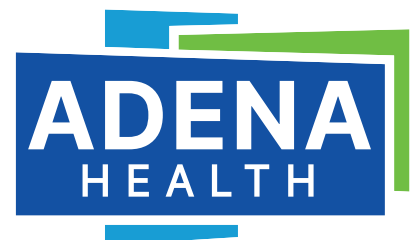


# Mobile Mammography site coordination packet



Dear Employer,

The Mobile Mammography Program at Adena Health is available onsite for your employees' convenience. It is one of the innovative and technology advancements at Adena. With the Mobile Mammography screening bus, we are able to bring that innovation and technology to your organization and the community.

Adena is dedicated to being your partner in health. That's why we offer 3D mammography on our mobile mammography bus -- 3D imaging is the most advanced breast screening technology available. Our expertise can distinguish harmless abnormalities from real cancers, which leads to fewer callbacks and less anxiety for women. You will find everything you need here to plan a successful event.

**Materials include:**

- Things to know about mobile mammography
- Proposed timeline
- Participation guidelines
- Parking guidelines

**Marketing support materials include:**

- Participation letter template for distribution within your organization
- Event flier
- FAQ on mammograms and screenings

We would like to thank you and your organization for taking a proactive approach on women's health. As insurance costs rise, our hope is that by providing accessible preventive care screenings for women, it will allow you to keep your costs low. Detecting breast cancer early allows for quicker treatment, better outcomes and quality of life. Healthy employees could potentially take fewer sick days and missed time from work, thereby increasing productivity and helping create a positive environment.

During the process of planning your event, we will be working with you to provide the materials listed above to ensure a positive experience for both you and your employees. We want to help you plan a successful event and will be there to help every step of the way.

Regards,

**Tiffany Lemle**  
Director of Network Development  
Adena Health

**Jamie Kelley, RT(R)(M)**  
Radiology Operations Manager  
Mammography & Ultrasound Adena Health

# Top things to know about mobile mammography

## Fees

- There is no fee to bring Mobile Mammography to your business or organization.

## Patient scheduling

- We have flexible scheduling options to meet the needs of your company and employees.

## Event scheduled date and time

- Make sure the requested minimum requirements are met one week prior to your event.
- Mobile Mammography Screening Bus will arrive approximately one hour prior to the first appointment. This time allows us to set up and run necessary equipment checks.
- Patients should arrive 10 minutes prior to their appointment time to check them in and remain on schedule.
- We will notify the site coordinator if schedules change (i.e., we are running ahead of or behind schedule).

## Site requirements

- Schedule a site visit with Mobile Mammography program coordinator as soon as possible to review parking location.

- Site coordinator is responsible for obtaining permits or arranging meter bagging for event if needed.

## Patient eligibility

- Must be at least 40 years old; if under 40 years of age, a physician's order is required
- It has been at least 12 months since the last mammogram
- Cannot be pregnant or breastfeeding
- No breast issues such as: lumps, discharge, pain

## Results

- Confidential results will be mailed to each patient, and a copy will be sent to each patient's physician office.
- Any patients who require additional imaging after screening will receive a follow-up phone call from the Adena Breast Health & Imaging Navigator in addition to a letter.

If you have any questions about bringing Mobile Mammography to your organization, contact **Tiffany Lemle, Director, Network Development** at [tcastor@adena.org](mailto:tcastor@adena.org)

# Proposed event-planning timeline

## ASAP

- Determine your dates with company executives and Mobile Mammography program coordinator.
- Identify all members who will assist in the planning process.

## Two months prior to event

- Schedule site visit with Mobile Mammography program coordinator.
- Start promoting event within the organization.
- Post fliers in break rooms, kitchen or other community areas.
- Company social media, email blasts and staff meetings are great ways to help boost interest.

## One month prior to event

- Continue marketing event within organization.
- Send out reminder on upcoming deadlines for scheduling appointments.
- Confirm parking spaces and security measures.

## One to two week(s) prior to event

- Review minimum requirements with program coordinator.
- Send out confirmation email to all participating employees confirming their appointment time. *(This information will be provided by program coordinator.)*
- Review day-of schedule with program coordinator as necessary.

## Day prior to event

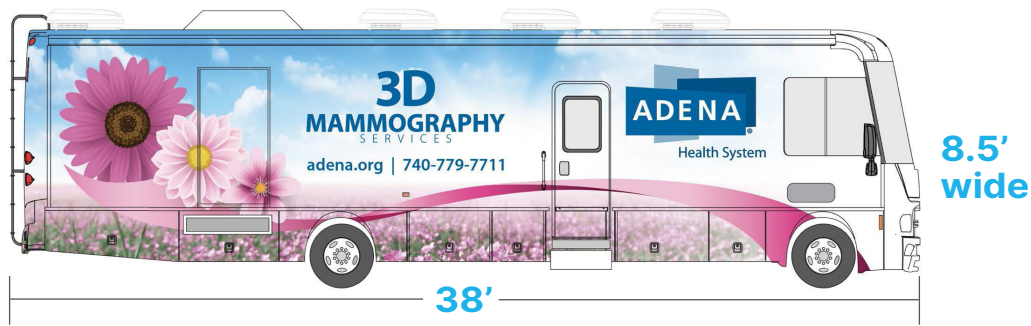
- Review day-of schedule with program coordinator for any last-minute changes.
- Promote on social media or other company outlets.

## Post-event

- Send out thank you email to employees who participated.
- Remind employees about next scheduled event.

# Mobile mammography parking guidelines

1. Must be parked on a paved and level surface.
2. Area must be free of any low-hanging tree branches.
3. Coach is 38 feet long and 8.5 feet wide. It requires 60 feet of on-curb parking or at least eight contiguous parking spaces in a lot. Sharp turns cannot be made.
4. Parking location should be near restrooms, as the coach does not have bathroom facilities.



## Mobile mammography participation guidelines

1. Schedule your event at least two months in advance.
2. Secure an event permit (if required by city or township).
3. Promote the event internally within your organization.
4. Appointments must be scheduled in advance via selected method. Walk-in appointments are not guaranteed.
5. The requested number of required appointments depends on length of event and are listed below.
  - a. Half-day event: 12
  - b. Full-day event: 20
6. When scheduling appointments on the phone, women should have the following information available:
  - a. Insurance information
  - b. Physician's name, address and phone number

**If a patient does not have a PCP, direct them to call 740-779-FIND or visit [doctors.adena.org](http://doctors.adena.org)**

  - c. Location of their last mammogram
  - d. Must be at least 12 months since their last mammogram
7. Program coordinator will be in touch two weeks prior to event to ensure the requested minimum requirements are met. If the requirement cannot be met, we will discuss options to expand your event.
8. Provide parking space according to Mobile Mammography guidelines.



# Employer FAQ for hosting a mammography screening event

- 1. Why should I host a screening event?** As insurance costs rise, our hope is that by providing accessible preventive care screenings for women, it will allow you to keep your costs low. Early detection allows for quicker treatment, better outcomes and quality of life. Healthy employees could potentially take less sick days and missed time from work, thereby increasing productivity and helping create a positive environment.
- 2. What does it cost to host a screening event?** There is no cost to host a screening event. Adena Health assumes all costs related to transportation and staff of the mobile mammography unit.
- 3. How much time is needed for an event?** Events are customized for your employees and community members. The coach will arrive approximately 1hour prior to event to complete necessary testing.
- 4. How many appointments are required to host an event?** We prefer to have a minimum 12 patients appointments within 24 hours of the event. However, if the request cannot be met, we will work with you to fill the available appointment times. We welcome walk-in patients upon schedule availability.
- 5. How much space is needed to park the coach?** The bus is 38 feet long and almost 8 ½' feet wide. It takes up approximately 8 full parking spaces across.
- 6. Is the bus handicap accessible?** Yes, Adena Health's mammography bus is handicap accessible.