

Private patients

Non-NHS patients are invited to use the photography service for documenting clinical features. There is a fixed price for up to 4 photographs and a per-view price for each additional multiple of 4 photos. Prints or CDs can be collected from the Media Studio reception, on Level 1, unless the patient would like the prints to be delivered. (This incurs a courier fee and the price is dependant on postal address for delivery).

The patient will be asked to sign a 'paying patient' form to agree to pay the charges for photography. Payment of charges will then be tracked by the 'Paying Patients Office'.

Contact information

Media Studio Reception:

extension 216349 (9:00 – 17:00 hrs)
email enquiries@media-studio.co.uk

Clinical Photography Studio:

extension 596130 (9:00 – 17:00 hrs)

Photography Production Manager:

extension 217032

Our photographers are registered by the Academy for Healthcare Science (AHCS) and are fully-qualified Clinical Photographers. The AHCS register is accredited by the Professional Standards Authority.



accredited register



Contact or visit Media Studio at:

Media Studio, Box 151
Cambridge University Hospitals NHS Foundation Trust
Cambridge Biomedical Campus, Hills Road,
Cambridge, CB2 0QQ

Tel 01223 216349

Internal extension 216349

email enquiries@media-studio.co.uk

www.media-studio.co.uk

Factsheet

Clinical Photography and Video

information for staff

Clinical photography at Cambridge University Hospitals may be requested by any authorised clinician. The medical photography studio is open Monday to Friday from 09:00 to 17:00 hrs. There is also a photographer available on most days from 08:30 hrs, who can be contacted at the main department on Level 1, extension 216349.

**Download a Clinical Photography/
Video request form from Connect:**

**[http://connect2/article/392/
mediastudio](http://connect2/article/392/mediastudio)**

MS/CPV/0818 VAT No. 654910528 E80E

media studio
at the heart of the Cambridge Biomedical Campus

Where to find us

The photography studio is based on level 3 of Outpatients, behind Clinic 7. There is a no appointment system, so patients are free to attend for photography at any time during our opening hours. However, please call the studio to arrange a time for video or any complex or lengthy sessions. Photography requests can also be made for patients who are unable to attend the studio, for example on the wards and in theatre. Please call the studio on extension 596130 and arrange a time that is suitable for the patient and staff.

If you wish to demonstrate a particular clinical feature, feel free to accompany your patient to the studio. Otherwise, a simple sketch can often help us to locate the specific feature you are interested in.

Request form

Please complete all sections of the form and ask the patient to bring it with them to the studio, or have it ready on the ward for when the photographer arrives. Please take care to clearly write the 'diagnosis' and 'views required' on the back of the form.

Consent

Please ask the patient or parent/ guardian, if the patient is under 16, to sign the form and then sign it yourself to confirm that you have explained what their photographs may be used for. The three consent levels are:

Record only: the photographs are taken for the patient's medical records only and should be used only in relation to the patient's care

Teaching: the photographs can be used for teaching in the healthcare context. They must not be published, either in print or electronically (websites), or copied to others.

Publication: the photographs may be used for the specific purposes that you describe on the form. Informed consent for publication requires that you name the publication.

Standardisation

All our clinical photographs are taken at fixed magnification ratios to ensure that they can be compared objectively over time or among different patients. We also standardise lighting, background, perspective, viewpoint and image processing. Some specialities have standard sets of photographic views for specific conditions and treatments. If you wish to discuss any such requirements, please contact the Photography Production Manager on extension 217032.

Image handling

All of our clinical imaging is digital and image processing is kept entirely in-house. Please take extra care to preserve patient confidentiality when handling patient recordings of all types and prevent patient images being seen by anyone other than appropriate professionals. Patients' wishes and written consent must be complied with at all times.

Viewing clinical photographs

Once the photographs are taken, they are uploaded to a central database – the Clinical Image Library – which can be found on Addenbrooke's Intranet 'Connect Portal' or via LARDR in EPIC. A username and password is required for access to the database, which can be obtained from the Media Studio – email enquiries@media-studio.co.uk. For further information about the CIL, please refer to our factsheet 'Using the Clinical Image Library'.

Patients' access to photographs

Patients are able to order copies of their photographs through the Access to Records department, based in Risk Management. The clinical studio has request forms which should be completed and returned to Access to Records for ordering.