOGRAPHY - GENERAL GUIDELINES |
| 18. | LUNG SCINTIGRAPHY - VENTILATION | 29. | TRANSVAGINAL/ENDO VAGINAL ULTRASONOGRAPHY - GENERAL GUIDELINES |
| 19. | MRI SCAN PROCEDURE | 30. | ULTRASOUND PROTOCOLS |
| 20. | MYOCARDIAL SCINTIGRAPHY - 99MM TC PYROPHOSPHATE | 31. | UPPER EXTREMITY VEIN MAPPING FOR PLACEMENT OF A DIALYSIS ACCESS |
| 21. | MYOCARDIAL SCINTIGRAPHY - THALLIUM STRESS AND REDISTRIBUTION | 32. | UROLOGICAL ULTRASONOGRAPHY - GENERAL GUIDELINES |
| 22. | OBSTETRICAL ULTRASONOGRAPHY - GENERAL GUIDELINES | | |

PATIENT ADMINISTRATION

PATIENT ADMINISTRATIVE POLICIES AND PROCEDURES

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| 1. | 2010 HOME CARE NATIONAL PATIENT SAFETY GOALS | 36. | MRI SCAN – PATIENT PREPARATION |
| 2. | ASSESSMENT OF PATIENTS | 37. | NUCLEAR MEDICINE – PATIENT PREPARATION |
| 3. | ADVANCE DIRECTIVES | 38. | ON-CALL COVERAGE |
| 4. | BARIATRIC PATIENTS | 39. | ORDERING EXAMS |
| 5. | CARDIOPULMONARY RESUSCITATION | 40. | PAIN MANAGEMENT |
| 6. | CAT SCAN – PATIENT PREPARATION | 41. | PAIN MANAGEMENT EDUCATION |
| 7. | CODE BLUE/NO CODE ORDER | 42. | PATIENT ABUSE, NEGLECT OR EXPLOITATION - ADULT |
| 8. | CONFIRMATION OF PHYSICIAN VERBAL TELEPHONE ORDER | 43. | PATIENT ABUSE, NEGLECT OR EXPLOITATION – CHILD |
| 9. | CONSENT | 44. | PATIENT BILL OF RIGHTS AND RESPONSIBILITIES |
| 10. | CONSENTS FOR USES OR DISCLOSURES | 45. | PATIENT AND FAMILY EDUCATION |
| 11. | CONTRAST REACTION AND CARDIAC ARREST | 46. | PATIENT EDUCATION – PARTICIPATE IN HEALTHCARE |
| 12. | COORDINATION OF SERVICES | 47. | PATIENT EDUCATION – USE OF RESTRAINTS |
| 13. | CRITICAL TEST | 48. | PATIENT IDENTIFICATION ACCURACY |
| 14. | CRITICAL TEST AND CRITICAL RESULTS | 49. | PATIENT INFORMATION PACKET |
| 15. | CRITICAL TEST REPORT FORM | 50. | PATIENT INFORMED DECISION MAKING |
| 16. | DISCHARGE TRANSFER REFERRAL OF PATIENTS | 51. | PATIENT RECALL |
| 17. | DO NOT RESUSCITATE (DNR) DO NOT INTUBATE (DNI) | 52. | PATIENT RECORD |
| 18. | EMERGENCY INTERVENTIONS | 53. | PATIENT SAFETY PLAN |
| 19. | LATEX AND NON LATEX ALTERNATIVES | 54. | PATIENT SAFETY PLAN CHECKLIST |
| 20. | LATEX SENSITIVE PATIENTS | 55. | PATIENT SEDATION |
| 21. | LIST OF FERROMAGNETIC OBJECTS | 56. | PATIENT SHIELDING |
| 22. | MAMMOGRAMS - RECORDKEEPING | 57. | PATIENT TRANSPORTATION TO AND FROM |
| 23. | MAMMOGRAPHY COMPLIANCE REQUIREMENTS | 58. | PATIENT WEIGHT LIMITATIONS |
| 24. | MAMMOGRAPHY - COMMUNICATION | 59. | PATIENT WITH SPECIAL COMMUNICATION NEEDS |
| 25. | MAMMOGRAPHY GOOD PRACTICE | 60. | PHOTOGRAPHING – VIDEOTAPING PATIENTS |
| 26. | MAMMOGRAPHY – IMPANTS AND DENSE BREAST | 61. | PREGNANT PATIENTS |
| 27. | MAMMOGRAPHY REPEAT FILM AND MAGNIFICATION VIEWS | 62. | PRIVACY AND CONFIDENTIALITY OF INFORMATION |
| 28. | MAMMOGRAPHY SCHEDULING | 63. | RESPIRATORY MONITORING |
| 29. | MAMMOGRAPHY SUPERVISOR RESPONSIBILITIES | 64. | SEDATION |
| 30. | MAMMOGRAPHY VIEWS AND IMAGE IDENTIFICATION | 65. | SEDATION MONITORING |
| 31. | MOVING PATIENT TO SCANNING TABLE | 66. | SUSPECTED ADULT ABUSE REPORT FORM – EXAMPLE |
| 32. | MRI PATIENT SCAN PROTOCOLS | 67. | TELEMEDICINE PROGRAM |
| 33. | MRI PATIENT SAFETY | 68. | USES AND DISCLOSURES OF INFORMATION |
| 34. | MRI PATIENT SCREENING | 69. | VERBAL TELEPHONE ORDER READBACK |
| 35. | MRI PATIENT SCREENING TOOL | 70. | WAIVED TESTING |

PATIENT INFORMATION PACKETS

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| • | Welcome Letter and Hours of Operation | • | Patients Rights and Responsibilities/English |
| • | Service Outline | • | Patients Rights and Responsibilities/Spanish |
| • | Advance Directives | • | Rights of the Elderly |
| • | Copy of Durable Power of Attorney (Original in Patient File) | • | Patient Client Grievance |
| • | Non-Discrimination Policy | • | Abuse, Neglect and Exploitation |
| | | • | Preventing Infections At Home |

- Taking Medications
- Patient and Family Education Handout – Home Safety
- In Case of Emergency
- Advance Beneficiary Notice English / Spanish

- Privacy Act Notice / English
- Privacy Act Notice / Spanish
- Patient and Family Education Handout – Use of Restraint Devices

QUALITY PERFORMANCE IMPROVEMENT PLAN

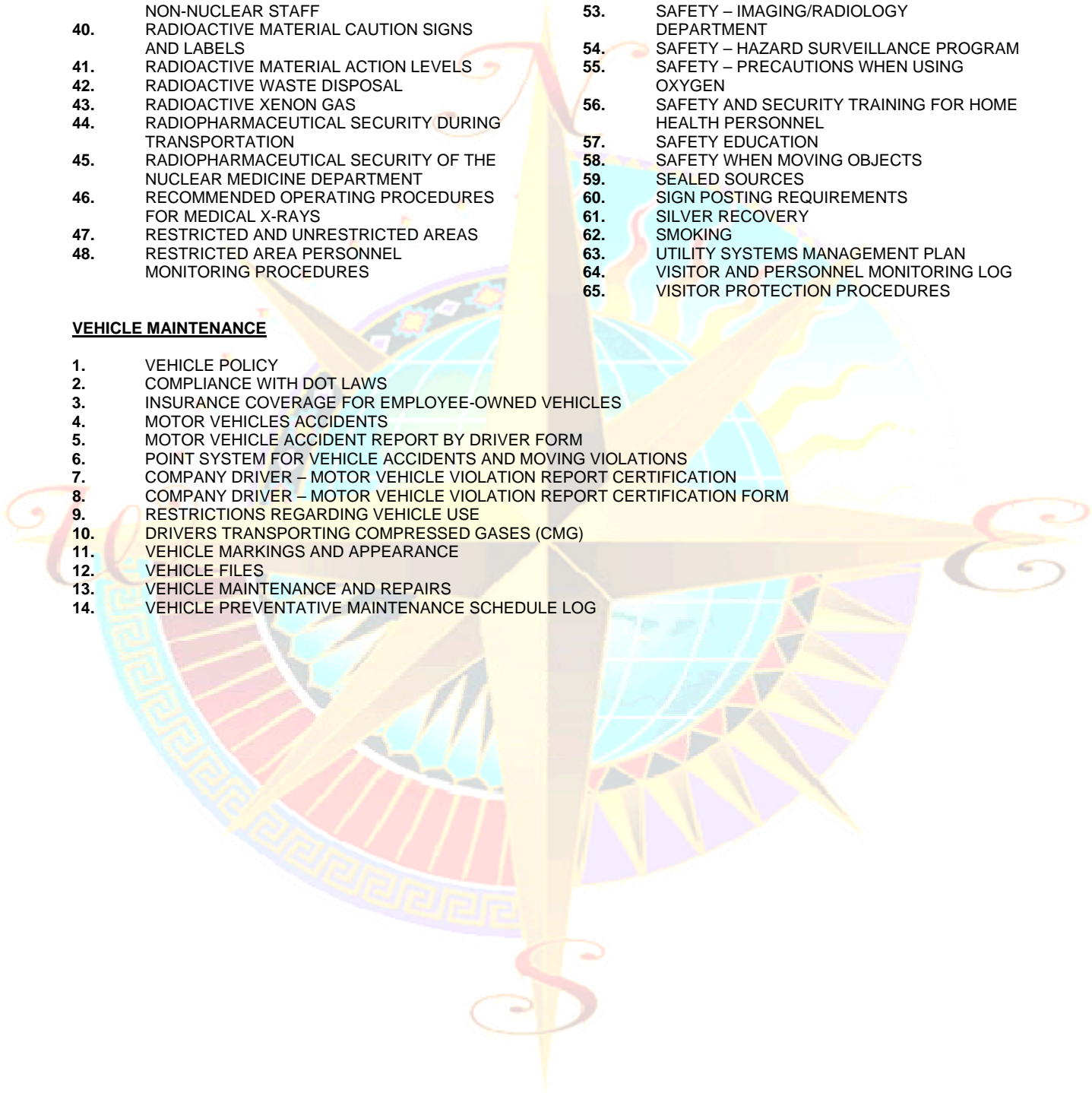
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| <p>I. ORGANIZATIONAL STRUCTURE</p> <p>1. POLICY/OBJECTIVE</p> <p>2. ORGANIZATIONAL PHILOSOPHY/Principals Of Performance Improvement</p> <p>3. THE “Plan-Do-Study” ACT</p> <p>4. COMMUNICATION/INTEGRATION OF INFORMATION</p> <p>5. ANNUAL EVALUATION OF QUALITY PERFORMANCE IMPROVEMENT PROGRAM</p> <p>II. QUALITY PERFORMANCE IMPROVEMENT PLAN</p> <p>1. MEDICAL MANAGEMENT/QUALITY IMPROVEMENT PROGRAM (QQPI)</p> <p>2. PROGRAM MANAGEMENT/PERFORMANCE IMPROVEMENT ADMINISTRATIVE REQUIREMENTS</p> <p>a. STAFFING AND ORGANIZATIONAL STRUCTURE</p> <p>b. INFORMATION FLOW QUALITY PERFORMANCE IMPROVEMENT COMMITTEE</p> <p>a. FUNCTION</p> <p>b. COMMITTEE MEMBERS</p> <p>c. FREQUENCY OF MEETINGS</p> <p>CREREDENTIALING AND RE-CREDENTIALING</p> <p>a. PEER REVIEW</p> <p>b. FREQUENCY OF MEETINGS</p> <p>c. PROVIDER PROFILING</p> <p>III. QQPI PURPOSE - GOALS FOR COMPANY</p> <p>IV. SCOPE OF PROGRAM</p> <p>OBJECTIVES/WORKPLAN</p> <p>WORKPLAN/TIMELINES/METHODS Of MONITORING AND EVALUATING</p> | <p>1. PATIENT MEDICAL RECORD REVIEWS</p> <p>MEDICAL RECORD REVIEW TIMELINE CHART</p> <p>2. DRT, ULTRASOUND, CT, MRI, MAMMOGRAPHY, QUALITY REVIEWS</p> <p>QUALITY MEASURE REVIEW TIMELINE CHART</p> <p>3. SYSTEM STATUS REPORTS</p> <p>SYSTEM STATUS REPORTS CHART</p> <p>4. SCOPE OF SERVICES</p> <p>SERVICES CHART</p> <p>5. PERFORMANCE MEASURE POLICIES</p> <p>LIST OF POLICY TOPICS FOR EVALUATION/REVIEW/STUDY</p> <p>6. PATIENT RIGHTS AND RESPONSIBILITIES</p> <p>7. PATIENT SATISFACTION SURVEY</p> <p>SATISFACTION SURVEY CHART</p> <p>8. PATIENT/PROVIDER COUNCIL MEETINGS</p> <p>MEMBER/PROVIDER COUNCIL MEETING CHART</p> <p>9. ABUSE/COMPLAINT TRACKING AND TRENDING</p> <p>10. QUALITY OF CARE CONCERNS</p> <p>11. EXPRESSIONS OF DISSATISFACTIONS</p> <p>12. FINANCIAL FRAUD AND ABUSE REPORTING</p> <p>13. PROVIDER SATISFACTION SURVEY</p> <p>SATISFACTION SURVEY CHART</p> <p>14. CONFIDENTIALITY</p> <p>15. SERVICE AVAILABILITY AND ACCESSIBILITY</p> <p>V. EVALUATION OF EFFECTIVENESS OF PLAN</p> <p>VI. PLAN APPROVAL - SIGNATURE BLOCK</p> <p>VII. MEDICAL RECORDS AUDIT FORM</p> |
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SAFETY MANAGEMENT

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| <p>1. SECURITY EDUCATION</p> <p>2. SECURITY PLAN</p> | <p>3. SECURITY POLICY & SECURITY CHAIN OF COMMAND</p> |
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WORKER SAFETY AND HAZARD COMMUNICATION

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| <p>1. ANTINEOPLASTIC WASTE MANAGEMENT</p> <p>2. BASIC WORK AREA PROTECTION PROCEDURES</p> <p>3. BOMB INCIDENT PLAN</p> <p>4. BOMB THREAT REPORT FORM</p> <p>5. CHEMOTHERAPY LIQUID SPILLS</p> <p>6. CONTAMINATION – DECONTAMINATION</p> <p>7. DECONTAMINATION KIT</p> <p>8. DEPARTMENT CLEANING PROCEDURE</p> <p>9. DETECTING SUSPICIOUS PACKAGES/LETTERS</p> <p>10. DISPOSAL PROCEDURES – WASTE PICK UP</p> <p>11. DUTIES OF DEPARTMENT MANAGER IN SAFETY PROGRAM</p> <p>12. DUTIES OF SAFETY DIRECTOR</p> <p>13. ELECTRICAL EXTENSION CORDS</p> <p>14. ELECTRICAL SAFETY AND MAINTENANCE</p> <p>15. EMERGENCY PROCEDURES – RADIOACTIVE MATERIALS</p> <p>16. EMERGENCY RADIOACTIVE SPILL</p> <p>17. EXTERNAL OFFICE PROTECTION PROCEDURE</p> | <p>18. FLOOR PLAN EVALUATION</p> <p>19. HANDLING OF BIOHAZARDOUS WASTE</p> <p>20. HAZARD VULNERABILITY ANALYSIS</p> <p>21. HAZARDOUS MATERIALS AND WASTE PLAN- GENERAL RADIATION</p> <p>22. HAZARDOUS MATERIALS AND WASTE PLAN</p> <p>23. HOT LAB RECORDING POLICIES</p> <p>24. HOT LAB REGULATIONS</p> <p>25. INFECTIOUS WASTE MANAGEMENT PLAN</p> <p>26. LETTER OF APPOINTMENT – SAFETY DIRECTOR</p> <p>27. LOST FILM BADGE REPORT</p> <p>28. MRI SAFE OR MR CONDITIONAL EQUIPMENT</p> <p>29. MRI SAFETY – GENERAL REQUIREMENTS</p> <p>30. PERSONNEL INJURY AND ILLNESS</p> <p>31. PERSONNEL SAFETY</p> <p>32. QUENCH EVACUATION</p> <p>33. RADIATION SAFETY - GENERAL</p> <p>34. RADIATION SAFETY – NURSING STAFF – DIAGNOSTIC EXAMINATIONS</p> <p>35. RADIATION SAFETY – NURSING STAFF – RADIOACTIVE THERAPIES</p> |
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36. RADIATION EXPOSURE MONITORING – SAFETY OF EMPLOYEES
 37. RADIATION MONITORING BADGE
 38. RADIATION SAFETY – PATIENT AND EMPLOYEE
 39. RADIATION SAFETY AND PROTECTION FOR NON-NUCLEAR STAFF
 40. RADIOACTIVE MATERIAL CAUTION SIGNS AND LABELS
 41. RADIOACTIVE MATERIAL ACTION LEVELS
 42. RADIOACTIVE WASTE DISPOSAL
 43. RADIOACTIVE XENON GAS
 44. RADIOPHARMACEUTICAL SECURITY DURING TRANSPORTATION
 45. RADIOPHARMACEUTICAL SECURITY OF THE NUCLEAR MEDICINE DEPARTMENT
 46. RECOMMENDED OPERATING PROCEDURES FOR MEDICAL X-RAYS
 47. RESTRICTED AND UNRESTRICTED AREAS
 48. RESTRICTED AREA PERSONNEL MONITORING PROCEDURES
 49. RESTRICTED AREA SURVEY LOG – GM SURVEY
 50. RESTRICTED AREA SURVEY LOG – WIPE TEST
 51. RESTRICTED AREA SURVEY PROCEDURES
 52. SAFE MEDICAL DEVICES
 53. SAFETY – IMAGING/RADIOLOGY DEPARTMENT
 54. SAFETY – HAZARD SURVEILLANCE PROGRAM
 55. SAFETY – PRECAUTIONS WHEN USING OXYGEN
 56. SAFETY AND SECURITY TRAINING FOR HOME HEALTH PERSONNEL
 57. SAFETY EDUCATION
 58. SAFETY WHEN MOVING OBJECTS
 59. SEALED SOURCES
 60. SIGN POSTING REQUIREMENTS
 61. SILVER RECOVERY
 62. SMOKING
 63. UTILITY SYSTEMS MANAGEMENT PLAN
 64. VISITOR AND PERSONNEL MONITORING LOG
 65. VISITOR PROTECTION PROCEDURES

VEHICLE MAINTENANCE

1. VEHICLE POLICY
2. COMPLIANCE WITH DOT LAWS
3. INSURANCE COVERAGE FOR EMPLOYEE-OWNED VEHICLES
4. MOTOR VEHICLES ACCIDENTS
5. MOTOR VEHICLE ACCIDENT REPORT BY DRIVER FORM
6. POINT SYSTEM FOR VEHICLE ACCIDENTS AND MOVING VIOLATIONS
7. COMPANY DRIVER – MOTOR VEHICLE VIOLATION REPORT CERTIFICATION
8. COMPANY DRIVER – MOTOR VEHICLE VIOLATION REPORT CERTIFICATION FORM
9. RESTRICTIONS REGARDING VEHICLE USE
10. DRIVERS TRANSPORTING COMPRESSED GASES (CMG)
11. VEHICLE MARKINGS AND APPEARANCE
12. VEHICLE FILES
13. VEHICLE MAINTENANCE AND REPAIRS
14. VEHICLE PREVENTATIVE MAINTENANCE SCHEDULE LOG