

ED Photography

1. Enter order in SCM for “Audio Visual Request”
2. A consent form will print at the default printer for your workstation
3. Have patient or representative sign consent (suspected non-accidental trauma cases do not require parental consent to photograph, but you must document this on the consent form)
4. Make 2 copies of consent (so you will have 3 total)
 - a. Place original in patient chart
 - b. Give one copy to the patient/representative
 - c. Place the last copy in the envelope with the media card (see below)
5. Call AV if you would like them to take pictures during the day 662-2203
6. Take picture of patient’s ID sticker or bracelet
7. Photograph patient with “big picture shot” first
8. Use macro setting (button with picture of flower) if photographing area smaller than 5”x7”
9. End with picture of patient’s ID sticker or bracelet
10. After photos taken, right click on order in SCM and select “completed”
11. Take media card out of the camera and place in medical photography envelope with copy of consent (see above)
12. Place patient sticker on medical photography envelope, fill out name and contact info on medical photography envelope, and place in locked box near charge nurse desk
13. Place new media card in camera and return it to the orange box in the med room