

<b>Policy Title:</b> Transfer of Files Between Centres	
<b>Section:</b> Image and File Management	<b>Reference No.</b> SF 030
<b>Effective:</b> July 1991	<b>Revision:</b> December 2017

## 1. SCOPE

All Breast Screening Centre Staff

## 2. POLICY

If a woman attends a screening centre that is different from the one she visited last, then her client file bag is transferred to the new centre within two business days. It will be kept at the centre of the most recent visit unless otherwise specified. The ID number does not change.

## 3. PROCEDURE

1. When a woman calls for an appointment, search for her name in the application to see if she has attended the program previously.
2. If she has attended the program previously at a different centre, then issue a request to that centre for her client file bag using the computer generated 'Internal File Transfer List'. Digital images should be transferred to the centre by either the DIR or copied to a CD.
3. Images from the previous visit are to be available for comparison with the current images for interpretation by the Screener.

## 4. RELATED POLICIES

## 5. RESPONSIBLE PARTY

Client Services Manager