



Provincial Health Services Authority

REQUEST TO ACCESS FILES BY EXTERNAL LAWYER FOR SECOND OPINION PROCEDURE: BREAST SCREENING

(ACCESS TO INFORMATION – SI 030)

Summary of Changes

	NEW	Previous
BC Cancer		February 2018, December 2002

Last Revised:	29/AUG/2023	Next Review:	29/AUG/2026	
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REQUEST TO ACCESS FILES BY EXTERNAL LAWYER FOR SECOND OPINION PROCEDURE (ACCESS TO INFORMATION – SI 020)

1. Introduction

Breast Screening program records (including mammogram films or images and pathology review data), requested by an external lawyer for a second opinion may subsequently be required as evidence in litigation. Accordingly, every effort shall be taken to ensure the integrity of the records are maintained for the benefit of all potential parties to the litigation.

1.1. Focus

The focus of this procedure is to outline the steps required to fulfill a request for access to Breast Screening program records by an external lawyer for a second opinion.

1.2. Health Organization Site Applicability

All BC Cancer Breast Screening Centres

1.3. Practice Level

- BC Cancer Director of Risk Management
- BC Cancer Breast Screening Radiologists
- BC Cancer Breast Screening Operations Director
- BC Cancer Breast Screening Quality Management (QM) Committee Chair
- Breast Screening Staff

2. Procedure

2.1. Steps and Rationale

Workflow Step	#	Procedure	Role
Request for Records	1.	Forward formal requests for participant records from legal representatives to the BC Cancer Breast Screening Operations Director.	Breast Screening Staff
Request for Review	2.	Receive request from an external lawyer for a second opinion.	Operations Director
	2.1	Notify the BC Cancer Director of Risk Management.	
	2.2	Forward a copy of the request to the Breast Screening Quality Management (QM) Committee Chair.	
Notify Parties Involved	3.	Notify the screener or pathologist who is involved, if applicable.	QM Committee Chair

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	3.1	Directly report the incident to the Canadian Medical Protective Association (CMPA) and request for medico-legal assistance, if applicable.	Screening Radiologist or Pathologist
Obtain Program Records	4.	Send requested participant reports and a disk with digital images to the Breast Screening Program.	Breast Screening Centre Staff
	4.1	Consult with BC Cancer Director of Risk Management regarding subsequent steps to be taken in response to the request.	Operations Director

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Approving Body:	Breast Screening Quality Management Committee		
Final Sign Off:	Name	Title	Date Signed
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Owner(s):	Rableen Nagra, Operations Director		
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	Amanda Padula	Updated to Procedure template	30-MAR-2023