

Policy Title: Image Tracking	
Section: Image and File Management	Reference No. SF 010
Effective: July 1991	

1. SCOPE

All Breast Screening Centre Staff

2. POLICY

Movement of all images sent out from the screening centres should be recorded on the breast screening application image tracking system. All program images should be returned within 7-months unless an extension was specifically requested and approved by the Chief Screener at the affected screening centre.

3. PROCEDURE

1. Record the pertinent information about films/images sent out from the screening centre in the Tracking System in the application.
2. A photocopy of the mammography report should be sent out with the films/images. Original reports and film bags should be retained at the screening centre.
3. To retrieve loaned and outstanding films/images, send a recall letter with a computer generated outstanding images report.
4. If the letter does not result in the return of the films/images after a reasonable amount of time, follow-up by telephone.
5. Requests for films/images to Client Services Centre can be sent in their original bags unless otherwise specified at the time of request.

4. RELATED POLICIES

5. RESPONSIBLE PARTY

Client Services Manager