

Department:	Radiology Department		
Document:	Multidisciplinary Policy and Procedure		
Title:	Mammography Policy		
Applies To:	All Radiology Staff and Physician		
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1. PURPOSE:

- 1.1 To provide the fast, effective and high quality imaging services for all patients in Maternity and Children Hospital, Hafer Al Batin, Radiology Department.

2. DEFINITONS:

- 2.1 **Mammography** – is specialized medical imaging that uses a low – dose X – ray system to see inside the breasts. A mammography exam, called a mammogram, aids in the early detection and diagnosis of breast diseases in women.

3. POLICY:

- 3.1 Mammography procedure is available during the regular (Morning) duty only, which is from: Sunday to Thursday – (7:30 am to 3:30 pm), Not during weekends or official holidays.

- 3.2 The reporting time for Mammogram procedures is 48 hours.

3.3 **Screening Mammography:**

- 3.3.1 Mammography plays a central part in early detection of breast cancers because it can show changes in the breast up to two years before a patient or physician can feel them. Current guidelines from the U.S. Department of Health and Human Services (HHS) and the American College of Radiology (ACR) recommend screening mammography every year for women, beginning at age 40. Research has shown that annual mammograms lead to early detection of breast cancers, when they are most curable and breast-conservation therapies are available.
- 3.3.2 The National Cancer Institute (NCI) adds that women who have had breast cancer, and those who are at increased risk due to a family history of breast or ovarian cancer, should seek expert medical advice about whether they should begin screening before age 40 and the need for other types of screening.

3.4 **Diagnostic Mammography:**

- 3.4.1 It is used to evaluate a patient with abnormal clinical findings such as a breast lump or nipple discharge that have been found by the woman or her doctor. Diagnostic mammography may also be done after an abnormal screening mammogram in order to evaluate the area of concern on the screening exam.

- 3.5 Do not schedule the patient for mammogram examination for the week before the menstrual period if the breasts are usually tender during this time. The best time for a mammogram is one week following the period. The physician or female radiographer should be informed if there is any possibility that the patient is pregnant.

- 3.6 The patient will obtain prior mammograms and make them available to the radiologist if they were done at a different location.

- 3.7 Mammography is performed on an outpatient basis.

4. PROCEDURE:

- 4.1 Mammography procedures will be performed after receiving radiology request through PACS with complete and correct patient identification which is:
 - 4.1.1 Patient Name (Four names for Saudi/ Complete Name for the Non – Saudi).
 - 4.1.2 Medical Record Number or National ID Number/ Iqamah Number.
 - 4.1.3 Requested Examination.
 - 4.1.4 Complete and benefit clinical indications for the requested exam.
 - 4.1.5 Name of Referring Physician.
- 4.2 An appointment will be given to the patient depend on menstrual cycle/menopausal age.
- 4.3 Instruct the patient to do not wear deodorant, talcum powder or lotion under arms or on breasts on the day of the exam. These can appear on the mammogram as calcium spots.
- 4.4 The day of examination, patient identification will be verified before starting a Mammogram examination. The Radiographer is responsible for correctly identifying the patient to be examined.
- 4.5 Before performing Mammogram examination, it is important to inform the patient about the procedure and answer any questions related to the examination.
- 4.6 The patient can describe any breast symptoms or problems to the female radiographer who is performing the exam.
- 4.7 During Mammography, a qualified female radiology specialist (Radiographer) will position the breast and instruct the patient in the Mammography unit.
 - 4.7.1 The breast will be placed on a special platform and compressed with a clear plastic paddle, then radiographer will gradually compress the breast.
 - 4.7.2 The patient will be asked to change positions between images and the process will be repeated for the other breast.
 - 4.7.3 The standard views for mammogram are:
 - 4.7.3.1 Craniocaudal (CC)
 - 4.7.3.2 Mediolateral Oblique (MLO)
 - 4.7.4 Additional (supplementary) views are: (If needed)
 - 4.7.4.1 True Lateral View
 - 4.7.4.2 Axillary View
 - 4.7.4.3 Cleavage View
 - 4.7.4.4 Magnification View(s)
 - 4.7.4.5 Eklund Technique
 - 4.7.4.6 Extended CC
 - 4.7.5 In practice, ultrasound is always followed if there is a positive finding.
- 4.8 The radiographer will walk behind a wall or into the next room to activate the x – ray machine.
- 4.9 When the examination is completed, radiographer may ask the patient to wait until the radiologist determines that all the necessary images have been obtained.
- 4.10 After performing the examination, all images will be delivered to PACS and reviewed by radiologist.

5. MATERIALS AND EQUIPMENT:

- 5.1 Mammogram Machine

6. RESPONSIBILITIES:

- 6.1 Radiologist
- 6.2 Radiology specialist (Female Radiographer)
- 6.3 Physician

7. APPENDICES:

- 7.1 N/A

8. REFERENCES:

8.1 <https://www.radiologyinfo.org>

9. APPROVALS:

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