

<b>Policy Title:</b> Result Entry Verification	
<b>Section:</b> Results	<b>Reference No.</b> SD 040
<b>Effective:</b> January 2008	

## 1. SCOPE

All Breast Screening Centre Staff

## 2. POLICY

To assist in the accuracy of data entry of mammogram results, the procedures listed below are to be followed at all program reading sites.

Best practice is that the more senior clerical staff should enter the results into the computer. If necessary to use less experienced staff, then centre management should exercise extra vigilance on the verification process.

## 3. PROCEDURE

1. **All mammogram report (MA) forms should be completed in red, black, or blue pen.**
2. If the result is abnormal, the result box on the mammogram report form should be highlighted in yellow or stamped "WORK-UP REQUIRED".

This can be performed by the radiologist screener as the images are reported or by the technologist or clerk.

3. After the images are reported by the radiologist, the technologist or clerk should sort the MA forms into separate piles for "normal" and "abnormal" results.

Abnormal Results should be verified by displaying the images on the workstation and checking them against the MA report prior to transporting the reports to the data entry area.

If the centre has additional steps between result reporting and data entry, such as transporting of reports to another site for data entry, the centre must establish verification procedures to ensure there is no point in the process that may compromise the accurate reporting of results.

4. As the results are entered into the computer, the data entry clerk should initial each form beside the result text. The report forms should be left attached to the outside of the client file bag pending further accuracy verification of result entry.

5. Abnormal Results will be re-entered (verified) through a separate input process. Best practice is that a second clerk will re-enter the results.
6. Verification procedure:
  - Generate the normal and abnormal verification lists from the Breast Screening Information System.
  - Check that each result is on the appropriate list and that the radiologist's and technologist's initials on the list match those on the form.
  - Fax the results to the Client Services Centre OCR. Verify that the number of reports faxed equal the number of reports indicated on the verification lists.
  - File the reports in the client file bags.
  - Sign the verification lists to confirm that verification is complete.
  - File the verification lists. The Client Services Centre will audit periodically.

#### **4. RELATED POLICIES**

[SD050 – Verifying Location of Abnormality](#)

[SD120a – Example of amended report procedure](#)

#### **5. RESPONSIBLE PARTY**

Screening Operations Director