

How to make the most of your Mobile Mammography event

For Non-Intermountain Healthcare Clinics and Employers

Your scheduled mobile mammography event day is: _____

In order to bring this potentially life-saving cancer screening service to as many women as possible, we ask that you provide a minimum of 15 scheduled mammography appointments each day. We can accommodate a schedule of up to 20-25 patients per day.

Please use the accompanying Mobile Mammography Day Roster/Schedule template when scheduling your patients or employees. Be sure to collect all required information on the scheduling form to ensure timely registration. Please return the completed schedule to the MobileMammo@imail.org email address at least 10 days prior to your scheduled mobile mammography event day.

The combined length of our mobile mammography truck and trailer is approximately 70 feet. Our driver will need ample space to maneuver when the trailer is delivered to your location on the day of your event. Space requirements will be confirmed by the Intermountain Mobile Mammography Coordinator prior to scheduling your event. Please ensure that all vehicles and other obstacles have been removed from the travel path and parking location for the mobile mammography truck and trailer prior to its arrival.

The mobile mammography trailer does not have onboard restroom facilities or running water. Mobile mammography caregivers, patients, employees, etc. will need access to restroom facilities at your location.

Patients/participants ages 40 years or older do not need a doctor's order to schedule a screening mammogram. However, at the time of registration, you will be asked to provide the name of a primary care or other physician to send the mammogram report to.



Mobile Mammography Event Preparation Timeline

For Non-Intermountain Clinics and Employers

6-Weeks before your event date:

- Mobile Mammography event day information packet received.
- Designate a Mobile Mammography Day Champion for your clinic or place of employment who will help communicate event details, be an effective advocate for the event, fill out your mobile mammography day event roster/schedule, and function as a point of contact liaison between your location and the Intermountain Healthcare Mobile Mammography Coordinator.
- Distribute event day announcement email, flyers, and table tents.
- Encourage patient or employee participation through your normal communication channels (e.g. phone call, email, staff meetings, etc.).
- Begin filling up your mobile mammography event day roster/schedule.

3-5 Weeks before your event date:

- Continue promoting your Mobile Mammography event and encourage patient or employee participation.
- Continue filling up your Mobile Mammography event day roster/schedule.

1-2 Weeks before your event date:

- Return your filled out Mobile Mammography Day roster/schedule to the Mobile Mammography Coordinator at MobileMammo@imail.org at least 10 days prior to your scheduled event date.
- Continue promoting your Mobile Mammography event and filling up any open appointment slots. Send roster/schedule updates to the MobileMammo@imail.org email address.
- Patients will be contacted by Mobile Mammography caregivers to pre-register them for their appointment.

Day before your event date:

- Ensure that the designated location for the trailer is free and clear of cars and other obstructions at close of business.

Day of your event:

- The Intermountain Mobile Mammography trailer will be delivered to your location at least 1-2 hours before the scheduled start time of your event. Please ensure that the trailer's destination is free and clear of vehicles and other obstructions early in the morning the day of your event.
- Please arrange for your Mobile Mammography Event Champion and/or location manager to meet mammography caregivers at the Mobile Mammography trailer for a brief orientation 30 minutes prior to the first scheduled appointment.
- Have an amazing Mobile Mammography event day knowing that you have made potentially life-saving cancer screening services more accessible to your patients and/or employees.

