

Mobile Mammography Site Coordinator Information

Dear Site Coordinator:

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 service since May 2010.

For over 30 years, we have served more than 94,000 women in the greater Houston area, some of whom would not be able to receive a mammogram otherwise. Community outreach is an important part of MD Anderson's mission, and we are proud to provide mammograms to women in our community.

In a single day, our mobile mammography team can screen up to 17 women. Our normal start time is 8:20 a.m., and the screening day should end around 2:20 p.m. Start and end times will vary by location. Typically, patients will receive their results by mail no later than three weeks after their screening. Each patient's doctor will receive a report via fax no later than 14 business days after screening.

There must be a level, paved area for parking with a 60-foot length accommodation as well as a 14-foot height and 15-foot width clearance.

As restrooms are not available on our units, please ensure that our mobile mammography team has access to nearby restrooms throughout the day. The mobile mammography units also require a level parking area for stabilization and minimization of movement.

When parking in downtown Houston, it is sometimes necessary to obtain an event permit or a meter bagging permit from the City of Houston. However, when parking in a private lot or location, no permit is necessary. If an event permit or meter bagging permit is required, please obtain one prior to the screening date and provide a copy to our Program Manager at least three (3) weekdays before the scheduled date.

When promoting your event, it is important that you do not state or imply that MD Anderson endorses any of your company's products or services. All materials utilizing the name, trademarks, service marks, or symbols of MD Anderson or The University of Texas for any purpose, including, but not limited to, the use in advertising, marketing, and sales promotion materials or any other materials or mediums (such as the internet, domain names, or URL addresses), must be submitted to MD Anderson's Brand Core team for prior written approval at the following email address: brandcoreteam@mdanderson.org, or to such other person or contact as indicated by MD Anderson in writing.

By participating in our mobile mammography program and reserving a mobile mammography unit, you hereby agree, on behalf of yourself and the company you represent, to abide by the foregoing requirements and those set forth in this Site Coordinator Packet.

Thank you for choosing MD Anderson Cancer Center's mobile mammography program.

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6 Things to Know About Mobile Mammography

1. Insurance

- Screenings provided to insured patients will be billed to the patient's insurance company
- Patients should contact their insurance company to confirm coverage

2. Protocol for Scheduling

- Patients may call the appointment line at 713-745-4000 or send their patient questionnaire (available on our website) via fax to 832-750-7001 to schedule an appointment.
- Please ensure that 17 women are signed up at least 5 business days before the screening date
 - o If the patient requirement is not met by the deadline, the mobile visit will be subject to cancellation. Total number of patients required is subject to change depending on start and end times
- MD Anderson provides confidential results by mail to all patients
- MD Anderson will fax results to the patient's doctor

3. Scheduled Screening Date and Time

- Patient check-in on the mobile unit will begin at 8:20 a.m. and will end at 2:20 p.m.
- Times are subject to change depending on site location

4. Site Requirements

- You should provide one designated contact (Site Coordinator) to assist the MD Anderson team with screening logistics and site coordination
- You should schedule a site visit with MD Anderson's Program Coordinator at least three months before the mobile visit to confirm parking location
 - o The selected location must be near available restroom facilities for MD Anderson's mobile mammography team
 - o There must be a level, paved area for parking with a 60-foot length accommodation as well as a 14-foot height and 15-foot width clearance
- If an event permit or meter bagging permit is required, your Site Coordinator will be responsible for obtaining one prior to the screening date and providing a copy to MD Anderson's Program Coordinator

5. Patient Eligibility

- You must be a female aged 40 years or older.
- If you have had a prior mammogram, your most recent breast imaging should have been normal and at least 11 months prior.
- You do not have any active breast concerns (such as a breast lump, breast pain or nipple discharge).
- You are not pregnant, actively breastfeeding or stopped breast feeding at least six months ago and are asymptomatic.
- If you are unable to climb stairs and/or stand for 10-15 minutes without assistance, you may schedule a screening mammogram appointment at our Texas Medical Center location or at any of our Houston Area Locations. For online scheduling, please visit <https://my.mdanderson.org/schedulemammogram> or call 844-240-7092.
- You have a health care provider who is willing to accept the results from your screening mammogram. Please note that if additional testing is recommended and your health care provider declines responsibility for the results, you will be referred to an MD Anderson Cancer Prevention Clinic or an MD Anderson affiliated community clinic.
- If you have had a unilateral mastectomy or benign lumpectomy, you should be cancer-free for 5 years.
- If you are age 30-39 and have a doctor's order or have a mother or sister who was diagnosed with breast cancer before age 40, then our "10-year rule" applies. For example, with a first-degree relative diagnosed at age 42, your eligibility begins at age 32.
- You do not have an on-body injector (OBI).

6. Promotion

- You may not state or imply that MD Anderson endorses any of your company's products services.
- You are only authorized to utilize the flier that was provided as part of this packet.
- All other materials utilizing the name, trademarks, service marks, or symbols of MD Anderson or The University of Texas for any purpose, including, but not limited to, the use in advertising, marketing, and sales promotion materials or any other materials or mediums (such as the internet, domain names, or URL addresses), must be submitted to MD Anderson's Brand Core team for prior written approval at the following email address: brandcoreteam@mdanderson.org, or to such other person or contact as indicated by MD Anderson in writing.

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Site Coordinator Timeline

Action Item	Deadline
Schedule Site Visit with MD Anderson Program Coordinator	At least 90 Days Prior to Scheduled Date
Promotion of Screening Date	60–90 Days Prior to Scheduled Date
Patient Requirement met (17 patients) (Event subject to cancellation if the minimum number of participants has not been met by this date) (Total number of patients required is subject to change depending on start and end times)	Two Weeks Prior to Scheduled Date
Cancellation of Mobile Mammography Unit	One Week Prior to Scheduled Date

Please mark your calendar with the following dates:

Screening Date:

Schedule Site Visit:

Begin Promotion Efforts:

Requirement of Patient Minimum Met:

Cancellation Date: