

Standard Operating Procedure for Unreported Screenings

This purpose of this SOP is to ensure all checks are being done in BIS consistently by screening sites across the province to ensure there are no unaccounted screening reports.

Below are the steps to be followed to ensure all screens are reported and accounted for.

1. “Daily Reporting List” in BIS “Tech Asst” module is run daily to ensure no unreported cases are outstanding. 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 your site’s PACS person, or Sarah McCarthy or Sherrie Coldwell at the Central Office in Halifax to have the case fixed. This listing should be run daily.
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. This should be done daily.

Nova Scotia Breast Screening Program
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