

Policy Title: Prevention of Missed Result Entry	
Section: Results	Reference No. SD 080
Effective: December 1999	Revision:

1. SCOPE

Breast Screening Radiologist
All Breast Screening Centre Staff

2. POLICY

The Breast Screening Program Application has a 'work outstanding report' available to ensure that missed result entries are prevented. The clerical staff at each 'image reading' site will utilize this list on a weekly basis to monitor result entry quality.

3. PROCEDURE

'Image reading' sites will print the 'work outstanding list', at least once per week. This report lists all clients who have been registered into the application who have not had a report (result) entered. This report also lists all abnormal results that have not been verified.

Clerical staff will ensure outstanding cases are completed within the week.

4. RELATED POLICIES

5. RESPONSIBLE PARTY

Client Services Manager