

Standard Operating Procedure for Screening Reporting QC

1. “Daily Reporting List” in BIS “Tech Asst” module is run daily to ensure no unreported cases are outstanding cases. This includes running the list back 6 months from the current date to ensure there are no outlier cases.
2. In “Tech Asst” module under “BSP Listings” there is a listing called “Unreported Screens”. This will list any unreported screens including instances where a case has not matched in the Densitas module due to conflicting patient demographics in BIS versus PACS. These cases will only show up in the “Unreported Screens” listing. They will not show up on your “Daily Reporting List” as the images have to be processed through the Densitas software before it will show up in the “Daily reporting List”. If you have a case on the “Unreported Screens” list and not on your “Daily Reporting List” then you need to contact Sarah McCarthy or Sherrie Coldwell at the Central Office in Halifax to have the case fixed.
3. Compare the Daily Reporting List for the day against the images on Impax. Print off the Daily reporting sheets and ensure the names are correct and the number of images are there.