



**MONITORING & RECYCLING SERVICES
FOR HEALTHCARE PROFESSIONALS**

Landauer X-Ray Badge Instructions

X-Ray Badge Quarterly Service Instructions:

The Quarterly Badge Service includes:

- 4 Quarterly Badges per Person per Year
- 4 Quarterly Dosimetry Reports

Quarters:

1st Quarter: January 1st - March 31st

2nd Quarter: April 1st - June 31st

3rd Quarter: July 1st - September 31st

4th Quarter: October 1st - December 31st

X-Ray Badge Quarterly Service Instructions:

The Monthly Badge Service includes:

- 12 Monthly Badges per Person Per Year
- 12 Monthly Dosimetry Reports

Months:

Monthly: 1st of the Month – 31st of the Month

Wear Instructions:

In your package you should receive the following:

- Wearer's Badges
- Control Badge
- Account Change Request Form
- Return Envelope (May not be included with initial shipment)
- Badge Clips

For the badges bearing employees names:

These badges should be worn daily when working in the office and especially around any radiographic equipment. At the end of the day badges should be kept away from the equipment either in a drawer or another room where no equipment is present to ensure they are not exposed during non-wear periods.



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For the quarterly badge service each badge has a 3 month wear period (designated above). Towards the end of the quarter, you should receive your next quarter's badges along with any additions. It is recommended that you continue to wear your current quarter's badge until the next set arrive, and only at that time return the ones you have been wearing. We recommend this because in the event your next quarter's badges are delayed or lost, you still have monitoring taking place while you wait for them. The return envelope does not include postage, and parcel post via the US Mail is the recommended method of shipment. The monthly badges will arrive in a similar fashion but at the end of each month for a year period.

All that is required in the return package are the badges themselves. All information can be pulled from the badges so no additional notes are needed.

PLEASE DO NOT MAIL BACK YOUR BADGE CLIPS! While we can replace these without issue but it will make it easier for you to hang on to them!

For the control badge:

The control badge serves to detect any radiation exposure during shipment of your personal badges back and forth from Landauer. Upon receipt we recommend placing the badge in an area such as the front desk or break room where there is no radiographic equipment and a place you can be nearly assured no possible exposure can take place. Placing the control in a drawer, cabinet, or closet is ideal.

Regarding the account information form:

This form is for any account changes that need to be made, for example changing an employee's name, adding or deleting a wearer, or switching the type of service you receive. While filling these out is an acceptable way to make changes to your account, the best way to do so is to give us a call. Changes done by phone will take effect faster and ensure no interruption or discrepancies in your service. Below are contact numbers regarding change information and other department contacts.

IMPORTANT - A common area of confusion with this slip is the date by which it must be returned. This date refers to account changes **ONLY**, and does not have any bearing on when the badges themselves should be



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returned. Badges follow the quarterly or monthly cycle and should be returned as stated above.

Regarding Dosimetry Reports:

Once your badges are received at the main office they are analyzed and a dosimetry report is generated. This process normally takes 5 business days after the badges are received. Reports can be viewed by logging in to MyLDR.com. There is a separate department that handles technical questions with regard to the reports and their contact info is provided below.

Contact Information:

OHC CUSTOMER SERVICE: 1-914-495-3492 (For Account Information, Changes, etc.)

DOSIMETRY REPORTS DEPARTMENT: 1-800-438-3241 (For Technical Assistance ONLY)

EMAIL: customercare@openhealthcarellc.com (For Account Information, Changes, etc.)