

	Policy #: 16.14
SUBJECT: Comparison of Previous Films	Effective: Dec 2006 Reviewed: February 2019
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Comparison of Previous Films

Purpose: Previous test results will be used to aid the radiologist in detecting changes that may have occurred in the breast tissue since the last exam. This policy defines the timelines and processing of these images.

Procedure:

1. When the exam is scheduled, patients will be asked if they have previous mammography films. If films have been taken at another facility, the patient will be asked to bring them to the appointment.
2. If patients are unable to bring previous films to the appointment, they will be asked to sign a release so that films may be requested prior to appointment date..
3. Whenever possible, the release will be signed and the films requested prior to the appointment. If patients are unable to sign a release beforehand, they will be asked to sign it at the appointment. The tech when they put a note in RIS stating that outside images are being requested.
4. The scheduler will fax requests to the facilities on a daily basis. The file room will send a list weekly to the Breast Imaging Manager, Breast Radiologist and senior technologists of all outside mammography images that are put on PACS.
5. If previous mammogram images are not available by the time of the appointment, the current images will be held for no more than ten business days. On the tenth day, the images will need to be read by the Radiologist, who will dictate a report that will be sent to the referring physician and a letter will be sent to the patient. .
6. If previous films are received after the current films have been interpreted, an addendum report will be generated and sent to the appropriate parties.
7. If no outside images are available appropriate measures will be taken.
8. All documentation is done in the RIS.

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