

# How to File a Complaint

If you have a complaint against a radiographer, nuclear medicine technologist, radiation therapy technologist, or fusion technologist licensed by the Louisiana Radiologic Technology Board of Examiners, the following information should help you decide if and how you should file a complaint.

## How do I file a complaint?

- Anyone may file a complaint against a radiographer, nuclear medicine technologist, radiation therapy technologist, or fusion technologist licensed by the Louisiana Radiologic Technology Board of Examiners, but complaints must be received in written form.
- You are not required to use our complaint form, but if you wish to do so, please print, complete, and mail, fax, or email it to the address found on the form.
- If you are unable to print the complaint form, you may call our office at 504-838-5231 and request us to mail a copy of the form to you.
- If you do not wish to use our complaint form, you must describe in writing your complaint in detail. Include facts, dates, location, witnesses, and names of persons involved.
- The Board will accept anonymous written complaints, however without your contact information it is often difficult to obtain additional information and properly resolve the complaint.

## How are complaints resolved?

- Each complaint is reviewed and evaluated, first to determine if the complaint or allegations involves a person licensed by this Board, and secondly, whether the allegations, if true, would be a violation of the Louisiana Radiologic Technologist Licensing Law.
- If the complaint is not under our jurisdiction, we may refer the complaint to another agency, or we may close the complaint with no action.
- Please note: **The Louisiana Radiologic Technology Board of Examiners does not have jurisdiction over complaints involving rudeness, customer service, and/or pricing/billing disputes. Those types of complaints must go directly to the employer.**
- If the complaint is within the jurisdiction of the Louisiana Radiologic Technology Board of Examiners, the complaint will be investigated. The investigator may contact you or your witnesses for additional information about your complaint, so please provide your telephone number on the complaint form. If you do not have a telephone or do not want us to call, we will write to the address you have provided on the complaint form if we need more information.
- In taking action against a licensee, the Board is required to comply with the provisions of the Louisiana Administrative Procedures Act, and Title 46, Professional and Occupational Standards, Part LXVI, Radiologic Technologists, which identifies the procedures to be used by the Board during its disciplinary proceedings.
- Complaints can be closed with a written warning, reprimand, probation, suspension, or revocation of a license. Furthermore, the Board could levy a fine to the licensee as well as recover its administrative and investigative costs.
- The Board does not represent the complainant (person making the complaint) and does not have authority to seek restitution or money damages on behalf of the complainant or any other individual.
- There is no set time to investigate and resolve a specific complaint.

If your complaint is against the Board, any of its Board Members, or Board actions and/or procedures, you may submit such complaints to one or more of the following organizations:

1. Louisiana State Radiologic Technology Board of Examiner; 3108 Cleary Ave, Suite 207, Metairie, LA 70002
2. Committee on House & Governmental Affairs; La. House of Representatives; PO Box 44486, Baton Rouge, LA 70804; (225)342-2403; h&ga@legis.la.gov
3. Committee on Senate & Governmental Affairs; La Senate; PO Box 94183, Baton Rouge, LA 70804; (225) 342-9845; s&g@legis.la.gov.



Louisiana Radiologic Technology Board of Examiners  
3108 Cleary Avenue, Suite 207  
Metairie, LA 70002

Phone: 504-838-5231  
Fax: 504-780-1740  
Email: laradbrd@bellsouth.net

**COMPLAINT FORM**  
Please Print, Incomplete Forms Are Not Accepted

**Complainant Information (Person Filing Complaint):**

Approximate Date(s) of Incident \_\_\_\_\_ Your Full Name \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

**Subject of Complaint:**

What is the full name of the person you are filing the complaint against?

What is your relationship to the person you are filing the complaint on?

How were you made aware of this incident?

What is the location/address of where incident occurred?

Are there any witnesses willing to cooperate with your complaint? If yes, provide all witness names and phone numbers.

**On a separate sheet of paper, provide a detailed description of the incident for which you are filing this complaint. Feel free to attach additional pages and documentation to support your complaint.**

I hereby attest that the complaint is valid and the facts I provided are true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature and Date of Individual Filing Complaint

Mail, fax, or email this form, attachments, and supporting documentation to the mailing address, email address, or fax number above.

**Please note: The Louisiana Radiologic Technology Board of Examiners can only act on matters that fall within its jurisdiction as granted by the Louisiana Legislature. If we determine your complaint refers to matters beyond our jurisdiction, we may refer you or your complaint to another agency.**