



STATE OF IOWA
MASTER AGREEMENT
Contract Declaration and Execution

MA 005

21395

EFFECTIVE BEGIN DATE: 07-01-2021
EXPIRATION DATE: 06-30-2024
PAGE: 1 of 4

VENDOR:

BTX Iowa Inc

00003052454

3160 8TH ST SW STE C
ALTOONA, IA 50009-1023

VENDOR CONTACT:

Catherine Bergmann

PHONE: 563-343-2084

EMAIL: cbergmann@biotechxray.com

ISSUER:

Julie Janssen

PHONE: 515-240-2698

EMAIL: julie.janssen@iowa.gov

EXT:

FOB: FOB Dest, Freight Prepaid

Contract For: On Site Medical Imaging Services

The parties agree to comply with the terms and conditions on the following attachments which are by this reference made a part of the Agreement.

Attachments are on file with the Department of Administrative Service - Central Procurement.

Attachment 1: Competitive Solicitation RFB0321005028.

Attachment 2: Contractor's Response to Competitive Solicitation RFB0321005028 (except for any contractor objection or amendment to the Competitive Solicitation Document requirements that the State has not explicitly agreed to in writing).

Attachment 3: Contractor's Cost (final pricing documentation) Response to competitive solicitation document RFB0321005028.

Remit to Address: 3160 8th Street SW Suite, C Altoona, Iowa 50009

Order and Customer Service Contact: Drew Zwack, 877-909-9727, 515802-0478, dzwack@biotechxray.com, F: 888-403-8750

Billing Contact: Sheila Drake, 515-244-2837, billing@biotechxray.com

Compliance: 314-230-7829

www.biotechxray.com

PAYMENT TERMS: NET60

Iowa State Penitentiary 1 day a week on a scheduled basis.

Iowa Correctional Institute for Women 1 day a week on a scheduled basis.

Anamosa State Penitentiary 1 day bi-monthly on a scheduled basis only if using Anamosa's x-ray equipment.

RENEWAL OPTIONS

FROM 07-01-2024 TO 06-30-2025

FROM 07-01-2025 TO 06-30-2026

FROM 07-01-2026 TO 06-30-2027

AUTHORIZED DEPARTMENT

ALL

SUB Other Governmental Entities



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LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
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1	0.00000	EA	94897	\$ 95.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

X-Ray Services
XRAY SERVICES

Abd series
 Sinus
 Abd/AP
 Pelvis
 Hip
 Femur - Thigh
 Knee
 Leg - Full Leg
 Lower leg
 Ankle
 Foot - metatarsal bones
 Toe
 Clavicle
 Shoulder
 Humerus
 Elbow
 Forearm
 Wrist
 Hand
 Finger
 Skull
 Chest- 2 views
 Chest- I view Chest image P-A / Lateral
 Lumbar
 Thoracic
 Cervical
 Ribs
 BTX Iowa does not do Dental X-rays

2	0.00000	EA	94897	\$ 225.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

X-Ray Services
DOPPLER SERVICES

DOPPLER SERVICES

3	0.00000	EA	94897	\$ 225.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

X-Ray Services
ULTRASOUND SERVICES



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LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
----------	--------------------------	------	-------------------------	------------------------------

Ultrasound
 Ultrasound Upper Quadrant Abdomen

4	0.00000	EA	94897	\$ 95.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

X-Ray Services
EKG SERVICES

 EKG SERVICES

5	0.00000	EA	94897	\$ 50.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

X-Ray Services
Annual Employee Tuberculosis Screening

 Annual Employee Tuberculosis Screening

6	0.00000	EA	94897	\$ 195.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

X-Ray Services
Non-scheduled On site Imaging Services : Requested within 48

 Non-scheduled On site Imaging Services : Requested within 48 hours



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TERMS AND CONDITIONS

Services Effective 1 May 16

The parties agree to comply with the terms and conditions on the following web site which are by this reference made a part of the Agreement. General Terms and Conditions for service contracts are posted at: <https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf>

THIS MASTER AGREEMENT IS EFFECTIVE AS OF THE LATEST DATE SHOWN IN "EFFECTIVE BEGIN DATE" IN THE UPPER RIGHT HAND CORNER OR THE DATE BELOW SIGNED BY THE STATE OF IOWA.

CONTRACTOR		STATE OF IOWA	
CONTRACTOR'S NAME (If other than an individual, state whether a corp, partnership, etc.) <i>BTX Iowa, Inc.</i>		AGENCY NAME DAS CENTRAL PROCUREMENT	
BY (Authorized Signature)	Date Signed	BY (Authorized Signature)	Date Signed
<i>Catherine Bergmann</i>	<i>06/15/2021</i>	<i>Julie Janssen</i>	06/21/2021
Printed Name and Title of Person Signing <i>Catherine Bergmann</i>		Printed Name and Title of Person Signing JULIE JNSSEN, PURCHASING AGENT III	
Address <i>3160 8th Street SW Ste.C Altoona, IA 50009-1023</i>		Address HOOVER BUILDING, 3RD FLOOR 1305 E WALNUT STREET DES MOINES, IOWA 50319	

Scope of Work

3.1 Contractor Requirements

- 3.1.1 Contractor shall provide all necessary equipment, supplies, labor and supervision to provide on site medical imaging services. Including but not limited to x-rays, Doppler's and ultrasounds, EKG's, TB Testing and other services. Contractor shall not perform dental X-rays.
- 3.1.2 Contractor shall be responsible for all equipment maintenance, insurance licensing and maintenance, as well as Physicist inspections and quality control, of the portable digital imaging equipment used per manufacturer recommendations and State and Federal Radiological Health Regulations to insure they are in proper working conditions to safely perform the required services. Contractor shall provide licensing, maintenance, physicist inspection documentation at Agency request.
- 3.1.3 Contractor shall be HIPPA compliant.
- 3.1.4 No subcontractors shall be allowed without the explicit written consent of the Department of Corrections and the Department of Administrative Services.

3.2 Contractor Experience

The Contractor must provide the following information regarding their experience:

Number of years in business. BioTech X-ray, Inc. 27 years, BTX Iowa, Inc. dba BioTech x-Ray, Inc.

Number of years of experience with providing the types of services sought by the solicitation.
27 Years

Describe the level of technical experience in providing the types of services sought by the solicitation.

Professional Level – All radiologic technologist are ARRT certified and IA State Licensed. All Sonographers are ARDMS registered.

List all services similar to those sought by this solicitation that the Contractor has provided to other businesses or governmental entities.

Portable x-ray, ultrasound, Doppler Services to State and County Correctional facilities. We serve the Long Term Care industry, Rehab Hospitals, Clinical offices, Industrial, Occupational Health, Home Health, as well as Hospice, Hospital to Home patients and Sports Area injuries.

3.3 Agency Facilities and Locations

The Contractor's services shall be available at the following Department of Correction Institution facilities:

Fort Madison
Mitchellville

Anamosa

The State reserves the right to add additional or Agency Facilities to the Contract during the life of the Contract, if it is to the best advantage to the State to do so. Agency Facilities may only be added upon the agreement of the Department of Administrative Services, Procurement and the Contracted Supplier.

3.4 Contractor Personnel/Education

3.4.1 The Contractor must provide resumes for all key personnel who will be involved in providing the services contemplated by this solicitation.

The following information must be included in the resumes: Full Name, Education and/or personnel certification and accreditation documentation, Years of experience and employment history particularly as it relates to the requirements of the solicitation. Substitute or part time personnel for cases of unexpected sick time or absence shall be included in bid response.

3.4.2 All personnel performing the on-site services shall be board certified radiologist(s), cardiologist(s) or board certified radiology technicians in the United States and be registered, licensed and certified in the State of Iowa.

3.4.3 BioTech X-ray shall include and attachment with our Policy & Procedures and Safety Handbook. Agency will accept the protocol sections to validate the expectations of the Contractor's staff are in line with the Agency protocol while services are performed on State property.

3.5 DOC Requirements

Contractor personnel shall comply with security imposed by the Department of Corrections at all times while on the premises; Contractor specifically submits and agrees to allow background searches. Background searches will be conducted by the Department of Corrections and the DCI of all Contractor personnel employees that will be present at DOC Facilities.

3.6 DOC Personnel Requirements

3.6.1 Contractor personnel shall be required to watch training video regarding Department of Correction proper protocol when working with offenders.

3.6.2 Contractor personnel may be required to pass through a security check before entering the facility. All cell phones and sharp objects will remain with security.

3.6.3 Contractor personnel who have contact with incarcerated individuals while performing the duties defined in Section 3 shall be required to be informed and trained on their responsibilities under the State of Iowa zero tolerance policy regarding sexual abuse and sexual harassment prevention, detection, and response policies and procedures. Contractor personnel shall be informed how to report such incidents to the Agency. The level and type of training provided shall be based on the services they provide and the level of contact they have with offenders.

3.7 Service and Performance Requirements

3.7.1 Contractor shall provide mobile on site medical imaging services by qualified personnel per a physician's order for incarcerated individuals. Contractor shall transport their portable digital imaging equipment to the Agency facilities. The portable digital imaging equipment shall be capable of providing consistent high quality images and x-rays that allows for on-site preliminary viewing of images.

Anamosa

Contractor shall not agree to using Contractor x-ray equipment for the Anamosa Facility. The parking, the distance to medical, the stairs to maneuver, are not accommodating to Contractor portable x-ray images if the software can be connected to their PACS so Contractor can read the images. The other alternative is for Anamosa physicians read the images stored on their system. Contractor will not be responsible or held liable for any Anamosa equipment malfunctions or repairs, up-keep, or maintenance. An Anamosa staff member will be available during all examinations and use of Anamosa equipment to assist with any issues.

3.7.2 The State reserves the right to add additional Services to the Contract during the life of the Contract, if it is to the best advantage to the State to do so. Services may only be added upon the agreement of the Department of Administrative Services, Procurement and the Contracted Supplier.

3.7.3 Unless otherwise requested no Medical Imaging services will be required on the holidays listed below.

- New Year's Day
- MLK Observed
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Veteran's Day
- Christmas Day

3.7.4 Scheduling Services

Agency facilities may request a weekly routine pre-schedule routine for services as directed by Agency medical staff. The schedule will be mutually agreed upon by Contractor and Agency. The Agency will notify Contractor in the event there are no appointments for services on the scheduled day. Cancellation of appointments by the Agency will not incur charges from the Contractor. Requests for non- urgent, non-scheduled service appointments for offenders shall be available upon Agency medical personnel request within forty eight (48) hours.

3.7.5 Imaging and Documentation

Routine scheduled service images shall be sent to the Agency medical personnel within eight (48) hours by fax for medical documentation purposes, and CD if requested by Contractor shall have images available to the Agency within eight (8) hours of the procedure being performed.

If a procedure is ordered outside of the normal, mutually scheduled date, Contractor shall have (forty-eight) 48 hours from the time of the order in which to perform the exam. Contractor shall give the Agency online access to view/print images, patient reports, and statistical reports which are available in real-time. Patient reports will be faxed and critical findings will be called (attempts made) to the medical staff. CD's can be burned and left onsite at the request of the medical staff at the time of service.

Agency medical personnel when necessary to send offender to the University of Iowa Hospital for further appointments. All images shall include a radiologist or cardiologist report and impressions. Emergency cases shall be taken to local hospital. Images shall be sent to the Agency medical personnel as soon as possible by phone and fax for medical documentation purposes.

3.8 Agency Responsibilities

Agency shall provide the Contractor a suitable location for the operation of the services hereunder, including the portable digital imaging unit.

- A chair or bed to lay the person on for the procedures.
- A safe environment to perform the procedures.
- Clean laundry as needed.
- Adequate electrical service for the unit.

Agency personnel shall escort the Contractor portable digital imaging machine or ultrasound equipment to the designated area to take the assigned images as directed by the Agency medical personnel. Agency medical personnel will verify and monitor the supporting documentation itemizing work performed. Agency business office staff will review service provisions to ensure compliance with deliverables and performance measures. Agency facility staff/guards shall be present with/during a Contractor employee performing an exam. Contractor employees shall not be left alone with incarcerated individuals.

RFB0321005028

Exhibit A

Amendments/Addendums/Additions

BTX Iowa does not do Dental X-rays

2.20: BioTech X-ray will in-service facility staff on how to place an order and leave behind information folders and online access login credentials.

3.4.3: BioTech X-ray will include and attachment with our Policy & Procedures and Safety Handbook

3.7.1: BioTech X-ray will not agree to using BTX x-ray equipment for the Anamosa Facility. The parking, the distance to medical, the stairs to maneuver, are not accommodating to our portable x-ray equipment. BTX will use Anamosa' equipment for x-ray images if the software can be connected to our PACS so we can read the images. The other alternative is for Anamosa physicians read the images stored on their system. BTX will not be responsible or held liable for any Anamosa equipment malfunctions or repairs, up-keep, or maintenance. An Anamosa staff member will be available during all examinations and use of Anamosa equipment to assist with any issues.

3.7.5: Clarification of the term 8 (48) hours needs to be established. BTX will have images available within 8 hours of the procedure being performed. If a procedure is ordered outside of the normal, mutually scheduled date, BTX has 48 hours from the time of the order in which to perform the exam. BTX will give the facilities online access to view/print images, patient reports, and statistical reports which are available in real-time. Patient reports will be faxed and critical findings will be called (attempts made) to the medical staff. CD's can be burned and left onsite at the request of the medical staff at the time of service.

3.8: In addition, facility staff/guards must be present with/during a BTX employee performing an exam. BTX employees shall not be left alone with inmates.

4.2 & 4.3: Bidder (BTX) has read and only agrees to these terms if they include the amended verbiage above.

RFB0321005028

References 2.11

1. Scott County Jail

600 W 4th Street

Davenport IA 52804-1003

Vicki Doner, Correctional Health Services Coordinator

Ph: 563-326-8672

E-Mail: vicki.doner@scottcountyiowa.gov

2. Ft. Dodge Correctional Facility

1550 L Street

Fort Dodge, IA 50501-5766

Karen Anderson, Director of Nursing

Ph: 515-705-7208

E-mail: karen.anderson@iowa.gov

3. Newton Correctional Facility

307 South 60th Avenue

Newton, IA 50208-0218

Sam Hill, Jail Administrator

Ph: 641-792-7552 x413 or x579

E-mail: sam.hill@iowa.gov

RFB0321005028

RESUMES 3.4

IA Women's Mitchellville

Matt Bartel -main X-ray tech

Amy Hill -main X-ray Tech

Joseph Nash -main X-ray Tech

Russ Nauman

Sheri Hart -main US Tech

Andrew Zwack

Donna Bartlett

Lauri Winters

Howard Schmucker (back up US)

Ft. Madison

Jamie Orr -main X-ray Tech

Christine Paulsen

Ben Snow -main US Tech

William McGee

Donna Bartlett

Andrew Zwack

Sheri Hart

Kellie Buckles

Howard Schmucker (back up US)

ANAMOSA

Brennan Mefford -main X-ray Tech

Andrew Zwack

Lauri Winter

Jennifer Claussen

Ben Snow -main US Tech

Sheri Hart

Howard Schmucker (back up US)

Matthew Bartel

Marshalltown, IA

Authorized to work in the US for any employer

Add your headline or summary

Work Experience

Radiologic Technologist

Mercy One Waterloo - Waterloo, IA

December 2019 to Present

staff technologist

Radiologic Technologist

Unity Point Marshalltown aka Marshalltown Medical and Surgical Center - Marshalltown, IA

May 1994 to July 2019

3rd shift radiology technologist, worked independently by myself. I performed all CAT scans and all other cases. Working on taking my CT boards through the ARRT.

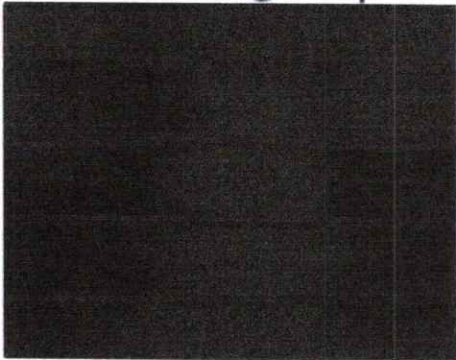
Education

Indian Hills Community College, Ottumwa Iowa

From <<https://my.indeed.com/p/matthewb-nr6vpeq>>

References

Lance Vangundy Er Medical Director



ARRT # 336547

IA Permit # RAD ~~103259~~
103259

Donna Bartlett

Davenport, IA



Willing to relocate: Anywhere
Authorized to work in the US for any employer

WORK EXPERIENCE

Lead Technologist. Ultrasound

Genesis Medical Center - Davenport, IA - December 2001 to Present

Perform ultrasound exams, work schedule for department of ten persons. Develop protocols, train new employees, clinical coordinator for local ultrasound program

EDUCATION

Registry RDMS (AB, OB), RVT in Sonography

On the Job training. Under Andre Langlois, MD - Dubuque, IA
1996 to 1998

Certificate. ARRT (R) in Radiologic technology

Fintley Hospital School of Radiologic Technology - Dubuque, IA
1975 to 1977

ARDMS/RVT # 71915



SUMMARY OF QUALIFICATIONS

Graduate with Associates in applied Science. Extensive experience with patient care in a hospital/clinic setting. Leadership and self starter skills through the Army Reserves. People person whom works extremely well with others.

PROFESSIONAL EXPERIENCE

TRINITY/UNITY POINT HOSPITAL

Special Procedures Technician, January 2019-Present

MOBILE X USA, Radiologic Technologist, July 2013-January 2019

Radiologic Technologist

GENESIS HEALTH SYSTEMS, Genesis Convenient Care, May 2012-December 2013

Receptionist/PRN Radiologic Technologist

GENESIS HEALTH SYSTEMS, Clinical Support Staff , April 2008-May 2012

Certified Nurse assistant duties and patient care in hospital setting.

SEDONA STAFFING, 2006-2008

Secretarial staffing while attending school

UNITED STATES ARMY RESERVES, Various Duty Stations, 1994 - 2006

Achieved Rank E-6 (SSG) in 1999;

Test Control Officer (2001 - 2006) Fort A.P. Hill, Virginia

Manage test control room: ensuring accurate compilation and reporting of individual test results..

Facilitate/Conduct classes.

Drill Sergeant (1999 - 2006) Davenport, Iowa; Fort Knox, Kentucky; Fort Jackson, South Carolina; Fort A.P. Hill, Virginia

Supervise and train soldiers in basic military skills.

Supply Specialist (1994 - 1999) Davenport, Iowa

EDUCATION

Scott Community College Bettendorf, Iowa, 2006-July 2011. Associates in Applied Science - GPA 3.4
7-29-2011

Certified Nurses Aide Course-Certificate 2-21-08

Training and Professional Development within US Army

BNCOB-Basic Non-commissioned Officer Course

ARRT # 492302
IA Perm. # 102803

Kellie Buckles

ps 2

Drill Sergeant Course . Emphasis of training: Survival skills, attention to detail, following orders, physical fitness, and teamwork
Basic Training/Quartermaster Training, 1994. Unit Supply Specialist Course

SKILLS

Typing - 50 wpm
Microsoft Office Suite: Outlook, Word, Excel, Access, PowerPoint, Publisher

HONORS

Who's Who among students in American Universities and colleges SCC-2011
Award of Excellence in Radiologic Technology leadership (individual award in school)
Army Reserve Components Achievement Medal (3rd Award), 2005
84th Division's Runner-Up Soldier of the Year, 1996 (for performance during training year 1995)

AFFILIATIONS

International Association of Administrative Professionals
ARRT

ARRT # 492302
~~IA~~ Permit # 102803

JENNIFER CLAUSSEN

REFERENCES

PROFESSIONAL PROFILE

Highly-motivated and enthusiastic woman with 18 years of experience in health care.

- Permit to practice in the state of Iowa
- Certified registration with the A.R.R.T as radiologic technologist
- Certified as a diagnostic technologist
- Experience in Emergency Room trauma and pain clinic
- Specializes in orthopedic and neurology surgery

PROFESSIONAL EXPERIENCE

Waterloo Tumbling Trampoline Event Center

October 2018 - March 2020

- Hosted parties and events

Radiographer, Covenant Medical Center

July 2000 - May 2018

- Assisted with inpatient and outpatient procedures at the hospital
- Assisted Radiologist and or physician with the administration of contrast media
- Performed mobile x-rays and fluoro procedures including all barium studies, orthopedic studies, neurological studies, pediatric studies
- Completed general administrative tasks

EDUCATION & HONORS

Graduate of Covenant School of Radiology

2000

Certificate of completion

Award of Excellence in Patient Care

Covenant Medical Center

ARRT # 342615
IA Permit # 100503

Sheri L. Hart RDMS (Abdomen, Breast, OB/Gyn), RDCS, RVT

Skills

Superior ultrasound imaging with extensive registries achieved due to love of learning

Experience

November 2018-present

Unity Point Health Marshalltown-*Sonographer*

- Perform General ultrasound exams including Breast, OB, Vascular ultrasounds and Echocardiograms, assist with interventional procedures with radiologists
- Participate in call rotation
- Complete all worksheets and charting regarding ultrasound
- Assist in other duties within radiology department as needed

September 2017-November 2018

Skiff Medical Center- *Sonographer*

- Perform General ultrasound including Breast, OB, Vascular ultrasounds and Echocardiograms, assist with procedures with radiologists and obstetricians
- Participate in call rotation
- Complete all worksheets and charting regarding ultrasound.
- Assist in other duties within radiology department as needed including office work and radiology transcription

April 2007 - September 2017

Marshalltown OB-Gyn - *Sonographer*

- Perform all OB and gynecology ultrasounds
- Became accredited by FMF in NT
- Completion of all paperwork, reports and charting regarding ultrasound in the office
- Assist medical providers with interventional procedures such as SIS, SonoHSG, Amniocentesis, ultrasound guided D&C, ultrasound guidance for IUD insertions/removals

August 2001 - April 2007

Marshalltown Medical & Surgical Center - *Ultrasound Supervisor*

- Supervision of staff sonographers and support staff
- Perform daily schedule of ultrasounds: general, vascular and echocardiograms
- Make call schedule and participate in call schedule rotation
- Continued employment on PRN basis through approximately 2010

ARDMS/RVT # 20916

Amy J. Hill

Objective

To obtain a challenging and rewarding career in Medical Imaging

Education

ASSOCIATES OF APPLIED SCIENCEE | JULY 1995 | INDIAN HILLS COMMUNITY COLLEGE

- Major: Radiologic Technology

Certifications

- ARRT (R)(CT)
- IDPH Permit to Practice
- American Heart Association BLS for Health Care Providers

Skills & Abilities

- Excellent time management, organizational and multi-tasking skills
- Ability to think outside the box to obtain the most favorable outcome
- Effective communicator
- Detail oriented

Experience

MEDICAL SCRIBE AND RADIOLOGIC TECHNOLOGIST | KNOXVILLE HOSPITAL AND CLINICS | FEBURARY 2015 - CURRENT

- Follow physician through patient exam, chart exam findings into EMR, order testing, referral and medications
- Perform general Radiology and CT exams

OCCUPATIONAL HEALTH AND WELLNESS ASSISTANT | TAKE CARE HEALTH SYSTEMS AT VERMEER | OCTOBER 2009 - JANUARY 2014

- Perform wellness screens, obtain vitals, blood draw and data entry
- Complete hearing screens, vision screens, urine drug screening, breath alcohol testing, pre-employment screening, EKG, international travel education and immunizations

RADIOLOGIC TECHNOLOGIST AND PHLEBOTOMIST | OTTUMWAS REGIONAL HEALTH CENTER | DECEMBER 2008 - DECEMBER 2011

- Completed general radiology exams, EKG, blood draws and CLIA waved lab testing

PARAMEDICAL EXAMINER | PORTAMEDIC | JULY 2008 - DECEMBER 2011

- Travel to client location to obtain medical history, vitals, EKG, blood and urine collection

ARRT # 294787
IA Permit # 05754

CAREER OBJECTIVE

Professional opportunity to utilize skills as an X-Ray Imaging Technologist with 9 years experience at UnityPoint Health.

HEALTHCARE WORK HISTORY

UnityPoint Health – Muscatine, Iowa

Aug. 2005 to Sept. 2014

Radiology Technologist (RTR):

- Performed General Diagnostic X-Rays on Patients at Hospital, also several Clinics including Urgent Care, Ortho, and Occupational Medicine in Muscatine and Wilton Clinic.
- Conducted Fluoroscopy exams under Direction of a Radiologist, received and discharged patients with appropriate instructions when necessary.
- Administered various Contrast Agents to Patients, followed all safety protocols.
- Responsible for Bone DEXA studies to evaluate risk of fractures in elderly patients.
- In Rotation, operated the C-Arm for our Pain Clinic, and various Surgical Procedures: Hip pinning's, Cholecystectomies, Angio cases, and various Ortho cases.
- Registered patients and scheduled exams, proficient with Epic Software.
- **Won 2 Customer Care Service Awards for providing excellent Customer Service.**

OTHER WORK HISTORY

USPS – Bettendorf, Iowa

Dec. 2016 to Present

Assistant Rural Carrier (ARC)

- Responsible for Parcel Delivery to Rural Routes of Bettendorf, Iowa.
- Sort and load Parcels in LLV, operate Scanner to record completed delivery.
- Completed Driver Training Course – Davenport, Iowa.
- Completed Rural Carrier Training Academy Des Moines, Iowa.
- Thorough Background Check, Drug, Fingerprinting complete.

Assessor – City of Davenport, Iowa

Sept. 2014 to Nov. 2016

Residential Appraiser/Clerk:

- Viewed Residential Properties for Mass Appraisal throughout Davenport to maintain Property Records for Tax purposes, while operating a City Vehicle.
- Multi-Tasked: Inspections included: taking notes, measurements, sketches, photo's, reviewed MLS listings, observe, assess and listed large amounts of Data to update Records.
- Interacted daily with Homeowner's while performing Inspections for: Davenport Now Program, Building Permits, Work Orders, and Substandard Housing Notices on Homes.
- Created Inspection Checklist to enhance speed and recording of data to maintain Appointments.
- Utilized Customer Service skills also in my Clerk role with Homeowner's over phone, and counter to administer Credits and Exemptions for: Homestead, Military, and Military Disabled Service. Maintained several Files, did Data entry, Internet E-Gov requests, made Appointments.
- Computer Literate using MS Word, Excel, Interactive GIS, CAMAvision software programs.

~~William~~ William McGee Pg. 2

Dillards at Northpark Mall – Davenport, Iowa

July 2003 to Aug. 2005

Sales Associate:

- Merchandised and sold full line of Men's Sportswear at QC's newest clothing Retailer.
- Recognized for selling additional items per purchase, resulting in incremental Sales.
- Operated Cash Register, did special orders, trained new Sales Associates.

EDUCATION

**Scott Community College – Bettendorf, Iowa:
Associates Degree in Radiologic Technology
ARRT and State of Iowa – Current Licensing to Nov - 2017**

**St. Ambrose University – Davenport, Iowa:
Bachelor of Arts in Business Administration:**

ARRT # 398843
IA Permit # 09158

BRENNEN MEFFERD

Summary

Interventional Radiology Technologist with 1 and a half years of experience at the University of Iowa Hospital and clinics, with vascular, neuro, and peripheral cases. Prior to my job as an Interventional technologist I have 3 years of experience working in the emergency room at St. Lukes hospital drawing blood. I have background in auto mechanics as well from being raised in our family auto shop, Mefferds Auto Service.

Skills

- Certified in Basic Life Support (BLS)
- Advanced anatomy knowledge
- Advanced radiology knowledge
- Diagnostic procedures
- Sterile technique
- Professional bedside manner
- Communicating with patient families
- Proper sterilization techniques
- First aid
- Suspension and alignment
- Self-motivated
- Energetic personality
- Former gymnast
- Human anatomy knowledge
- Dedicated
- Fast learner
- Personable and friendly

Experience

- Interventional Radiology Technologist** Jul 2016
University of Iowa Hospitals and Clinics — Iowa City, IA
Properly directed inbound calls in phone queues to improve call flow. Assisted all the doctors that we work with in vascular, neuro, and peripheral to improve patient care. Taught how to troubleshoot x-ray equipment if it malfunctions. Experience in teaching patients about new apparatus that we have placed in them, including drainage catheters, IVC filters, and embolization particles. Knowledge in many angiography catheters, and best instances in which to use them.
- Certified Phlebotomist Technician** Sep 2013 to Jun 2016
Unity Point St. Lukes Hospital — Cedar Rapids, IA
Performed highly complex tests on clinical specimens for diagnostic purposes. Closely followed trends and techniques in medical laboratory testing. Demonstrated testing procedures and equipment to new laboratory personnel. Performed phlebotomy on patients while also comforting them as they were going through difficult times.
- Coach** Jul 2012 to Aug 2013
CRAG Gymnastics — Cedar Rapids, IA
Helped develop each participant's physical and psychological fitness. Communicated effectively with parents and Boosters, including organizing and leading meetings. Adhered strictly to rules and regulations of the activities department and the district.

Education and Training

- Associate of Applied Science Radiography** 2015
Kirkwood community school — Cedar Rapids, IA, United States
- ARRT Certified Program, Radiography** 2016
Covenant Medical Center School of Radiography — Waterloo, IA, United States

ARRT # 554691
IA Permit # 104194



RADIOLOGIC TECHNOLOGIST

Russell M. Nauman**OBJECTIVE**

To serve as a Radiologic Technologist in a thriving clinical setting, where the demands of my education and practical experience will be used to the best of my ability.

EXPERIENCE

STAFF TECHNOLOGIST BIO TECH/PORTABLE X-RAY INC. DES MOINES, IOWA
1992-PRESENT

Responsible for producing diagnostic quality radiographs with proper radiographic exposure techniques for the limited mobility, incarcerated and nursing home elderly patient.

Responsible for ensuring other technologists in the department keep current on their continuing education to maintain their permit to practice.

STAFF TECHNOLOGIST IOWA METHODIST MEDICAL CENTER DES MOINES, IOWA
1987-1992

Responsible for producing diagnostic quality radiographs with proper radiographic exposure techniques for the emergent care patient in a hospital setting.

STORE/ENGRAVING MANAGER ACADEMY TROPHIES & AWARDS INC. DES MOINES,
IOWA - 1977-1990

Responsible for assigning and distributing work orders. Billing account receivables. Ordering supplies, taking work orders and engraving miscellaneous objects.

EDUCATION

Iowa Methodist Medical Center - ARRT Certification 1989

Indian Hills Community College - Associates of Applied Science 1983

Des Moines Technical High School - Diploma 1980

PROFESSIONAL CERTIFICATION

American Registry of Radiographic Technologists - July 1989 to present #231596

Iowa Permit to Practice - July 1989 to present # RAD102538

REFERENCES

Dr. John Rizzi 515-326-1879 - John371469@aol.com

Denis Moenkhaus 515-577-3564 - mainsail50@mchsi.com

Hugh Voight 515-441-5723 - hughv80@gmail.com

Karianne Lundgren 515-244-5109 - klundgren@iowaclinic.com

ARRT # 231596
IA Permit # 0296A

3915 39TH STREET DES MOINES, IOWA 50310 515-619-0600

RUSSELLMNAUMAN@OUTLOOK.COM

Joseph E. Nash, R.T.(R)

SUMMARY OF QUALIFICATIONS:

- Nineteen years of progressive experience in diagnostic radiography and fluoroscopy
- Experienced in pediatric, adult and geriatric imaging
- Assists decision makers in helping people to get-well, and feel better
- Strive to deliver the best service experience, the most diagnostic quality images, at the lowest possible expense
- A mindful caregiver, as well as a frontline customer service facilitator

EMPLOYMENT HISTORY

- Georgia Medical Staffing** July 2019 - Present
Radiologic Technologist, Registered
- PRN Radiographer
- Trident Health/MobilexUSA** September 2017 - June 2019
Radiologic Technologist, Registered
- Portable general radiography including chest, abdomen, spine, head and extremities
 - 12-Lead electrocardiography
- EFCO-CPI of Des Moines** October 2012 - September 2016
Various Positions.
- Machine operation, maintenance, quality management, rework, and robotic welding.
- Archadeck of Central Iowa, Urbandale, IA** May 2011 - December 2012
Administrative Assistant, Communications
- Bookkeeping and document management. Coordinating payroll.
 - Sourcing and requisitioning items on bills of materials
 - Overall communications hub
- Accountemps/Office Team, West Des Moines, IA** June 2011 - December 2011
Accounts Payable & ROC Processor
- Accounts Payable (DAP) Clerk and Rapid Online Capture (ROC) Processor, Wells Fargo Mortgage.
- Covenant Christian Church** September 2010 - December 2012
Property Manager
- Volunteer, Church Board. Grounds and maintenance duties
- Panera Bread** March 2010 - April 2010
Baker's Assistant
- Night assistant to bakery staff
- Merritt Company** December 2009 - March 2010
Maintenance Cleaner
- General commercial maintenance cleaning
- BioProtection Systems Corporation** March 2006 - September 2009

ARPT # 18796
IA Permit # 102087



Jamie Orr

Objective Seeking new challenge in the Radiology Field

Employment 10/2007 - present Muscatine Urgent Care Muscatine IA
Radiological Technician

- Provided leadership in the Radiology Department
- Applied diagnostically efficient, ionizing radiation safety
- Managed inventory for entire clinic with great efficiency
- Assisted with patient intake, insurance confirmation, and computer skills
- Accurate history taking, simple medical procedures, and chart updating

Education 2005 - 2007 Scott Community College Bettendorf IA
Associates in Applied Science

- 3300 hours of clinical experience
- Familiar with all aspects of CR, DR, and film screen systems

2002 - 2005 Muscatine Community College Muscatine IA

Certifications ARRT Certified
Licensed to practice in Iowa
CPR Certified

References Available upon request

ARRT # 425 444
IA Permit # 9961

Professional Profile

I have three years experience in a Radiology Department as an Aide, as well as an AAS in Radiologic Technology, giving me a good familiarity with a variety of equipment in several different departments, and many types of patient interaction.

- o Confident in use of equipment
- o Good positioning techniques
- o Flexible personality
- o Discreet handling of patient information
- o Able to interact on the phone
- o Competent in filing, packet handling
- o Skilled in image digitizer, duplication
- o Reliable
- o Enjoy being part of a team
- o Eager to cross-train

Professional Experience

Trinity College of Nursing and Health Sciences, Rock Island, Illinois
June 2007-May 2009

Student, Radiography Technology

Responsibilities:

- o Excel in patient interaction
- o Develop familiarity with many types of equipment
- o Understand the flow of a department
- o Experience a wide variety of imaging modalities

Mercy Medical Center, Clinton, Iowa
September 2006-Present

Radiology Aide

Responsibilities:

- o Patient transport and care while in department
- o Creating copies for patients
- o Safe handling of patient information
- o File room duties
- o Answering phones

Tastefully Simple, Clinton, Iowa
2004-Present

Consultant/Demonstrator

Responsibilities:

- o Discuss items as they are sampled
- o Take orders, handle money
- o Place and track orders
- o Distribute product
- o Present to groups

Christine R Paulsen pg 2

YMCA, Clinton, Iowa
2001-2008
Aquatics Instructor

Responsibilities:

- Lead adult class
- Maintain safety

The Gazebo Flowers & Gifts, LTD., Clinton, Iowa
1982-2005
Floral Designer/Assistant Manager

Achievements:

- Certified Iowa Master Florist
- Leadership/management responsibilities

Responsibilities:

- Created floral arrangements, etc
- Interacted with customers, in person and over the phone
- Ordered inventory
- Performed bookkeeping, payroll, inventory
- Interviewed, facilitated employee relations

Education

University of Iowa, Iowa City, Iowa
BA Degree in Art
1990

Clinton Community College, Clinton, Iowa
AA Degree, Phi Theta Kappa
2007

Trinity College of Nursing and Health Sciences, Rock Island, Illinois
**AAS Degree in Radiography Technology, Phi Theta Kappa, Graduated with Honors,
Radiographic Program Leadership Award, ARRT Board Certified, Licensed in Iowa
and Illinois**
2009

ARRT # 453546
IA Permit # 10346

Howard Schmucker

RT (R)(CT), RDMS, RVT



Profile Accomplished Radiographer with 35 years of experience in healthcare imaging, including registered competencies in Radiography, CT Scanning, Ultrasound, Vascular imaging and radiology management.

Experience **RADIOLOGIC TECHNOLOGIST**
Beacon Health System: South Bend, Indiana 2018-Present
PRN Diagnostic Radiologic technologist, perform X-ray exams for the physicians of Beacon Medical Group and Medpoint.

RADIOLOGY IMAGING TECHNOLOGIST
Kindred Hospital: Mishawaka, Indiana 2013-2018
PRN CT Ultrasound Diagnostic tech on call, performed CT scans, Ultrasound exams and X-ray exams on patients in LTAC (Long Term, Acute Care) facility, 24/7 coverage. Also, covered for department manager during his vacations.

RADIOLOGY MANAGER DIRECTOR
Elkhart General Hospital: Elkhart, Indiana 1990-2016
Responsibilities included: Guiding departmental operations to align with the hospital mission of creating healthier communities, providing quality imaging and a positive experience for patients while maintaining productivity goals, charge master maintenance, coding compliance for maximized reimbursement, performance evaluations for 50 employees, customer experience training for staff throughout the entire hospital.

CT US SUPERVISOR
Elkhart General Hospital: Elkhart, Indiana 1980-1990
Responsibilities included: Performing CT scans and Ultrasound procedures, supervising CT US department, training staff to perform CT scan and ultrasound scans, performance evaluations, annual budgeting, interviewing and hiring staff.

Education **INDIANA UNIVERSITY SOUTH BEND**
South Bend, IN - Associate Degree in Radiology Technology

Licenses/	RT (R)(CT)	#143201	Expiration Date	May 2019
Certifications	RDMS (AB OB GYN) RVT(VT)	#10186	Expiration Date	Dec 2019

References

Benjamin Vernon Snow

Career Objectives:

Seeking entry level opportunity as a diagnostic medical sonographer to grow professionally and personally to provide unparalleled health care. Ready to assimilate new skills and responsibilities.

Certifications & Skills:

- RDMS - Abdomen certified - ARDMS: 202090
- Demonstrated knowledge of abdominal, OB/GYN, small parts, and vascular scanning.
- Understanding of anatomy and physiology, medical terminology, and patient care.
- Report preparation with a focus on concise accuracy.
- Physics and instrumentation with experience using ATL, Acuson, and GE machines.
- Working knowledge of computer hardware systems, Microsoft Office products, and Adobe Photoshop.

Education:

West Coast Ultrasound Institute	Ontario, CA
Associate of Occupational Science in Diagnostic Medical Sonography	July 2016
Arizona State University	Tempe, AZ
Bachelor of Arts in Anthropology	May 2012

Experience:

RadNet Imaging Centers	San Bernardino, CA
	April - June 2016

Scrub schedule, check patient orders/priors. Perform abdomen, OB/GYN, arterial/venous, and small parts exams per company and radiologist protocol and complete worksheets. Assist doctor during interventional procedures. Clean room and maintain linens, gel, and exam supplies. Maintain personal demeanor and professional attitude in accordance with company image and provide excellent care and service.

Volunteer Work:

Tutor for up to five students in Fundamentals of Health Science at West Coast Ultrasound Institute.

ARDMS# 202090

Lauri S. Winters RT (R)(M)(CT)

Profile

I am a Radiology professional skilled in multiple modalities with a proven ability to work independently and proficiently while attending to patients in a busy rural hospital. My excellent Customer Service skills are a welcome addition to any facility.

Professional Experience:

Per Mar Security	August 2016-
Present	
Isle of Capri Casino	December
2015-August 2016	
Wartburg College	March 2015-Present
Hy-Vee	August 2015 -
Present	
Waverly Health Center, Waverly, Iowa	August 1988 -
October 2014	

Radiologic Technologist

- Ordered exams, obtained thorough patient history, obtain diagnostic images and complete exam for Radiologist interpretation.
- Worked independently and as part of a team to provide patients with quality care.
- Applied ALARA principal to reduce patient radiation.
- Performed Quality Control on Computed Tomography equipment.

Specialized Skills

- Barium Sulfate studies
- Fluoroscopy procedures
- Computed Radiography
- Direct Digital Radiography
- Film screen cassettes
- Trained in Venipuncture
- Computed Tomography
- Ultrasonography
- Bone Density
- Mammography
- Operating room
- Emergency Department
- Portable Examination
- Digitizing films onto PACS

Certifications & Licensures

- State of Iowa Permit to Practice # 2189
- ARRT Radiography # 202633
- ARRT Mammography
- ARRT Computed Tomography
- Basic Cardiac Life Support
- Mandatory Reporter

Andrew J. Zwack



QUALIFICATIONS

- ARRT certified R.T.(R), with an Associate and Bachelor's degrees in Diagnostic Imaging Sciences
- Outstanding patient care skills
- Applied Leadership Training as a Non-Commissioned Officer in the US Army
- Strong sense of integrity and initiative
- Ability to work under pressure and meet deadlines
- Excellent communication skills
- Proficient in Microsoft Office: Excel, Word, Power Point, Epic, and Cerner
- Ability to learn with advanced training
- Familiarity with record keeping

WORK EXPERIENCE & ACHIEVEMENTS

- Diagnostic Radiologic Technologist**, University of Iowa Hospital, Iowa City, IA 12/2013 to Present
- Execute diagnostic radiographic procedures encompassing all aspects of radiology in a level 1 trauma, 711-bed teaching hospital
- Mobile Radiologic Technologist**, MobilexUSA, Asheville, NC 4/2013 to 12/2013
- Spotless driving and patient care record
- Radiologic Technologist, PRN**, Mission Hospitals, Asheville, NC 6/2012 to 4/2013
- Major Hospital experience in all aspects of Radiography
- Radiologic Technologist, PRN**, Sisters of Mercy Urgent Care, Asheville, NC 4/2012 to 12/2013
- Adapted quickly to new job requirements and exceeded in daily performance
 - Produce high quality diagnostic images with a low repeat rate
- Armed Service Vocational Aptitude Battery Test Administrator**, US Military Entrance Processing Command, Asheville, NC 10/2011 to 6/2012
- 100% accountability for all sensitive items and test material
 - Launched new computer testing facility for Asheville, NC
- Aviation Operations Specialist**, U.S. Army, 5-158th Avn. Regt. Germany 10/2004 to 1/2009
- Promoted above peers to Non-Commissioned Officer, Sergeant, within 3 years
 - Served 15 month tour of duty in Iraq with responsibility over \$150,000,000 worth of equipment and aircraft as Lead Battle NCO of the Tactical Operations Center

EDUCATION

- BS and AAS, Radiologic Technology and Radiological Sciences, South College Asheville**
- Graduated 03/2012
 - Ranked number one of both graduating classes, Summa Cum Laude
- AA in General Studies, Iowa Central Community College**
- Graduated 05/2004
 - Emphasis on Aviation and Aviation Safety, FAA Private Pilot License rating

CERTIFICATIONS AND ADDITIONAL INFO

- ARRT Certified, Radiography, 04/2011
- CPR / BLS for healthcare workers, 02/2013

ARRT # 483821
IA permit # 116618

000 3

FAX NO. 814-207-0700

Biotech X-ray

NAME: 12/18/2016 THU 11:32 AM

RFB0321005028

Standards of Conduct 3.4.3

(BioTech X-ray Policy & Procedure Manual)

(BioTech X-ray Employee Handbook & Safety)

BIOTECH X-RAY, INC.

POLICY & PROCEDURE MANUAL

PREPARED AND APPROVED BY:

TAMARA SCHWARTZ, PRESIDENT / CEO

RICHARD HUNT, VP COMPLIANCE & INTERNAL OPERATIONS

JANUARY 2020

BIOTECH X-RAY, INC. POLICY & PROCEDURE MANUAL

BioTech X-ray, Inc. has developed the following policies and procedures in accordance with the guidelines set forth by the Centers for Medicare and Medicaid Services (CMS). Each guideline is addressed in accordance to the tag numbers detailed in the State Operations Manual Appendix D – Guidance to Surveyors: Portable X-ray Services.

In addition, BioTech X-ray has prepared very specific procedures for technologists to follow when performing a patient exam. The procedures are listed in Appendix E of this manual. Additional procedures for specific departments such as dispatch and billing will be provided to individuals in those departments.

H0005:

BioTech X-ray follows all Local, State, and Federal laws and regulations to the best of their abilities. When laws are changed, or updated BioTech X-ray makes every effort to inform all employees and update the needed information in the applicable sites.

H0006:

BioTech X-ray is licensed in all states in which we provide services. (SEE EXHIBIT H0006 for copies of state business licenses.)

H0007:

All BioTech X-ray Technical Employees who engage in operating x-ray equipment are currently licensed and registered in accordance with all applicable State and local laws. This list is reviewed monthly by **HR the Safety Officer** to ensure that technologists' licensure is current. Technologists whose license has expired shall be placed on unpaid leave of absence and prohibited from taking x-rays until such licensure is current and in good standing. (SEE EXHIBIT H0007 – TECH CERTIFICATION LOG)

H0008:

BioTech X-ray currently employs: JAN 2020

BTX - total employees 115 people, 9 sonographers, 57 x-ray technologists

BTX KOI - total employees 54 people, 9 sonographers, 37 x-ray technologists

BTX IOWA- total employees 24 people, 3 sonographers, 16 x-ray technologists

BTX KANSAS - total employees 12 people, 4 sonographers, 11 x-ray technologists

(SEE EXHIBIT H0008 – EMPLOYEE ROSTER AND PHONE LIST AND EXHIBIT H0007 – TECH CERTIFICATION LOG)

H0009:

BioTech X-ray currently employs **121** Licensed X-ray Technologists and **25 Sonographers** who hold licenses or registrations under the following Licensing Agencies:

ARRT – AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS

ARDMS – AMERICAN REGISTRY FOR DIAGNOSTIC MEDICAL SONOGRAPHY

CABINET FOR HEALTH AND HUMAN SERVICES- Commonwealth Kentucky

IEMA – ILLINOIS EMERGENCY MANAGEMENT AGENCY – Division of Nuclear Safety

STATE OF ILLINOIS – Department of Financial and Professional Regulation

INDIANA STATE DEPTMANT OF HEALTH – Radiologic Technologist License

IOWA DEPARTMENT OF PUBLIC HEALTH – Professional Licensure Bureau

OHIO DEPARTMENT OF HEALTH

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES

H0010: There are currently zero (0) technical employees not licensed.

H0011: Licensure and Registration of Equipment:

All BioTech X-ray portable x-ray equipment is licensed or registered in the accordance to all State and local laws.

Specifically, we will ensure that all x-ray equipment is properly registered in the state or states used, and all new x-ray equipment will be registered in the applicable states within thirty (30) days of purchase. 01-18-2013

(SEE EXHIBIT H0011 – The IA, IL, **IN**, KS, KY, MO, NE, OH, & OK state x-ray licensure reports.) (08.16)

H0012-H0015:

BioTech X-ray's equipment inventory list contains our current registration and license information.

(SEE EXHIBIT H0012 – EQUIPMENT INVENTORY LIST)

H0016:

BioTech X-ray agrees to render all services in conformity with Federal, State, and local laws relating to safety standards. At any point any one of these laws should change, BioTech X-ray will inform all employees of such changes. (SEE APPENDIX C of BioTech X-ray's Safety Procedures, for more information regarding all aspects of employee safety.)

H0017:

The technical staff of BioTech X-ray works under the supervision of qualified physicians as follows:

BIOTECH X-RAY, INC.

MO: DEREK URBAN MO LICENSE # 2013045138 (AUG 2018)
IL: ANTHONY M. JOHNSON, MD OH LICENSE # 35.82053

BTXIA:

IA: JOHN RIZZI, MD IA LICENSE # 37881 (SEPT 2019)
NE: AMIT SANGHI, DO NE LICENSE # 490 (AUG 2019)

BTXKS:

KS: EARL MAES, MD KS LICENSE # 04-34023
OK: EARL MAES, MD OK LICENSE # 28124

BTX KOI:

KY: ANTHONY JOHNSON, MD OH LICENSE # 35.82053 (AUG 2016)
OH: ANTHONY JOHNSON, MD OH LICENSE # 35.82053 (AUG 2016)
IN: LLOYD WAGNER, MD IN LICENSE # 01074785A (AUG 2018)

BioTech X-ray's supervising physicians and representing groups provide state licensed physicians to read for each exam. These radiologists are initially checked by the **VP of Internal Operations** prior to being given access to interpret exams. The radiology groups provide assurances to the access of exams by within only states that the radiologists are licensed.

H0018:

BioTech X-ray technical staff is under the supervision of a physician who certifies annually that he periodically checks our procedure manuals and observes the operators' performance, and verifies the equipment and personnel meet applicable Federal, State, and local licensure and registration requirements and that safe operating procedures are used. (SEE EXHIBIT H0018 – SUPERVISING PHYSICIAN ANNUAL CERTIFICATION OF COMPLIANCE UPDATED NOVEMBER 2016)

H0019:

All BioTech X-ray Supervising Physicians fall under *one of* the following *three* categories below (SEE H0017 above) (updated 10-22-2012)

A: the physician is certified in radiology by the American Board of Radiology or by the American Osteopathic Board of Radiology or possesses qualifications which are equivalent to those required for such certification, or

B: the physician is certified or meets the requirements for certification in a medical specialty in which he has become qualified by experience and training in the use of X-rays for diagnostic purposes, or

C: specializes in radiology and is recognized by the medical community as a specialist in radiology.

H0020:

BioTech X-ray ensures that qualified technologists complete all exams. Copies of the Technologists' credentials and current licenses are stored at our corporate and local office. Please contact the Office Manager, Tina Berger, at 877.909.9729 for copies of their information.

H0021:

~~All operators of the portable x-ray equipment meet the requirements of the following sections:~~

- ~~1. Successful completion of a program of formal training in x-ray technology in a school approved by the JRCERT, or have earned a bachelor's or associate degree in radiologic technology from an accredited college or university~~
- ~~2. For those whose training was completed prior to July 1, 1966, but on or after July 1, 1960: Successful completion of 24 full months of training and/or experience under the direct supervision of a physician who is certified in radiology by the American Board of Radiology or who possesses qualifications which are equivalent to those required for such certification, and at least 12 full months of pertinent portable x-ray equipment operation experience in the 5 years prior to January 1, 1968.~~
- ~~3. For those whose training was completed prior to July 1, 1960: Successful completion of 24 full months of training and/or experience of which at least 12 full months were under the direct supervision of a physician who is certified in radiology by the American Board of Radiology or who possesses qualifications which are equivalent to those required for such certification, and at least 12 full months of pertinent portable x-ray equipment operation experience in the 5 years proper to January 1, 1968.~~
- ~~4. For those whose training was completed prior to January 1, 1993, successful completion of a program of formal training in x-ray technology in a school approved by the council on Education of the American Medical Association, or by the American Osteopathic Association is acceptable.~~

Operators of the portable x-ray equipment must meet the requirements of their state regulations in accordance to the updated policies provided by CMS Final Rule 3346-F; 3334-F; 3295-F published September 30th on pg 84.

- BTX will ensure all technologist maintain applicable state licenses with current ARRT certifications.

H0022:

BioTech X-ray only employs registered technologists who meet the criteria mentioned above in H0021. For copies of their current licenses please contact Tina Berger, Office Manager, at 314.227.2700, [email compliance@biotechxray.com](mailto:compliance@biotechxray.com); or see Exhibit H0007.

H0023:

Personnel Orientation: BioTech X-ray provides an orientation program for personnel upon hire. This orientation is based on job specific tasks and can be found in the appendix of this manual. This information is available to staff upon request at any point if lost, misplaced, or stolen. **Copies of this information will also be stored electronically through BTX employment software Paycom and can be found under the document tab for each technologist.** Employees should **always** keep an electronic copy of this on file on their company computer. Please contact **Sunny Holt, DR Specialist**, for a copy of your job specific procedure manual along with safety, compliance, and employee handbooks/manuals.

- Appendix A: Pre-Employment Documents
- Appendix B: Employee Manual
- Appendix C: Safety Policy & Procedure Manual
- Appendix D: New Employee Orientation Checklist
- Appendix E: Technical Procedures for X-ray Staff
- Appendix F: Dispatching Procedure Manual
- Appendix G: Employee Manual
- Appendix H: Ultrasound Procedure Manual

The following Sections H0024 – H0035 may be found in Appendix C: Safety Policy & Procedure Manual Section of this Manual.

H0024:

For precautions to be followed to protect the patient from unnecessary exposure to radiation. (Appendix C)

H0025:

Precautions to be followed to protect an individual supporting the patient during x-ray procedures from unnecessary exposure to radiation. (Appendix C)

H0026:

Precautions to be followed to protect other individuals in the surrounding environment from exposure to radiation. (Appendix C)

H0027:

Precautions to be followed to protect the operator of portable x-ray equipment from unnecessary exposure to radiation. (Appendix C)

H0028:

Considerations in determining the area that will receive the primary beam. (Appendix C)

H0029:

Determination of the time interval at which to check personnel radiation monitors. (Appendix C)

H0030:

Use of the personnel radiation monitor in providing an additional check on safety of equipment. (Appendix C)

H0031:

Proper use and maintenance of equipment. (Appendix C)

H0032:

Proper maintenance of records. (Appendix C)

H0033:

Technical problems that may arise and methods of solution. (Appendix C)

H0034:

Protection against electrical hazards. (Appendix C)

H0035:

Hazards of excessive exposure to radiation. (Appendix C)

H0036:

Employee Records: BioTech X-ray maintains employee records at the corporate office, and are available online for local offices that include, but are not limited to, the following:

1. A resume that details the employee's training and experience.
2. Completed application form
3. Pre-employment and annual background checks, if required for position.
4. Job Description
5. Copies of current licenses to perform job description, if required.

6. Evidence of job training, including specific job duties, safety and compliance.
7. Accident / Incident Reports and Worker's Compensation case reports
8. Health Records are maintained in a separate confidential Medical File that includes documentation of:
 - a. pre-employment drug screen results,
 - b. any medical record pertaining to on-the-job accidents, injuries and worker's compensation cases.
 - c. Return to work statements post illness
 - d. The medical record for technical personnel that routinely perform x-ray and ultrasound procedures and who have routine contact with patients shall also include:
 - i. a copy of new employment and annual TB screening or signed declination
 - ii. a copy of new employment Hepatitis screening or signed declination
 - iii. evidence that the employee is physically able to perform the duties as described in the job description, pre-employment and updated copies to be provided every two years

Please contact the Human Resources Manager, for information regarding Employee Records or Employee Medical Files.

- November 2019 BTX started using Paycom for on-boarding and company HR documents. Some files maybe stored here and available upon request.

H0037:

Referral for Service and Preservation of records: BioTech X-ray performs x-ray services for Medicare beneficiaries upon the order of a Doctor of Medicine, Doctor of Osteopathy, or **any approved Medicare ordering clinician**. The records of such orders are stored electronically on our secure servers. ~~at the corporate office. BioTech X-ray faxes out requisitions prior to the exam stating the procedure, number of views, reason for procedure and reason exam is to be performed portably. On this document, there is a section for the nurse to sign acknowledging receipt of a physician's order for the exam to be completed portably. Upon completion of the exam, our technologists sign and upload the requisition into our PACS, BTXplorer, for archival for seven years. BioTech X-ray also faxes the requisition to the ordering physician for their signature. The signed order is documented in BTXP and then stored on our secure server.~~

When BioTech X-ray has difficulty receiving confirmation of the order from the physician, we contact the facility and they provide to us a copy of the signed physician order, as required in our service agreement. **If the facilities order is incomplete, or unsigned, we fax over orders to the physicians/clinicians for signature twice a month or request they sign-off on the exams electronically.**

H0038:

Dispatch personnel at BioTech X-ray review the orders and verify that the ordering physician is a duly licensed Doctor of Medicine, Doctor of Osteopathy, or **another Medicare accepted provider** by checking the NPPES database **and PECOS verification**, which is accessed through BTXplorer. The full order is archived in BTXplorer, and includes the ordering physician as well as the following:

- The reason the exam is required
- The area of the body to be exposed
- The number of radiographs to be obtained
- The number of views needed
- The reason the exam should be done portably

H0039:

Patient information is stored in BTXplorer, our PACS (Picture Archiving and Communications System). The data is stored in duplicate on two separate cloud-based storage servers for redundancy. These servers are HIPAA compliant and are maintained by WebInterstate. The following patient information is accessible by authorized personnel anytime and anywhere there is internet access:

- The date of the x-ray exam
- The name of the patient
- A description of the procedures ordered and performed
- The referring physician
- The technologist who performed the examination
- The physician to whom the radiograph was sent
- The date it was sent

~~BTXIA also has PACS system which is used to store information as an internal safe guard. This system is located in a bunker for protection and can be accessed by only a few protected individuals within our organization.~~

H0040:

BioTech X-ray maintains all patient exam records for a period of at least seven (7) years, or for the period required by State law for such records (as distinguished from requirements as to the radiograph itself), whichever is longer.

BioTech X-ray maintains film and digital images for a period of at least seven (7) years ~~at the following office or storage locations.~~ on our two-separate cloud-based storage servers which can be retrieved at any of our office locations:

Corporate Office: 1065 Executive Parkway, Suite 220, St. Louis, MO 63141

~~STL Storage Facility: Haskins Storage – 2751 Little Antire Rd, High Ridge, MO 63049~~

IL Office: 4709 East Dundas Lane, Dundas IL 62425
IA Office: 3160 8TH St SW Ste C, Altoona, IA 50009-1023
~~IN Office: 420 3rd St, Ste 4, Aurora, IN 47001~~
KS Office: 11201 Strang Line, Lenexa, KS 66215
OK Office: 4405 NW 4TH St, Oklahoma City, OK 73107-6541
OH Office: 6802 Menz Ln, Cincinnati, OH 45233-4311
KY Office: 929 Rosewood Dr, Villa Hills, KY 41017-1329
NE Office: 2111 S 67th St Ste 300, RM 343, Omaha, NE 68106-2287

(AUG 2018)

BioTech X-ray maintains digital image files that are stored electronically in duplicate.

~~Digital Images from 2007 – 2009 are maintained on duplicate CD's, one copy of which is stored at our corporate office and an additional copy is stored at our locked storage unit in High Ridge, MO.~~

Digital Images from 2010 to current are maintained in duplicate on secure, cloud-based servers maintained by WebInterstate. This data is available to us on demand through our PACS, BTXplorer.

~~Digital Images are also stored for our BTXIA operations in a secure, cloud-based server. This data is available to us on demand through our IA PACS system.~~

H0041:

Reason Exam to be Performed Portably: The physicians' justification for ordering the x-ray to be performed portably is recorded at the time the order is received and is entered and stored in our PACS, BTXplorer, as described in H0038 above.

H0042:

Safety Standards: Please review BioTech X-rays Radiation Safety located in the Safety Manual in Appendix C for more information. (Appendix C)

H0043:

Tube Housing and Devices to Restrict the Useful Beam: Please review BioTech X-rays Radiation Safety located in the Safety Manual in Appendix C for more information. (Appendix C)

H0044:

Total Filtration: Please review BioTech X-rays Radiation Safety located in the Safety Manual in Appendix C for more information. (Appendix C)

H0045:

Termination of Exposure: Please review BioTech X-rays Radiation Safety located in the Safety Manual in Appendix C for more information. (Appendix C)

H0046:

Control Panel: Please review BioTech X-rays Radiation Safety located in the Safety Manual in Appendix C for more information. (Appendix C)

H0047:

Exposure Control Switch: BioTech X-ray provides equipment with an exposure control switch on a cable that allows the technologist to stand a minimum of six (6) feet and up to fifteen (15) feet from the source of the radiation. (Appendix C)

H0048:

Protection against Electrical Hazards: BioTech X-ray uses only equipment that is grounded and considered to be shockproof. Technologists inspect the electrical plug routinely to ensure electrical safety.

H0049:

Mechanical Supporting or Restraining Devices: BioTech X-ray does not provide technologists any ~~mechanical supporting or~~ restraining devices, in recognition of the no-restraint policies of our clients. If a technologist needs assistance with a patient, the technologist is to ask for assistance with the patient if they have protective equipment available for the assistant (updated 10-22-2013). Please refer to Appendix C for safety precautions when needing assistance. In addition, BioTech X-ray will provide technologists mechanical supportive equipment (IE. Wedges) upon written request. To request supportive equipment, e-mail both your supervisor and the purchasing manager, specifying the size/type/style of equipment requested. The Safety Officer will remind staff annually that supportive equipment is available upon request. (Updated 01-18-2013) If you require supporting or positioning devices but do not having any readily available, please use pillows, blankets, or other common items to support and or position your patient. (10-22-2013)

H0050:

Protective Aprons and Gloves: BioTech X-ray provides two aprons for each x-ray machine to be worn by the technologist performing the exam and by individuals assisting the patient during the exposure. One protective glove, mitten, or hand shield will be ~~are~~ provided to the technologist for each x-ray unit ~~upon request~~. The technologist may request a second glove, mitten, or hand shield by emailing or contacting the safety and compliance officer. *If you lose, or misplace your second apron or glove, please use supporting devices in the patient's room instead of asking for assistance from another individual and contact the safety and compliance officer immediately for a replacement. (10-22-2013)*

Please refer to the Daily Equipment Checklist and Annual Vehicle Checklist found in the technical procedure in Appendix E.

H0051:

Restriction of the useful beam: BioTech X-ray reviews the images of technologist quarterly to check for appropriate views, adjusted/restricted collimated images, and overall quality of images. These are then reviewed at our Monthly QA meetings and appropriate follow-up with the technologist occurs regarding our findings.

H0052:

Personnel Monitoring: BioTech X-ray provides a dosimetry badge to each individual who operates portable x-ray equipment to monitor radiation exposure. The dosimetry badge is to be worn on the technologists' collar on the outside of the lead apron. The device is evaluated for radiation exposure to the operator at least monthly and the company Safety Officer maintains appropriate records. Technologists are provided copies of their monthly reports and are counseled if readings indicate high levels of radiation exposure or if there is no exposure, indicating a lack of compliance with wearing the badge.

~~i. The VP of Operations will review the readings by the 10th of each month and provide guidance to any technologist with high readings.~~

~~ii. If further evaluation is needed (a 2nd month of high readings), the supervising physician will be brought in for consultation. UPDATED JULY 2018~~

JANUARY 2020 – Please see Apx C Safety Procedures for updated follow up recommendations.

H0053:

Personnel and Public Protection: Please review our Radiation Safety located in Appendix C. (Appendix C)

H0054:

Per §486.110, BioTech X-ray engages a qualified physicist to inspect all X-ray equipment at intervals not greater than every 24 months. All x-ray protective equipment is tested at intervals not greater than every six months, as described in Appendix C.

H0055:

BioTech X-ray engages a qualified radiation health specialist who is on the staff of or approved by an appropriate state or local government agency to inspect our x-ray equipment at least every 24 months.

H0056:

The radiation health inspector described in H0055 above provides a report of the inspection. Records of inspection and scope of inspection: the supplier maintains records of current inspections which include the extent to which equipment and shielding **follow** the safety standards outlined in 486.108.

Please Contact VP of Technical Operations for the most recent copy of our equipment inspections:
877.909.9729

H0057: Date of Last Inspection:

MISSOURI:	<i>SEPTEMBER 2019 (JAN 2020)</i>
IOWA:	OCTOBER 2012 (updated 02-2013) resigned our Medicare number as of 09.2014
ILLINOIS:	<i>JANUARY 2018 (FEB 2018)</i>
BTXIA (IA):	<i>FEBRUARY 2017 (FEB 2018)</i>
BTXIA (NE):	<i>OCTOBER 2018 (JAN 2020)</i>
BTXKS:	<i>AUGUST 2013 (UPDATED 10-2013)</i>
BTXKS (OK):	<i>NOVEMBER 2017 (FEB 2018)</i>
BTX KOI (OH):	<i>JULY 2019 (JAN 2020)</i>
BTX KOI (KY):	<i>APRIL 2016</i>
BTX KOI (IN):	<i>JULY 2018 (AUG 2018)</i>

Appendices

Appendix A: PRE-EMPLOYMENT DOCUMENTS

Appendix B: NEW EMPLOYEE GENERAL ORIENTATION MANUAL

Appendix C: SAFETY POLICY & PROCEDURE MANUAL

Appendix D: NEW EMPLOYEE ORIENTATION CHECKLIST

Appendix E: TECHNICAL PROCEDURE MANUAL

Appendix F: DISPATCH PROCEDURE MANUAL

Appendix G: EMPLOYEE HANDBOOK

Appendix H: ULTRASOUND PROCEDURE MANUAL

H0019:

I have reviewed the above Policies and Procedures put forth by BioTech X-ray for the State of IN

Supervising Physician

Date



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12. Performance and Promotion

12.1 Performance Evaluations

BTX promotes ongoing communication between the employee and their supervisor to ensure satisfactory job performance. Evaluations or performance improvement plans (PIP) may be used to discuss work standards and expectations, areas where improvements are needed, career development potential and possible opportunities.

12.2 Competency Assessment /Licensure– Technologists

BTX will complete periodic competency assessments on technical staff to maintain quality standards. Technologists not achieving satisfactory competency assessments will be monitored for quality improvement and may be subject to disciplinary action up to and including termination.

Technical staff members are required to maintain active licensure status as required for their position and to provide documentation of licensure updates to the HR Manager. Technical staff members who have failed to provide documentation of current licensure status, or have an expired license are ineligible to perform duties and are subject to disciplinary action up to and including termination. BTX reimburses 50% of the cost of required licensure and continuing education costs upon request which must include documentation of payment and description.

12.3 Promotions

BTX bases promotion decisions on the ability, dependability, qualifications, work performance and potential of the candidates for a position, as determined by management in its sole discretion.

12.4 Internal Application Process

BTX gives employees an opportunity to indicate their interest in open positions and advance within the organization in keeping with their skills and abilities. In general, BTX posts notices of all regular full-time and regular part-time openings, although BTX reserves the right not to post an opening or to fill an open position with an outside hire.

Internal applicants for posted positions should apply by notifying both their immediate supervisor and the Human Resource Manager of their interest in writing. Hiring managers will interview qualified internal candidates. The hiring manager will notify the current supervisor of an internal candidate before making the internal candidate an offer. If the internal candidate is selected and accepts the offer, the two managers will work out a transfer date, which usually will not exceed twenty working days.

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Promoted employees may be subject to the usual pre-employment screening for that position.

13. Workplace Behavior

13.1 Professional Conduct

BTX's commitment to providing an exemplary work environment for its employees requires that each employee behave in an ethical and professional manner and observe certain standards of conduct. Fulfillment of these standards promotes productivity, efficiency and safety, and helps ensure that all employees enjoy a pleasant and cooperative work environment.

BTX expects every employee to be courteous, polite, professional and helpful.

BTX cannot tolerate misconduct of any kind. Employees who engage in misconduct will be disciplined, up to and including termination.

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13.2 Punctuality and Attendance

BTX's success and delivery of quality services depend on each employee being at work on time each scheduled work day. We all perform important work. When employees are absent or late to work, BTX experiences unnecessary costs, and may fail to meet customer expectations and requirements. Absence and tardiness also place an unfair burden on employees who do come to work as scheduled.

If you are going to be late or absent for any reason, you must call and speak to your supervisor personally and explain the circumstances. If your supervisor is unreachable, contact the department head, designated department lead or HR. Do not leave a message with another employee. BTX expects you to personally call and report your reasons for not being at work, except in the case of an emergency that makes it impossible for you to call.

Employees that are out sick for three or more days must bring physician documentation of the illness and fitness to return to duty.

If you fail to report to work or call in for two consecutive working days, BTX will assume that you have abandoned your job and will treat your unreported absence as a voluntary termination.

13.3 Dress, Grooming and Personal Hygiene

Dress, grooming and personal hygiene standards contribute to the morale of all employees, and impacts the image BTX presents to the community. During business hours or when representing BTX, you are expected to present a clean, neat and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards.

BTX has established a reasonable dress code appropriate to the job you perform. If management personnel believe your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed and groomed. Under such circumstances, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance.

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13.4 Policy Prohibiting Workplace Threats and Violence

BTX does not tolerate any type of workplace violence. Employees are prohibited from making threats or engaging in violent activities. Examples of prohibited behavior include:

- Causing physical injury to another person
- Making threatening remarks
- Engaging in behavior that creates a reasonable fear of injury or subjects someone to emotional distress
- Intentionally damaging property belonging to BTX or another employee
- Possessing a weapon while on BTX property or while on BTX business

Any violation of this policy should be reported immediately to a supervisor or to Human Resources. Reports can be made anonymously. BTX will investigate all reported incidents. Violations will result in discipline up to and including termination.

13.5 Work Rules

BTX has established certain rules which it considers necessary to insure the orderly and efficient conduct of its business and to provide a good place to work for all employees. Everyone is expected to obey these rules and to use good judgment in honoring their intent.

These rules do not impose any contractual obligation on the company and are not intended to include all possible grounds for discipline. They simply establish general rules which are accepted as proper in any business.

Group I Offenses

There are certain major offenses which will almost always result in termination. Some examples of such offenses are:

- Violation of BTX's Drug and Alcohol Policy
- Insubordination
- Failure or refusal to perform assigned work
- Theft
- Work-related dishonesty
- Falsification of records, or supplying falsified information (payroll, employment application, medical, insurance, time card, production records, etc.)
- Removing or attempting to remove property belonging to BIOTECH X-RAY, a customer, supplier, or employee, from the premises without proper authorization
- Abusive horseplay

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- Intentional abuse or destruction of property belonging to the Company, a customer, a supplier, or an employee
- Sleeping on duty
- Engaging in violent or threatening behavior
- Possession of explosives, firearms, or other weapons on Company premises
- Reckless conduct which threatens or results in injury to person or property
- Deliberate interference with production or with the work of another employee
- Offering to take, or taking, a bribe or kickback of any kind in connection with work
- Refusal to use required safety equipment or follow required safety rules.
- Immoral or indecent conduct during work hours

Group II Offenses

These offenses are of the kind which may be corrected by counseling and/or discipline. However, depending on the circumstances and the employee's prior record, a violation may result in more serious disciplinary action, up to and including termination.

- Poor work performance
- Horseplay
- Use of rude or obscene language
- Violation of safety rules or failure to report defective equipment or safety hazards
- Failure to complete records promptly and accurately
- Misuse of BTX property, including waste of materials
- Tardiness in returning from lunch or break periods
- Neglect of job duties
- Negligent abuse or destruction of property belonging to BTX, a supplier, a customer, or an employee
- Failure to punch in or out
- Excessive garnishments
- Inappropriate dress or grooming
- Excessive absence or tardiness

13.6 Search Rule

BTX reserves the right to search any personal belongings brought onto BTX property. This includes personal vehicles, purses, briefcases, backpacks and any other personal belongings. Refusal to consent to such a search will result in disciplinary action, up to and including termination. Employees who have items that they do not want to be searched should keep those items at home.

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13.7 Drug and Alcohol Policy

BTX recognizes the dangers of drug and alcohol abuse. BTX is committed to a workplace free from such abuse, and so has established the following rules:

1. Any employee who buys, sells, possesses, or uses any alcohol, illegal drugs, or controlled substances not properly prescribed for the employee while on BTX time (including meal breaks) or BIOTECH X-RAY premises (including parking lot and grounds, regardless of whether on BTX time) will be terminated.
2. Any employee who works or reports for work while under the influence of drugs or alcohol will be terminated. Any positive drug test result, or any alcohol test result of .02 or above, will be deemed "under the influence" for purposes of this rule.
3. The only exception to paragraphs 1 and 2 is for prescribed (for the employee) or over-the-counter medication. An employee who is taking any medication which might affect the employee's job performance must inform the employee's supervisor. Failure to report will be treated under paragraph 2.
4. Any employee involved in the illegal trafficking of drugs, or illegal conduct consistent with trafficking of drugs, on or off BTX premises, will be terminated.
5. An employee must report to BTX any drug arrest or conviction no later than two days after such arrest or conviction. Failure to so report will subject the employee to termination.
6. Any refusal under this policy to take a test, to cooperate fully, or to sign necessary papers, when ordered to do so, may result in termination.
7. When there is suspicion that an employee has violated this policy, BTX may search the employee, the employee's desk, the employee's personal property and vehicle, and any BTX property under the employee's control. Refusal to cooperate may result in termination.
8. A drug and alcohol problem will not excuse any violation of BIOTECH X-RAY rules or standards.

Treatment

Employees are urged to seek professional help for a drug/alcohol related problem before disciplinary action is necessary. If you need assistance, you may contact Human Resources.

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If an employee seeks treatment before violating any BTX rule or standard, and the treatment requires that the employee not work for a period, BTX may, at its discretion, grant the employee a leave of absence, without pay. The leave will be subject to the terms of applicable health insurance policies. Any costs associated with treatment that are not covered by employee's insurance will be the responsibility of the employee. This leave will be conditioned upon receipt of reports from the treatment providers that the employee is cooperating and making reasonable progress in the treatment program. The employee will be permitted to return to work only if he passes a drug/alcohol test and has satisfactory medical evidence that he is fit for work.

Testing

Consistent with applicable law, BTX may require drug or alcohol testing under any of the following circumstances:

- a. Applicants. Applicants are asked to pass a drug test before being placed on the job. This is a condition of employment. An applicant who tests positive will not be hired at the time but may reapply for employment after three months.
- b. There is suspicion of a problem. BTX may require a test whenever it in good faith suspects that there is a drug or alcohol related problem with the employee.
- c. Post-accident. BTX requires a test after any accident or incident which results in injury to person or property.
- d. After a leave for treatment. Employees who return to work after a leave related treatment for a drug or alcohol problem may be tested at any time for the remainder of their employment.
- e. Other testing. Employees may be required to submit to a test at any time and without notice. BTX may also test under a random selection program.
- f. Required by law. BTX will test in any other circumstance required by law.

13.8 Off-Duty Misconduct

BTX reserves the right to discipline employees, up to and including termination, for off-duty misconduct, especially criminal activities. Employees must report any criminal conviction to BTX prior to reporting for their next shift, and explain the circumstances surrounding the conviction. Failure to report a criminal conviction also may result in disciplinary action, up to and including termination.

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14. Health and Safety

14.1 Workplace Safety

It is BTX's policy to comply with all applicable federal, state and local health and safety regulations and to provide a work environment as free as possible from recognized hazards. Employees must comply with all safety and health requirements whether established by BTX, by federal, state, local laws or by our contracted clients (i.e. Flu vaccination).

Safety policies will be discussed with all employees during new hire orientation.

BTX's Safety Committee assists in promoting a safe workplace for all employees. This committee includes both management and hourly employees.

BTX welcomes your input and participation on the committee. Please contact Human Resources or the Safety Manager if you wish to serve on this committee or if you have any suggestions to improve safety procedures.

14.2 Workplace Security

To provide for the safety and security of employees and BTX facilities, only authorized visitors are allowed in the workplace. Prohibiting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information and avoids potential distractions and disturbances.

All visitors should enter BTX at the reception area and sign in. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If you observe an unauthorized visitor on BTX premises, you should immediately notify your supervisor or, if necessary, direct the individual to your supervisor.

14.3 What to Do If You Are Injured at Work

Although BTX strives to create and maintain a safe work environment, occasionally injuries and accidents will occur. If you are injured on the job, you must immediately report the injury to your supervisor or Human Resources. No injuries are insignificant. It is your responsibility to report any injury that arises from or occurs during your employment, no matter how minor.