

<b>Policy Title:</b> Guidelines for Printing and/or Transferring Digital Screening Mammograms	
<b>Section:</b> Quality Management	<b>Reference No.</b> SG-DG 300
<b>Effective:</b> June 2008	<b>Revision:</b> February 2013, February 2018

## 1. SCOPE

Breast Screening Program Chief Radiologists  
Breast Screening Program Chief Technologists  
Breast Screening Quality Assurance Support Group  
Radiology Managers

## 2. POLICY

### Printing of digital mammograms

All centres must have the ability to print true size digital mammograms upon request. The images should be printed on FDA/Health Canada approved mammography printers, utilizing film specifically designed for mammography images. Any printed digital mammograms should be returned to the centre and filed in patient's client file, so that they may be utilized again if requested. This will minimize the need to reprint cases.

### Digital Image transfer requests by a centre:

All centres that perform digital screening mammography shall have the ability to send digital mammograms upon request by another centre by electronic transfer (via computer network - DES, PACS, CD, and USB). Analog cases may be sent either digitized and transferred via the DES or digitized and burned on a CD or the hard copy images sent directly to the centre.

If portable media is used for the transfer of requested digital mammograms, the workstation in use to create the requested digital mammograms in a portable media shall support the IHE Portable Data for Imaging Profile as the "Portable Media Creator" actor. The receiving site shall use a workstation supporting the IHE Portable Data for Imaging Profile as the "Portable Media Importer" actor.

## 3. RELATED POLICIES

[SG-DG 200 – Breast Screening Standard for Hard Copy \(Printed\) Digital Images](#)

## 4. RESPONSIBLE PARTY

Breast Screening Quality Management Committee  
Client Services Manager

## Image Transfer Response

Date: \_\_\_\_\_

From: Centre # \_\_\_\_\_ Fax # \_\_\_\_\_

To: \_\_\_\_\_

You have requested images on the following patient(s):

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

We have enclosed all previous hard copy (analog) images from the patient's client file from the last 3 years. This patient also has digital mammograms on record at this facility. Interim digital mammograms are not printed for comparison when previous analog images are available unless requested by the Radiologist at the time of reporting, per Breast Screening program Guidelines for printing of Digital Screening Mammograms.

If the digital mammograms do become necessary for reporting, please check the box above for each patient you require images and fax this form back to us. We will expedite the printing of those images for you.

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