



**Primary Care
Alberta**

Onboarding Community Radiology Clinics

Alberta Breast Cancer Screening Program

August 2026



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Introduction

The Alberta Breast Cancer Screening Program (ABCSP) is dedicated to reducing the burden of breast cancer in Alberta through population and evidence-based screening. The program works in collaboration with key stakeholder groups including Alberta Primary and Preventative Health Services (PPHS), the Alberta Society of Radiologists (ASR), Diagnostic Imaging facilities, lab services, primary care providers, specialist physicians, health corridors, and client stakeholders. Radiology clinics that provide screening mammography services and bill PPHS are required to submit data to support program monitoring and evaluation. In addition, participating clinics should practice in alignment with ABCSP screening information requirements and Clinical Practice Guidelines.

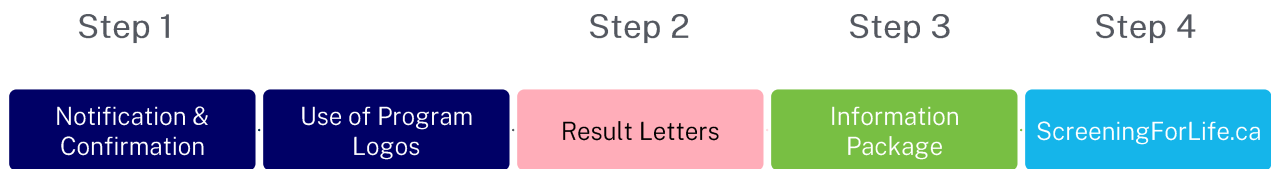
To ensure clinics receive relevant program information and are accurately represented on the ABCSP Facility List and website, all clinics must complete the ABCSP onboarding process. This protocol outlines the requirements and steps for onboarding a new mammography clinic as an ABCSP partner.

The mammography related data is used for the following purposes:

1. **Send client correspondence** to remind individuals when they are due for their next screening mammogram and to support follow-up when recommended care has not been completed. By receiving screening information from multiple clinics, the ABCSP can track screening and follow-up activities even when clients access services at different facilities.
2. **Provide healthcare providers with information** on the breast screening status of patients within their panel, including whether they are up to date with recommended screening.
3. **Support the Cancer Screening Status Report in Alberta Netcare** by providing information on whether a patient is current with recommended breast cancer screening.
4. **Provide annual quality indicator reports** that compare performance with provincial and national benchmarks and targets.
5. **Report Alberta's breast cancer screening performance to national partners**, including the Canadian Partnership Against Cancer, to support pan-Canadian monitoring, evaluation, and quality improvement initiatives



Onboarding Process for Community Mammography Clinics



Step 1: Notification and Confirmation

When a new screening mammography clinic opens, the ABCSP receives information outlined in the New Clinic Information Form (Appendix A) from either:

- The clinic, or
- The Alberta Society of Radiologists (ASR)

Notification received through either channel will initiate the onboarding process. If the ABCSP is notified by the clinic, it will inform the ASR to ensure the clinic is appropriately registered in ASR records, and vice versa.

Use of Program Logos

As partners of the provincial screening program, community clinics can display the partner logos on their websites if they provide consistent ABCSP information.



**Primary Care
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**Alberta Breast Cancer
Screening Programs**



**ALBERTA SOCIETY
OF RADIOLOGISTS**

PROUD PARTNER

Clinics may request ABCSP logos by completing the New Clinic Information Form (Appendix A) or by contacting the ASR by email. Authorization to use ABCSP logos is contingent upon the clinic ensuring that all public-facing communications related to the ABCSP and screening mammography are accurate and consistent with ABCSP-approved messaging.

Please ensure that messaging is consistent with the following information:

- The recommended age range for routine breast cancer screening among individuals at average risk is 45 to 74 years.



- The recommended screening interval for individuals at average risk is every two years.
- Mammography is the recommended screening modality for breast cancer screening.
- A requisition is not required for screening mammograms for individuals aged 45 to 74 years. For individuals aged 40 to 44 years and 75 years and older, a one-time initial referral or requisition is required. Effective April 1, 2027, individuals aged 40 to 44 years will no longer require a requisition for screening mammography.
- Information about the Alberta Breast Cancer Screening Program (ABCSP) is presented accurately and consistently, including the correct program name and acronym.

Step 2: Result Letters

As part of an organized screening program, the ABCSP sends correspondence to participating individuals in Alberta, including screening invitations, reminders, and result letters. Historically, the ABCSP provided letterhead and envelopes to community radiology clinics to support the mailing of result letters following a screening mammogram.

The ABCSP is gradually transitioning all correspondence, including invitations, reminders, and result letters, to electronic formats. Currently, some community radiology clinics provide patient-facing electronic result letters as part of their mammography reporting process. These result letters are accessible through MyChart or MyHealth Alberta alongside the corresponding radiology report.

The electronic result letter initiative is being implemented in partnership with the Alberta Society of Radiologists (ASR). Clinics interested in transitioning to electronic result letters can contact ABCSP@primarycarealberta.ca for information and support on getting started.

If your clinic is not sending electronic result letters at this time, you may order paper letterhead for printing and sending result letters by mail.

Once the New Clinic Information Form (Appendix A) has been received by the ABCSP, letterhead and envelope proof design can begin. DATA Group is the current vendor used by Screening Programs for design, proof, and warehousing of all ABCSP materials. DATA Group will print and send the pre-determined startup volume directly to the clinic.



The steps in the printing process are:

1. The ABCSP will forward clinic information to DATA Group to request:
 - a. Envelope and letterhead proofs
 - b. New item numbers for the letterhead and envelopes
 - c. A new “ship to location” number
2. The ABCSP will obtain the proofs from DATA Group and approve on behalf of the clinic.
3. Once approved, the ABCSP will submit an order for the new clinic’s letterhead and envelopes. It is recommended that all new clinics initially be set up with “on demand” printing and be sent a pre-determined volume of letterhead and envelopes (i.e. 1,000 each) until a baseline of regular usage can be determined to minimize waste.
4. DATA Group will print and ship letterhead and envelopes directly to the clinic.

Note: Please allow 30 days for the order to be processed, printed, and shipped. If a clinic begins providing screening services before receiving their letterhead, please inform the ABCSP.

In certain circumstances, printed materials may need to be destroyed, such as when a clinic changes its name, relocates, or updates its branding or logo. Clinics must notify the ABCSP as soon as they become aware that materials will become outdated. Where feasible, clinics are encouraged to use existing inventory before requesting the destruction of materials. All requests will be reviewed and assessed on a case-by-case basis.

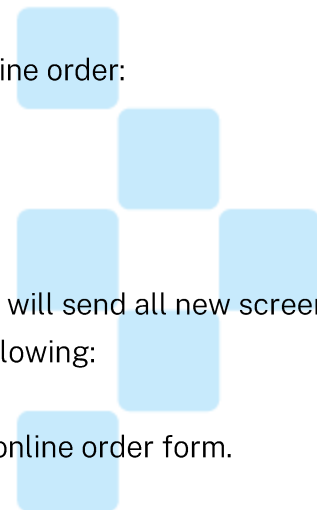
Subsequent orders can be placed by the clinic submitting an online order:

Screeningforlife.ca/radiology-clinic-stationery-order-form/

Step 3: New Clinic Information Package

After the envelope and letterhead order is complete, the ABCSP will send all new screening mammography clinics an information package containing the following:

- Welcome Letter.
- Links to program resources (brochures and posters) and online order form.
- Link to Letterhead and Envelopes online order form.
- Screening Programs Initiation of Exclusion Form.





- Radiological Technologist Audit Package.
- Alberta Breast Cancer Screening Clinical Practice Guidelines.

Step 4: Updating ScreeningForLife.ca

The ABCSP is responsible for ensuring that the screeningforlife.ca website is updated with the new clinic information. This includes:

- a. Adding the clinic's information to the clinic locator tool on the "Where to Get Screened" page. [Where to Get Screened - Screening For Life | Screening For Life](#)
- b. Updating the program facilities list .





Frequently Asked Questions

Why does my clinic need to send breast imaging related data to the Alberta Breast Cancer Screening Program?

Alberta Medical Associations' billing for X27C, X27D, and X27E requires submission of data to the ABCSP. The data you send is stored in the Provincial Cancer Screening (PCS) database at PCA. The data is combined with other data such as Cancer Registry and Vital Statistics and used to determine appropriate communication with Albertans and to evaluate program effectiveness and outcomes.

A client is concerned about having her information sent to the ABCSP. What is the clinic's role?

The ABCSP offers the following participation options:

1. **Full Participation:** Screening mammogram result information is received and recorded in PCS. Clients will receive screening invitations, result letters from the radiology clinic, and reminder letters from the ABCSP. Clients and their healthcare providers will also receive follow-up reminders when recommended tests or assessments are overdue.
2. **No Letter Option:** Screening mammogram result information is received and recorded in PCS; however, the client will not receive correspondence from the ABCSP. Healthcare providers will continue to receive notifications and reminders regarding overdue follow-up tests or assessments for their patients.
3. **Exclusion:** Screening mammogram information is collected and used only in aggregate form for program monitoring, evaluation, and reporting purposes. Neither the client nor their healthcare provider will receive correspondence or reminders from the ABCSP.

If a client is concerned about their information or participation in the program, they can contact the program directly at 1-866-727-3926. If the client refuses to contact the program and requests exclusion, please fill out the Screening Programs Initiation of Exclusion form and send it to the program by mail or fax. The full exclusion process and related forms can be found in Appendix B.



What happens to Screen Test mobile clinics in the area after a new community clinic opens?

PCA Screen Test offers mobile screening mammography to women in rural and remote areas in Alberta. Screen Test operates two mobile units that visit over 120 communities. Screen Test regularly evaluates the communities it serves through its Community Assessment Committee. The committee reviews several factors, including participation rates, annual mobile clinic attendance, community feedback, and local infrastructure, to ensure services continue to meet community needs.

Any decision to withdraw services from a community is made carefully and involves consultation with community stakeholders, supported by tailored communication and transition planning. If you have any questions or concerns, please contact the ABCSP at ABCSP@PrimaryCareAlberta.ca.

What happens when a community clinic closes or changes ownership?

When a community radiology clinic closes or undergoes a change in ownership, the clinic must promptly notify both the ABCSP (1-866-727-3926 or ABCSP@PrimaryCareAlberta.ca) and the ASR. Timely communication helps ensure continuity of care, appropriate coordination of screening services, and the accuracy of program records. It also ensures that clients have access to current information about breast cancer screening services and know where to obtain their next screening mammogram.





Appendix A: New Clinic Information Form

New Clinic Information	
Clinic Group Name:	
Clinic Name:	
Contact Person:	Name: _____ Email: _____
Website URL:	
Would you like to display the partner logos on the clinic website? Yes ☐ No ☐	
Opening Date:	
Address:	
Client Phone Line:	
Date Clinic Added/Updated:	
Complete below only if you need a stationery order	
Will you be needing letterhead and/or envelopes at your location? Yes ☐ No ☐	
Letterhead: (packages of 500 each)	Envelopes: (packages of 500 each)
Return Address: (if different from above)	

Please send this completed form to ABCSP along with a high resolution logo to be used on your letterhead and envelopes.

ABCSP
ABCSP@PrimaryCareAlberta.ca



Appendix A1: Adding Clinic to an Existing Group / Updating Clinic Information

Clinic Information	
Proposed Change:	Adding Clinic: ☐ Removing Clinic: ☐ Updating Information: ☐
Clinic Group Name:	
Clinic Name:	
Contact Person:	Name: _____ Email: _____
Address:	
Client Phone Line:	
Date Clinic Added/Updated:	
Complete below only if you need a stationery order	
Will you be needing letterhead and/or envelopes at your location? Yes ☐ No ☐	
Letterhead:	(packages of 500 each)
Envelopes:	(packages of 500 each)
Return Address: (if different from above)	

Please send this completed form to ABCSP along with a high resolution logo to be used on your letterhead and envelopes.

ABCSP
ABCSP@PrimaryCareAlberta.ca



Appendix B: ABCSP Exclusion Process

The Alberta Breast Cancer Screening Program (ABCSP) is a collaborative program coordinated by Primary Care Alberta (PCA) Screening Programs involving mammography providers, primary healthcare providers, and other key stakeholders. The primary goal of the ABCSP is to reduce the burden of breast cancer on women in Alberta through a population-based early detection program.

The mammography related data is used for the following purposes:

1. **Send client correspondence** to remind individuals when they are due for their next screening mammogram and to support follow-up when recommended care has not been completed. By receiving screening information from multiple clinics, the ABCSP can track screening and follow-up activities even when clients access services at different facilities.
2. **Provide healthcare providers with information** on the breast screening status of patients within their panel, including whether they are up to date with recommended screening.
3. **Support the Cancer Screening Status Report in Alberta Netcare** by providing information on whether a patient is current with recommended breast cancer screening.
4. **Provide annual quality indicator reports** that compare performance with provincial and national benchmarks and targets.
5. **Report Alberta's breast cancer screening performance** to national partners, including the Canadian Partnership Against Cancer, to support pan-Canadian monitoring, evaluation, and quality improvement initiatives

The target population includes all women in Alberta within the screening age range (40+).

The program offers the following participation options:

1. **Full Participation:** Screening mammogram result information is received and recorded in PCS. Clients will receive screening invitations, result letters from the radiology clinic, and reminder letters from the ABCSP. Clients and their healthcare providers will also receive follow-up reminders when recommended tests or assessments are overdue.
2. **No Letter Option:** Screening mammogram result information is received and recorded in PCS; however, the client will not receive correspondence from the



ABCSP. Healthcare providers will continue to receive notifications and reminders regarding overdue follow-up tests or assessments for their patients.

3. **Exclusion:** Screening mammogram information is collected and used only in aggregate form for program monitoring, evaluation, and reporting purposes. Neither the client nor their healthcare provider will receive correspondence or reminders from the ABCSP.

Clients who request exclusion from the program should be encouraged by mammography facility staff to contact the ABCSP directly. This allows the client to receive information about the benefits of participating in the program and to make an informed decision regarding their participation. The discussion may also include information about participation in other cancer screening programs, such as colorectal and cervical cancer screening. Staff should obtain the client's contact information (see Appendix B1) and advise the client that an ABCSP representative will contact them to discuss their questions, concerns, and screening options.

When PCA Screening Programs staff contact the client, ABCSP staff will:

1. Verify the client's full name, Personal Health Number (PHN), date of birth, and current contact information.
2. Provide information about the Screening Programs, including the benefits of participation, and respond to any questions or concerns.
3. Explain how the client's personal and screening information is collected, used, and protected within PCA Screening Programs.
4. If the client continues to request exclusion after the discussion, initiate the Screening Programs exclusion process in accordance with program procedures.
5. Advise the client that it is their responsibility to notify any future mammography facility of their decision not to participate in the ABCSP.

Upon return of the exclusion form, Screening Program will verify the information and record exclusion in the database. Program staff will confirm the exclusion with the Radiology Clinic and the ASR Data Centre via fax. The ABCSP will maintain a record of communication between PCA and the mammography facilities regarding exclusions for audit purposes.



Appendix B1: Screening Programs Initiation of Exclusion Form

Screening Programs Initiation of Exclusion Form

Name of radiology clinic: _____

Location of clinic: _____

I, (print full name) _____, would like to talk to an
PCA Screening Programs staff member about exclusion from the programs.

Please contact me at (check one or all preferences):

☐ Phone number: _____

Please specify best time to call: _____

☐ E-mail address: _____

(Please note PCA emails are encrypted and secure to protect private information.)

A Screening Programs staff member will be contacting you within 48 business hours of receiving this form from the Radiology Clinic. If you have not heard from us by then, please either call us at 1-866-727-3926 or email ABCSP@PrimaryCareAlberta.ca

Signature: _____	Date Signed: _____
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Screening for Life is Alberta's most trusted source for cancer screening information

www.screeningforlife.ca/breastcancer

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P. 1.866.727.3926 | F. 1-888-944-3388