

**Breast Imaging Standard Operating Guidelines
UW Health**

Title: Suboptimal Imaging Quality

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Committee (if different than authors): NA

Approvals:

Discipline/Group	Approval Date & Signature	Implementation Date & Signature
Breast Imaging UWHC (DeMartini/Jungers)		
Breast Imaging UWMF (Propeck/Hassemer)		
Breast Clinic CSC (Schroeder/White)	NA	NA
Breast Surgery (Wilke/Szalkucki)	NA	NA
Medical Oncology (Wisinski)	NA	NA
Radiation Oncology (Anderson)	NA	NA
Pathology (Klein/Harter)	NA	NA

Goal: To outline the process for Suboptimal Imaging Quality

Radiologist:

- Attending radiologist determines the need for repeat imaging and completes the Exam QA form in PACS
- The radiologist will dictate the exam in Penrad as suboptimal and include what views need to be repeated. (See template below.) The radiologist will select “N/A” as the BI-RADS category and approve the report.

Radiologist Dictation Template:

(Suboptimal imaging; (positioning, motion, folds, and deodorant) on view _____ Repeat _____ of ___breast is needed for technical reasons. Complete interpretation and dictation will follow after repeat imaging is completed.

- **IF an Additional Imaging finding on the ipsilateral or contralateral breast:**
 - **The radiologist will dictate the repeat exam in Penrad as BI-RADS 0. The impression will indicate the diagnostic views required for the abnormality as well as the need for repeat imaging and include what views need to be repeated. The radiologist will select “0” as a BI-RADS category and then approve the report.**
- Day of Repeat Imaging:
 - The radiologist will dictate the repeat exam in Penrad interpreting the complete exam including the prior technically inadequate images as well as the new images addressing technical inadequacies.
 - Both dates for the original exam and the repeat exam should be mentioned in the report.
 - Radiologist signs the Charges Write Off form, puts this form and the printed Exam QA form in the tray and turns on the blue light.

Manager/Senior Imaging Specialist – Mammo:

- Manager/Senior Imaging Specialist – Mammo will check website daily for electronically submitted QA forms. <https://examqa.radiology.wisc.edu/login>
- Manager/Senior Imaging Specialist – Mammo will review the form and Enter comments stating that the patient will be called to return for repeat images.
- Manager/Senior Imaging Specialist – Mammo saves a screen shot of the Exam QA and sends via email to the Suboptimal Imaging Charge Techs (Vicki Wilson and Jo Kereven). This screen shot is also saved electronically by the Manager for a record of recalls.
- Manager/Senior Imaging Specialist – Mammo then resolves the case on the website.

Suboptimal Imaging Charge Techs:

- Charge tech will check email daily for any Exam QA emails from the Manager/Senior Imaging Specialist – Mammo.
- Charge tech will print the Exam QA form from the email.
- Charge tech will inform the tech who performed the images of the recall.
- Charge tech will fill out a green sheet and a Charges Write Off form.
- Charge tech will call the patient, informing her of the need to return to the CSC for repeat images. The patient MUST come to the CSC for the repeat images.
- The patient will agree upon a time and date for her to return for the images. This time and date will be written on the top of the Exam QA form along with the name of the patient’s physician.
- Patients unable/refuse to return to the Breast Center within 30 days will be dictated as BIRADS 0, and sent a BIRADS 0 letter, to return for additional imaging.

- Charge tech will have the front desk enter a SCREENING mammogram for the patient. The front desk will enter “TECH RECALL” in the appointment message section.
- The green sheet, charges form and tech Exam QA form will be clipped together and put in the file by the Cruise Director’s computer.
- The patient’s name and all other required information will be written in the Recall Book.
- Day of Repeat Imaging:
 - The technologist will place a note in Penrad stating both dates of imaging.
 - Repeat images will be done and the radiologist will do a courtesy read.
 - The technologist performing the exam will fill in the Accession # on the Charges Write Off form.
 - The patient will wait for the radiologist to review images and will get results from the technologist.
 - Paperwork is kept in the green tech recall folder (on cabinet behind the Cruise Director) until the report is finalized.
 - Exam will be ended as usual in HealthLink and appropriate notes added to Penrad.
 - IF additional diagnostic images are needed:
 1. Check that the patient is able to stay for more images or would she prefer to come back.
 2. Technologist will have the Imaging RN place an order and have the front desk schedule and track in the patient.
 3. Diagnostic images will be done and reviewed by the radiologist.
 4. Results given to the patient before she leaves.
- Charges:
 - The RECALL SCREENING exam will be credited.
 - The original screening exam and any additional diagnostic exams will be billed.
 - When the final report is signed and in the patient’s chart, fax the Charges Write Off form to the # listed at the bottom of the form.
 - Once the fax has gone through the paperwork can be recycled appropriately.

Technical Repeat Process for Outreach Sites (Fort Atkinson, Unity Point-Meriter, Associated Physicians, Mile Bluff Medical Center, GHC)

- Attending radiologist determines the need for repeat imaging and completes the Exam QA form in PACS
- Radiologist calls the mammography tech on site:

• Fort Atkinson	(920) 568-5424
• Meriter	(608) 417-3116
• Mile Bluff (Mauston)	(608) 847-1829
• GHC	(608) 661-7248
• Associated Physicians	(608) 233-9746 ext.520
- Technologist removes patient from read list
- Technologist calls patient to return for repeat images at time when there is a radiologist on site if possible
- When repeat images are obtained case is reviewed and restored to the read list by technologist. This will be a courtesy real time interpretation so additional views could be obtained if necessary.
- Patients unable/refuse to return within 30 days will be dictated as BIRADS 0, and sent a BIRADS 0 letter, to return for additional imaging.
- Exam QA is used for tech follow up and case discussion