

<b>Policy Title:</b> Notification of Screening Results	
<b>Section:</b> Results	<b>Reference No.</b> SD 070
<b>Effective:</b> January 1993	<b>Revision:</b> January 2018

## 1. SCOPE

Breast Screening Radiologist  
All Breast Screening Centre Staff  
Client Services Manager

## 2. POLICY

The radiologist screener's report is sent to the screenee's primary health care provider and if appropriate, designated **“Fast Track” diagnostic centre**, within 7 days of the woman's visit.

For non Fast Track cases, the letter to the screenee is sent 4 working days after the report to her primary health care provider is sent, so that the primary health care provider will have the results available when he/she is contacted by the screenee. The letter to screenee is sent 1 day after the physician letter if the case is a Fast-Track.

**Provisional delays may occur due to courier arrangements, radiologist screener scheduling, or the need to review outside images.**

## 3. PROCEDURE

1. The radiologist screener endeavours to complete the mammography report within 48 hours of the screenee's visit. It is understood that when images need to be sent to a reading site, it may take longer (up to one week.)
2. The clerical staff enters the results from the mammography reports into the computer within 24 hours after completion by the screener. Abnormal results are verified.
3. High suspicion abnormal reports are to be telephoned/faxed to the primary health care provider immediately.

Receipt of the telephone call/fax must be verified by recording the:

- date and time
- name of individual who telephoned/faxed
- name of individual who received the message

4. The Client Services Manager ensures that result letters and reports are printed, and mailed or couriered on a daily basis, except on weekends and statutory holidays.
5. The Breast Screening Application is programmed to accommodate the 4-day delay between reports to primary health care providers and letters to screenees.
6. Each screening centre will develop procedures to inform screenees whenever a delay is expected.

#### **4. RELATED POLICIES**

#### **5. RESPONSIBLE PARTY**

Client Services Manager