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## Diagnostic Services – Department of Radiology – Diagnostic Division

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**SUBJECT/TITLE:** SELF AND DIRECT REFERRAL PATIENTS FOR MAMMOGRAPHY

**PURPOSE:** To enable patients to follow ACR Guidelines in obtaining a baseline mammogram, or indicated follow up exams.

**PROCEDURE:**

A. Routine mammography procedures.

1. Radiology scheduling or clinic will schedule the patient for the requested exam. This request can be made directly by the patient or a clinician.
2. The patient will be sent an appointment letter (if made 7 days prior to the scheduled appointment) or receive a telephone reminder call 3 days prior to their appointment.
3. If the patient is new to our institution the caller will be transferred to Pre-Access for gathering insurance information.
4. Breast Imaging, the patient will report directly to Breast Imaging Center for check in.
5. Patient should bring with them the physicians orders (if a physician requested the procedure). Otherwise, receptionist will fill out the Radiology order online in EPIC.
6. Reception will at the time of check in gather and update any patient information and enter a Primary Care Provider if one was not provided at the time of scheduling.
7. Patient will be mailed their results the next day unless special circumstances are met.
8. The final report will be sent to the Primary Care Physician unless the patient indicates otherwise.
9. Radiology scheduling and clinics will schedule the patient for the requested exam. This request can be made directly by the patient or a clinician.
10. This patient will be sent an appointment letter (if made 7 days prior to the schedule appointment) or receive a telephone call 3 days prior to their appointment.
11. If the patient is new to our institution the patient demographics will be entered by the scheduler and patient then transferred to Pre-Access to gather insurance information.

12. The patient should report directly to Breast Imaging for check in. Reception will check in patient and verify patient demographics and gather Primary Care Provider information.
13. If patient registration is due at that time, the patient will be directed to a phone that goes directly to Pre-access to update patient registration.
14. Patient should bring the handwritten physicians order (if a physician requested the procedure. The receptionist will enter the orders in Radiant using the ordering physician (if provided) otherwise use self-referral for the ordering provider.

#### B. Biopsies

1. Radiology scheduling will schedule these procedures. The above steps should be followed when gathering information to schedule the patient.
2. Core biopsies and needle localizations must be reviewed and approved by our Radiologist if the lesion was not previously evaluated in the UIHC.
3. If the patient has not had their mammograms performed here, has not seen a physician for the breast problem, and has not been seen by UIHC physician an appointment with the Breast Clinic will be made for care of the patient and review of their health information.
  - a. Breast Clinic will consult with our Radiologist for proper procedure to be performed.