

<b>TO:</b>	<b>Providers/Practices</b>
<b>FROM:</b>	<b>Munson Healthcare Breast Services</b>
<b>SUBJECT:</b>	<b>New Breast Imaging Order/Conditional Order Process</b>
<b>DATE:</b>	<b>9.14.17</b>

**Effective October 30th, Munson Healthcare\* will implement a new breast imaging order form and conditional order process to meet Joint Commission regulations and support patient safety.**

### **How to Order**

Enclosed is the new Breast Imaging Order (form #11657), which will allow providers to order any of the following on one convenient form:

1. Initial breast imaging procedure
2. Follow-up imaging procedure, if recommended by the radiologist
3. Additional breast imaging procedures if the patient has a suspicious or probably benign finding in the follow-up imaging, including biopsies and aspirations

The form will also allow providers to indicate:

4. Who will notify patient of biopsy results – Munson Healthcare or ordering provider
5. Surgical referral selection for biopsy

The ordering provider will be notified of all procedures performed and patient interactions.

This new form/process replaces the previous practice of providers signing a standing order that didn't specify patient or time period. The new Breast Imaging Order is valid for 13 months after signed date, after which a new order will be required. If the ordering provider does not check any of the conditional order boxes (Steps 2-5), a new signed order will be required for each additional breast imaging procedure that is recommended for the 13 months following the initial procedure.

For more information, please watch a short video of Mary Kovacs, RT (R)(M); Mammography Coordinator, explaining the new conditional order process: [munsonhealthcare.org/breastimaging](http://munsonhealthcare.org/breastimaging)

### **Order Form**

If your office's EMR is hosted by Munson Healthcare, you will be able to order breast imaging including the conditional order options. For all other offices, you can either work with your IT staff to implement the new form within your EMR or use the paper version of the new Breast Imaging Order (form #11657).

The new form and step-by-step instructions on how to implement the form in your EMR are available at: [munsonhealthcare.org/breastimaging](http://munsonhealthcare.org/breastimaging)

For questions on the new conditional order process, contact Mary Kovacs, RT (R)(M); Mammography Coordinator, at **231-935-2947** or [mkovacs@mhc.net](mailto:mkovacs@mhc.net). For scheduling questions, call Mammography Scheduling at **231-935-2185**.

*\*Affected: Cadillac Hospital, Grayling Hospital, Kalkaska Memorial Health Center, Munson Medical Center (Traverse City), Paul Oliver Memorial Hospital (Frankfort)*