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SUBJECT: Scheduling Mammography Patients	Effective: Dec 2006 Reviewed: February 2019
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Mammography Services

Purpose: To define the service provided by the Breast Imaging section of the Radiology Department.


Description: Mammography services will be performed to aid physicians and patients in the early detection of breast disease.

1. The ordering provider is designated as the responsible party for the care of the patient being referred for mammography services.
2. Written results of mammographic examinations will be reported to the ordering provider and patient as required by law.
3. The interpreting physician is available to offer guidance to the referring/ordering provider regarding which imaging methods will yield the maximum amount of diagnostic information.

Patient Selection Criteria

Mammographic x-rays shall only be performed on patients who meet the age requirements recommended by the American Cancer Society, or on those whose clinical findings indicate the necessity of a mammographic evaluation.

1. Screening mammography services will be performed on asymptomatic patients who are at least 40 years of age
2. Screening exams are performed on younger patients with a family history that puts them in a high risk for developing breast cancer or depending on approval of the Radiologist.
3. Diagnostic mammograms will be performed to aid physicians and symptomatic patients in the diagnosis of breast disease.
4. Diagnostic mammograms will not be performed on pregnant women or women younger than 35 years of age unless there is proven medical necessity.
5. Diagnostic mammograms will be performed with physician's orders on patients whose history, signs, symptoms, clinical findings and previous mammogram results indicate the need for a mammogram.

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Scheduling Mammography Patients

In order to provide optimal access to mammography services and sufficient time to obtain quality mammographic images, patients will be scheduled in intervals appropriate to the exam to be performed.

1. Schedulers should inquire about the patient's age to determine whether the patient meets the appropriate criteria. If a patient does not meet the criteria, the scheduler will consult the radiologist before scheduling the exam.
2. Patient demographic and referring physician information shall be obtained.
3. Schedulers shall obtain information that will allow them to determine whether the patient should be scheduled for a screening (asymptomatic), or diagnostic mammogram (symptomatic).
4. Screening mammograms will be scheduled in 15-minute time intervals, and diagnostic mammograms will be scheduled in 30-minute time intervals.
5. An attempt will be made to avoid scheduling mammograms one week before menstruation.
6. All scheduling will be processed in the EPIC.