



## **Mobile Mammography Site Coordinator Packet**

The Mobile Mammography Program at The University of Texas MD Anderson Cancer Center has been in operation since 1992. Our current digital screening unit was designed especially for MD Anderson and has been in operation since May 2010.

Since the beginning of our operation, we have been able to serve more than 94,000 women in the greater Houston area, some of which would not be able to receive a mammogram otherwise. Community outreach is part of MD Anderson's mission, and we are proud to say that we reach medically underserved women approximately 75% of the time we operate.

In a single day, our mobile mammography team can screen up to 28 women. Our normal start time is 8:15 a.m., and the screening day will end at 2:30 p.m. Start and end times will vary by location. Typically, women will receive their results by mail no later than three weeks post screening. A woman's physician will receive a faxed report no later than 14 business days post screening.

The mobile units are quite large, requiring a 14 foot height and 9-foot width clearance, and one is 38 ½ feet long and the other 42 ½ feet long. Restrooms are not available on the unit, and the units require a level parking area for stabilization and minimization of movement. When parking in downtown, it is sometimes necessary to obtain an event permit or a meter bagging permit from the City of Houston, but when parking in a private lot or location, no permit is necessary.

If an event permit or meter bagging permit is required, the Site Coordinator will be responsible for obtaining one prior to the screening date.

Thank you for choosing MD Anderson Cancer Center's Mobile Mammography Program.

## **Top 5 Things to Know About Mobile Mammography**

### **1. Insurance**

- Screenings provided to insured patients will be billed to the individual's insurance company
- Contact the insurance company to confirm coverage

### **2. Protocol for Scheduling**

- MD Anderson provides an appointment line
- Ensure that a minimum of 15 women are signed up no fewer than 10 business days before the screening date
  - If the minimum requirement is not met by the deadline, the mobile visit will be subject to cancellation
- MD Anderson provides confidential results by mail to all participants
- MD Anderson will fax results to the patient's physician

### **3. Scheduled Screening Date and Time**

- Patient check-in on the mobile will begin no earlier than 8:15 a.m. and will end no later than 2:30 p.m.
- Times are subject to change depending on site location

### **4. Site Requirements**

- Each site location will provide one designated contact (Site Coordinator) to assist the MD Anderson team with screening logistics
- Schedule site visit with Program Coordinator at least three months before mobile visit to confirm parking location
  - The selected location must be in close proximity to available restroom facilities
  - There must be a level paved area for parking with a 43-foot length accommodation and a 14 foot height and 9-foot width clearance
- If an event permit or meter bagging permit is required, the Site Coordinator will be responsible for obtaining one prior to the screening date

### **5. Patient Eligibility**

- You must be 35 or older
- It has been a year since last mammogram
- Are not pregnant or breastfeeding
- Do not have implants and no breast issues such as a lump or discharge from nipple area
- Are ambulatory and able to maneuver the unit stairs and stand for 10-15 minutes without assistance
- Have seen a gynecologist, primary care or internist within the last year willing to accept screening results
- Patients with unilateral mastectomy or benign lumpectomy and are 5-years cancer free
- Women aged 30-34 with a mother or sister who was diagnosed with breast cancer before age 40. The "10-year rule" (that is, with a relative diagnosed at age 42, eligibility begins at age 32) will be applied.

**Site Coordinator Timeline**

Action Item	Deadline
Schedule Site Visit with Program Coordinator	At least 90 Days Prior to Scheduled Date
Marketing of Screening Date	60–90 Days Prior to Scheduled Date
Minimum Requirement Met	Two Weeks Prior to Scheduled Date
Cancellations	One Week Prior to Scheduled Date

**Please mark your calendar with the following dates:**

Screening Date:

Schedule Site Visit:

Begin Marketing Efforts:

Requirement of Patient Minimum Met:

Cancellation Date: