



Provincial Health Services Authority

AMENDMENT OF MAMMOGRAPHY REPORTS PROCEDURE: BREAST SCREENING

(RESULTS – SD 100)

Summary of Changes

	NEW	Previous
BC Cancer	New BC Cancer template and addition of MagView	

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AMENDMENT OF MAMMOGRAPHY REPORTS PROCEDURE (RESULTS – SD 100)

1. Introduction

1.1. Focus

The focus of this procedure is to provide the steps involved when making amendments to mammography reports.

1.2. Health Organization Site Applicability

All BC Cancer Breast Screening Program Centres

1.3. Practice Level

- All Breast Screening Centre Staff
- Client Services Centre Staff
- Provincial Practice Leader
- Technical Quality Management Coordinator
- Client Service Centre Manger
- Client Service Centre Coordinator

1.4. Definitions

Quality Management Team: Consists of the Program's Provincial Practice Leader, Technical Quality Management Coordinator, Client Services Centre Manger and Client Services Centre Coordinator.

1.5. Need to Know

Once a screening mammography result report has been signed and released in MagView, the report can be amended via an addendum if:

- There is a change in result from 'normal to abnormal' or 'abnormal to normal'.
 - Data entry errors are discovered by quality assurance review.
 - There is an inconsistency between the name attached to the MagView report patient details and the patient identification on the images.
 - There is an inconsistency between the abnormality's characteristic identified on the images and with the MagView finding macro description (i.e. Mass, Asymmetry, Calcification).
 - There is an inconsistency between the annotation of an abnormality marked on the images and with the MagView location description.
 - There are additional circumstances requiring a change to the report.
- Consultation with the Quality Assurance Team may be requested.

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2. Procedure

2.1. Steps and Rationale

If an amendment to a mammogram report is required, the screener shall follow the procedural instructions outlined in MagView SOP MVF 020 – Report Amendment.

#	Procedure	Role
1.	Complete an ' <i>Unusual Occurrence</i> ' form when an addendum of a mammography report in MagView has occurred.	Screening Radiologist Chief Technologist Centre MagView Super User
2.	Scan and email completed form to the Quality Management Team and include a copy of the amended mammography report.	Centre MagView Super User
4.	Contact the primary health care provider by telephone, when amendment are made.	Centre MagView Super User
3.	Review, Confirm and Modify details when required for the Incomplete Amendment Test found in Cascade QA application in accordance with the criteria as stated in the Unusual Occurrence Form. An amended report will be issued from Cascade to the primary care provider and Fast Track facility,	Quality Management Team

3. Related Documents and References

3.1. Related Documents

MagView SOP MVF 020 – Report Amendment

[SA 030 Unusual Occurrences and Incident Reporting](#)

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	Amanda Hunter	Procedure template and addition of MagView steps	05-DEC-2022