

Tips for Standard Imaging

1. Take at least one image from far enough away to see the body part. Take another image closer up with camera to MACRO if possible. This is often a flower symbol. Do not send BLURRY photographs.
2. Consult your cameras guide to determine appropriate settings if using PRESETS. This may be AUTO or PORTRAIT. If you choose to use MANUAL settings -use a low ISO 100-200 and a shutter speed of 1/125 or 1/250. Use a MINIMUM APERTURE of f8. (you may go as high as f16 if the image does not become too dark)
3. Set FLASH settings to auto. Set WHITE BALANCE to flash. Read your cameras guide for tips on custom white balance. If not using a flash, and in an exam room with no window- set white balance to auto, incandescent, or florescent. (depending on the type of bulbs) If there is a window then NATURAL LIGHT can be used with no flash and a SUNLIGHT WHITE BALANCE setting. Look at the image you have taken and determine if you need to re-take the image with a different white balance or flash setting. Skin conditions can have important color changes. If you are consistently unable to correctly white balance your camera, purchase a grey card and include this card in the photograph so that the image can be adjusted using photo software.
4. Include patients NAME, MRN or BIRTHDAY either in writing or take a photograph of identifying information before or after the image set.
5. Include other pertinent information concerning the patient's skin condition including history, exposures, allergies, medications, etc.
6. Encrypt any PHI to protect patient's images, especially when photographs of faces are being transmitted. It is the sender's responsibility to take all necessary precautions. ZIX is the best option for encryption if not using an institutional email (such as Cincinnati Children's or UC) <http://www.zixencryption.com/ZixMail.asp>
7. Do not store PHI on personal computers or mobile devices. Destroy or securely archive photographs after consultation or referral has been obtained.