

# SMHC'S SAGE/MAMMO-A-GO-GO PROGRAM

## PROCESS to schedule SMHC PATIENTS for a mammogram at a MAMMO-A-GO-GO EVENT:

*(If a patient must be scheduled for a mammogram at a location or date not offered by this free program, scheduling process will vary. Please contact Nurse Supervisor (NS) for more detail).*

### 1. SCHEDULING COORDINATOR- KIRK:

If patient from **clinic #4, #5, #12 or #15** calls to schedule a SCREENING mammogram:

- Ask her when and where her last screening mammogram was (if she had a mammogram with us, you can check her medical record in Access).
- Make her an appointment for a mammogram at clinic #18, #19, #20, #21 or #24 at least 12 months after her last mammogram.
- Make patient an appointment for a CBE at least 12 months after her last and prior to her mammogram appointment. Write SAGE CBE on reason for visit and date of scheduled mammogram.
- Send email to CHWs and Cristina letting them know you made both appointments.

If patient from **clinic #13 or clinic #8** calls to schedule a SCREENING mammogram:

- Ask her when and where her last screening mammogram was.
- Make her an appointment for a CBE at least 12 months after her previous CBE or mammogram. Write SAGE CBE on reason for visit.

### 2. BEFORE CLINIC VISIT for Women's Physical or CBE:

- Nurse Supervisor (NS) asks Carol OC for Sage blue and green form for patients scheduled for CBE and mammogram
- **Carol** fills out page 1, 2 and 3 of Sage blue form for each patient, assigns a Sage number and gives forms back to NS.

### 3. AT CLINIC VISIT: ALL CLINICS

- COMPLETE SAGE BLUE FORM:
  - **Admitting volunteer asks patient** to sign and date page #1.
  - **Nurse Volunteer** completes the "Visit Summary" information at the top of page 4 (visit date, height, weight, BP, etc)
  - **Provider** completes the section "Sage Services Provided this Visit" on page #4 of Sage blue form including both Breast Data and Cervical Data.
  - **Provider** orders screening mammogram and checks box. If a CBE is not done, check ☐ No, CBE not done or ☐ Pt. refused CBE.
  - **Provider** documents that CBE was done and screening mammogram ordered on SMHC Clinic Encounter Form under "comments" in the "Objective" section.
- **For clinics #4, #5, #12 or #15**, keep Sage blue & green forms in chart. If patient does not have a mammogram scheduled yet, tell her she will be contacted by someone from the office to schedule a screening mammogram.

- **For clinic #13 or #8:** Keep Sage blue form in chart. RN volunteer schedules patient's mammogram at St. Francis (#13) or Suburban Imaging-Coon Rapids (#8) and gives Sage green form to patient. In addition, RN fills out a Physician Referral Voucher, puts the Sage #, and whether screening or diagnostic mammogram on the form, and gives it to the patient to take to her mammogram appointment. For Clinic 13 ONLY, the Physician Referral Voucher should include the Allina #100 patient ID number.  
If scheduling a mammogram at clinic is not possible, keep Sage blue and green forms in the chart and tell patient she will be contacted from the office. Mammogram will be scheduled at St. Francis (#13) or Suburban Imaging-Coon Rapids (#8) from the office and green form and Physician referral voucher will be faxed to mammogram sites.

#### 4. AT the OFFICE after CBE:

##### ALL CLINICS:

- Nurse Supervisor reviews/completes page #4 of Sage blue form, gives blue form to Carol and indicates in SMHC chart that Sage forms were completed and given to Carol.
- NS asks CHW to make mammogram appointment at mammo a go go event.
- CHW makes mammogram appointment in Access (clinic #18,19, 20, 21 or 24), fills out mammogram appointment letter for patient and makes 2 copies.
- CHW mails original appointment letter to patient, puts one copy in chart and gives one copy to Cristina.
- NS or CHW gives Sage green form to Cristina.
- **Additional Step for Clinic #13 or #8:** If scheduling a mammogram at clinic was not done, NS or CHW will schedule a mammogram at St. Francis or Suburban Imaging-Coon Rapids, write down the Sage #, the Allina 100 ID# and whether screening or diagnostic mammogram on the forms, and fax green Sage form and Physician referral voucher to Radiology and Physician Referral Voucher to Registration.

##### CAROL:

- Carol makes a copy of blue form for our records.
- Carol enters data in spreadsheet in file in Shared drive and sends completed form to Sage for reimbursement.
- AFTER mammo a go go event, all mammogram reports faxed by Park Nicollet will go to NS for care coordination.

##### CRISTINA:

- Cristina calls patients scheduled for mammograms to complete Park Nicollet's "Outreach Mammography Pre-registration form".
- One week before Mammo A Go Go event, Cristina faxes Park Nicollet forms and event schedule and sends them to Park Nicollet's Mammo A Go Go program coordinators (Jessica Lane and Gail Mier).

**LUCIA:**

- Lucia sends texts to patients to remind them of the mammogram appointment.
- AFTER Mammo A Go Go event, the coordinator of the event gives the schedule to Lucia to enter mammogram information in SMHC database.