

**The Advanced Spine Center**

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**X-RAY REQUEST POLICY**

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It is the policy of this practice that upon request, we will provide you with a copy of your x-rays on a CD disc.

If you need the actual films from your exam, it is \$15.00 per exam. Older films that were not done digitally are free, but must be returned when you are finished with them. These films are stored for 7 years. After this time period they will be destroyed.

Please be reminded that we need 72 hours to process your request.

Be aware that films not taken in this office are the responsibility of the patient. Please take them with you. They are your property. If left in our facility, they will only be stored for 3 years. After this time period they will be destroyed.

If a request for x-rays is submitted, pick up must be within 30 days otherwise a new request must be submitted.

I acknowledge that I have read the X-Ray Request Policy.

\_\_\_\_\_  
Print Name of Patient or Legal Guardian

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date