**MOBILE MAMMOGRAPHY ONSITE WEEKDAY COORDINATOR GUIDE**

Thank you for choosing the Baptist mobile mammography unit! In order to help us serve you more efficiently please review the following information:

1. **Participants must meet the following criteria**

* Be 40 years old or older, some insurances will cover baseline mammogram between 35 – 40
* **Have no symptoms (new lumps or masses)**
* Have no personal history of breast cancer
* Not be pregnant or nursing
* Have physician you have seen within 1 year to receive mammography results
* Be able to climb the stairs without assistance (patients on walkers should come to WHC)
* Anyone that has had any vaccines are advised to wait 6 weeks before having a screening mammogram
* **Patients must have their ID and Insurance card on the day of the event.**

1. **Company representative / Onsite Coordinator Information**

* We provide 16 appointments on a full day from 8:30 – 3:00 **(times can be adjusted)**
* We provide 10 appointments on a half day from 8:30 to 12:00 pm
* **Minimum of 10 appointments scheduled on a Full day; Minimum of 7 appointments on half day**
* Appointments must be submitted to Baptist **two (2) weeks prior to event**

**(Failure to reach the minimum appointments scheduled will result in CANCELATION of event)**

* We provide 3D mammograms for all patients
* We will need a **flat surface** with about 6 parking spaces to park and secure the mobile unit

1. **Scheduling options:**

* **Option 1**

1. Participants must call Baptist to make their own appointment at 901-227-PINK (7465)

* **Option 2**

1. Onsite event coordinator can gather patient information to call and schedule all the appointments
2. **Payment Options**

* Insurance (plan must be in-network with Baptist Women’s Hospital)
* Grant funding available to provide no-cost mammograms for uninsured
* Self-pay discount

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