

Effective date: 16 October 2019

New PFNS process:

- Technologist enters in first observation as “Palpable lump/Dominant mass”
- The “Observation” field on the screening radiologist reporting sheets will draw attention to finding of “Palpable lump/ Dominant mass”.
- Technical Assistant/ Clerical will highlight the observation when it states “Palpable lump/ Dominant mass” on the screening radiologist reporting sheet
- Radiologist will sign initials beside the observation field for “Palpable lump/Dominant mass” and indicate if the finding requires further work-up or not. If it does not require further work-up they will fill out “PFNS, no further work-up sheet”. These sheets will be scanned into the H drive and kept with the reporting sheets.
- If radiologist has indicated that patient requires further work-up of the PFNS the technical assistant/clerical will report the finding in BIS as PFNS and select the appropriate observation associated with the finding.
- Technical Assistant/ clerical will fill out work-up sheet and fax off to the appropriate booking clerk to be booked for further imaging.
- Technical Assistant/ clerical will run the “PFNS Listing” under BSP Listings in BIS, weekly, to ensure there are no patients who were reported as a PFNS and have not had further follow-up imaging. If there are any patients on this listing who haven’t had further follow-up these will be brought back to the radiologist who reported the screens for that day and ask them if patient requires further imaging, or if not to fill out the appropriate “PFNS, no further work-up sheet.”
- As a QC check on the PFNS listing the Patient Navigator will also run this listing monthly to ensure all patients are accounted for. If there are any unaccounted patients on the list then she will contact the reporting site for final recommendations.