

PATIENT CARE POLICY
Emergency Department

Title: Digital Photo Documentation in the FNE Program

Original Date: _____ **Review Dates:** _____
Revision Dates: _____

Policy:

The first priority of the Forensic Nurse Examiner is to provide appropriate medical care for any injury that may be present. After appropriate care has been rendered, a comprehensive exam will be conducted for the purpose of forensic evidence collection, which may include photographs of body surface trauma.

Standard of Care:

Documentation of accidental, non-accidental or occupational traumatic injury can be an important aspect of emergency care. Use of a digital camera can provide photographic documentation that augments the examiners narrative description, can eliminate the need for repeated examinations, and establishes an accurate depiction of the injury.

Equipment:

1. Digital Camera (Kodak Z650)
2. 1.0 GB SD memory Card (always left in camera)
3. Extra Duracell Ultra CRV3 Battery
4. ABFO #2 Black & White Standard
5. Patient Label

Standard of Practice:

1. Turn the power switch from the off position to the green camera (on) position
2. Take a picture of a patient's label with their correct name, medical record number, and the date visible, or write this information on a piece of paper and photograph this information on the first exposure for identification.
3. For better lighting consider disabling the flash (click the flash button on top of the camera until a stricken-through flash appears on the digital screen)
4. Take an orientation shot of the patient while the patient is clothed or in the hospital gown that shows the patient from head-to-toe.
5. Take close-up photos of each individual injury with and without the ABFO #2 standard.
6. For better close-up photography consider using the close-up option (click the close-up button on top of the camera until a tulip appears on the digital screen).
7. Utilize zoom to get as close as possible to the injury without excluding any portion of the injury from the full photo.
8. Press the shutter button on top of the camera completely down to take picture.
9. Complete photo series but taking a second photo of the patient label.
10. Indicate in patient log that you have taken digital photographs by logging 'Yes' under Kodak.

In-House FNE Staff

1. Check patient log for Kodak Photos that need to be downloaded.
2. Set-up and turn on one of the office laptops.
3. Log in
4. Attach the Lexar Multi-Media Card Reader (kept in the middle shelf above the desk) to a laptop USB port
5. Eject the memory card from the Kodak camera and put it into the Lexar Reader
6. You will be prompted to open folder to view files, click OK
7. The drive will open and show you two folders. One is "DCIM" the other "MISC". Double click on "DCIM"
8. You will see another folder, double click on this as well
9. Scroll through the pictures to identify the patients who have been photographed
10. Minimize this view and right click anywhere on the desktop. Choose "new" and "folder", title folder last name of patient, first name of patient
11. Create a folder on the desktop for each patient who has photos on the camera
12. Go back to the photos view.
13. Click on each photo you wish to move to a folder (use the ctrl button to highlight more than one)
14. Under file and folder tasks on the left side of your screen click on 'move the selected item'
15. You will be given a drop down menu that starts with Desktop, scroll down to the appropriate patient name and click on that folder. The photos will move to that folder.
16. Repeat this for all the photos.
17. Remove the Kodak disk from the Lexar Reader and return to camera.
18. Remove the Lexar reader from the computer
19. Put the Kodak CD back up (found in the drawer) in the CD drive
20. When the CD prompts you to view files, just 'x' out of this option
21. Right-click on the start button on the desktop and click explore
22. Scroll all the way to the bottom of the list and you will see your patient file folders.
23. Click and drag the file name to the "D" drive and drop it in. Repeat for all the file folders.
24. A balloon will appear at the bottom of the screen saying you have files waiting to be written to CD. Click on the balloon.
25. Under CD Writing Task on the left side of the page, click on 'write these files to CD'
26. When the files have been effectively written, the CD will eject itself and you will click 'finish' on the prompt
27. Once this is complete you will use the CD-R's to make medical record copies.
28. Using the same technique, copy each patient onto their own individual CD-R, label appropriate, seal with evidence tape and deliver to MR.
29. Once you have **completed and confirmed** all transfers, the files on the desktop should be deleted.