

Policy Title: ID Numbering System & Film Bag Layout	
Section: Image and File Management	Reference No. SF 001
Effective: July 1993	

1. SCOPE

All Breast Screening Centre Staff
Client Services Centre Staff

2. POLICY

Id Numbering System

A program ID number issued by the computer upon registration contains the following form:

cc-yy-nnnnn (e.g. 01-07-00243)

cc represents the screening centre at which the initial screen was provided

yy represents the year in which the initial screen was provided (except for those provided before 18/04/1989 where yy = 88)

nnnnn is a unique 5-digit screenee identification generated sequentially. This number is reset to 00001 on January 1st of each year

Layout

Layout of film bags should be consistent throughout the Program because the film bags may be transferred if a woman changes screening centres.

1. Each film bag should be labelled as shown in the attached example.
2. The film bag for a cancer case should be tagged with a red sticker.
3. Film bags should be filed in ascending order of:
 - last 2 digits
 - 3rd and 4th digits (initial year component)
 - last 5 digits
 - first 2 digits (initial clinic number)

This filing system will group files according to the last 2-color labels, then the color year labels.

Example:

01-01-00003
02-01-00003
06-01-00003

01-02-00003
02-02-00003
06-02-00003

3. RELATED POLICIES

4. RESPONSIBLE PARTY

Client Services Manager