

Appendix 6: Blank Templates

PROVIDER REMINDERS POLICY TEMPLATE – PAGE 1 OF 2

[[TRIBAL CLINIC NAME]]								
Chapter:					Dept:	Clinical		
Standard:								
Subject:	Provider Reminders Protocol for Cancer Screenings				Effective Date:			
Review Date:	Updated?		Revision Date:		Version Number:	1	Page #:	Page 1 of 2
	Yes	No						

I. POLICY STATEMENT:

Provider reminder and recall systems are evidence-based strategies to increase screening for breast cancer (mammography), cervical cancer (Pap test), and colorectal cancer (FOBT). Reminders inform health care providers it is time for a client’s cancer screening test (called a “reminder”) or that the client is overdue for screening (called a “recall”). The goal of provider reminders/recalls is to increase scheduling of appropriate cancer screening services by healthcare providers.

II. PURPOSE:

Cancer screening, or checking for cancer or abnormal tissues before symptoms develop, is an effective way to prevent cancer or ensure early detection. Cancer screening is especially important for breast, cervical, and colorectal cancers. This is because screening can detect early-stage cancer or tissues that may become cancerous, effectively preventing cancer deaths and increasing the likelihood that a patient can still be treated effectively.

With increased cancer screening rates per national guidelines, many cancer deaths could be avoided. Routine patient cancer screenings are particularly effective as they can frequently prevent or detect cancers before a person develops any symptoms. Identifying abnormal tissues before disease develops or discovering cancer during early stages may make it easier for the cancer to be prevented, treated, or cured, reducing morbidity and mortality and the overall burden of disease. Cancer screening is low-risk and typically causes patients only minor discomfort or inconvenience while providing valuable results.

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III. GUIDELINES:

	Breast Cancer	Cervical Cancer	Colorectal Cancer
USPSTF	<p>Age 40-49: mammograms should be woman’s decision after learning about risks and benefits.</p> <p>Age 50-74: biennial mammograms recommended</p> <p>Age 75+: no specific recommendations.</p>	<p>Age 21-29: Pap test recommended every three years.</p> <p>Age 30-65+: Pap test every three years, Pap + HPV co-testing (i.e. done at the same time) every five years, or primary HPV testing alone every five years.</p> <p>Age 65+: Women who do not meet the criteria for adequate prior screening, or for whom the adequacy of prior screening is unknown, should still be screened.</p>	<p>Age 50-75: One of the following –</p> <ul style="list-style-type: none"> • FIT, FOBT, or FIT-DNA tests annually • FIT-DNA every three years • Colonoscopies every 10 years • CT colonoscopies and sigmoidoscopies every five years • Sigmoidoscopies every ten years with FIT testing completed annually. <p>Ages 76-85: individual decisions should be made based on patient health and history.</p>
ACS	<p>Age 40-44: mammograms should be woman’s decision after learning about risks and benefits.</p> <p>Age 45-55: annual mammograms recommended.</p> <p>Age 55-74+: can continue annual mammograms or reduce screenings to every two years. Older women advised to continue screenings if healthy and expected to live at 10+ years.</p>	<p>Age 21-29: Pap test recommended every three years.</p> <p>Age 30-65: co-testing every five years (preferable) or Pap testing every three years.</p>	<p>Age 45+: One of the following</p> <ul style="list-style-type: none"> • Colonoscopies every 10 years • CT colonographies sigmoidoscopies, or double- contrast barium enemas every five years • FIT or FOBT tests annually • Stool DNA tests every three years.

IV. PROCEDURE:

Key steps for implementing this evidence-based approach of Provider Reminders

1. Electronic reminders shall be designed and implemented.
2. Identify patients due for screening test.
3. Alert providers of patients identified that need a screening test.
 - a. Ensuring electronic reminder in EHR system is programmed to alert provider of needed screening tests at time of visit
4. Complete screening tests or give a provider referral
 - a. Make sure the scheduled screening is appropriately documented in HER
5. Monitor provider performance in response to provider reminders, reassess workflows, and adjust for what works best to increase number of patients officially scheduled for screening(s).

Appendix 6: Blank Templates Continued

CLIENT REMINDERS POLICY TEMPLATE – PAGE 1 OF 2

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Review Date:	Updated?		Revision Date:		Version Number:	1	Page #: Page 1 of 2
	Yes	No					

I. POLICY STATEMENT:

Sending client reminders to patients is an evidence-based strategy to increase screening rates for breast cancer (mammography), cervical cancer (Pap test), and colorectal cancer (FOBT). A client reminder is a message advising an individual that they are due or past due for a cancer screening test. The goal of patient reminders is to increase adherence to and completion of cancer screenings by patients.

II. PURPOSE:

Cancer screening, or checking for cancer or abnormal tissues before symptoms develop, is an effective way to prevent cancer or ensure early detection. Cancer screening is especially important for breast, cervical, and colorectal cancers. This is because screening can detect early-stage cancer or tissues that may become cancerous, effectively preventing cancer deaths and increasing the likelihood that a patient can still be treated effectively.

With increased cancer screening rates per national guidelines, many cancer deaths could be avoided. Routine patient cancer screenings are particularly effective as they can frequently prevent or detect cancers before a person develops any symptoms. Identifying abnormal tissues before disease develops or discovering cancer during early stages may make it easier for the cancer to be prevented, treated, or cured, reducing morbidity and mortality and the overall burden of disease. Cancer screening is low-risk and typically causes patients only minor discomfort or inconvenience while providing valuable results.

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III. GUIDELINES:

	Breast Cancer	Cervical Cancer	Colorectal Cancer
USPSTF	<p>Age 40-49: mammograms should be woman’s decision after learning about risks and benefits.</p> <p>Age 50-74: biennial mammograms recommended</p> <p>Age 75+: no specific recommendations.</p>	<p>Age 21-65: Pap test recommended every three years.</p> <p>OR alternately</p> <p>Age 30-65+: Pap + HPV co-testing (i.e. done at the same time) every five years for women who want to extend the time period between tests.</p> <p>Age 65+: Women who do not meet the criteria for adequate prior screening, or for whom the adequacy of prior screening is unknown, should still be screened.</p>	<p>Age 50-75: One of the following –</p> <ul style="list-style-type: none"> • FIT, FOBT, or FIT-DNA tests annually • FIT-DNA every three years • Colonoscopies every 10 years • CT colonoscopies and sigmoidoscopies every five years • Sigmoidoscopies every ten years with FIT testing completed annually. <p>Ages 76-85: individual decisions should be made based on patient health and history.</p>
ACS	<p>Age 40-44: mammograms should be woman’s decision after learning about risks and benefits.</p> <p>Age 45-55: annual mammograms recommended.</p> <p>Age 55-74+: can continue annual mammograms or reduce screenings to every two years. Older women advised to continue screenings if healthy and expected to live at 10+ years.</p>	<p>Age 21-29: Pap test recommended every three years.</p> <p>OR alternately</p> <p>Age 30-65: co-testing every five years.</p>	<p>Age 45+: One of the following:</p> <ul style="list-style-type: none"> • Colonoscopies every 10 years • CT colonographies sigmoidoscopies, or double- contrast barium enemas every five years • FIT or FOBT tests annually • Stool DNA tests every three years.

IV. PROCEDURE:

Key steps for implementing this evidence-based approach of Patient Reminders

1. Identify patients due (reminders) or overdue (recalls) for a cancer screening test.
2. Send out “text-reminder” template or “text-recall” template to all identified patients with due/overdue cancer screenings.
3. One week after first reminder/recall text has been sent and following each week thereafter a “text-follow-up” motivational template shall be sent to all identified patients encouraging them to schedule their cancer screening(s) until the due/overdue cancer screening(s) have been scheduled.
4. Upon the successful scheduling of the due/overdue cancer screening the patient shall be added to the list to receive “text-educational” templates depending if their screening requires strict preparations and/or “test-accolades” templates which will praise their decision to schedule and complete the due/overdue screening with the goal of patient adhering and completing the screening.

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Cervical
Client Reminder Template

Date:

Dear:

Although cervical cancer was previously one of the most common causes of cancer deaths American women, cancer screening has lowered the amount of deaths caused by cervical cancer by 50% in the past 40 years. Cervical cancer can be prevented or detected early which can prevent death from cervical cancer if screening is done on a regular scheduled basis.

Our records indicate that it is time for your annual physical and that you are due for your cervical cancer screening. Please call your primary care physician at XXX-XXX-XXXX so that we can schedule an appointment at your earliest convenience.

Sincerely,
Provider Signature

Appendix 6: Blank Templates Continued

Breast
Client Reminder Template

Date:

Dear:

Breast cancer is the most frequently diagnosed cancer and leading cause of death among American Indian women. The good news is that breast cancer can be prevented or detected early which can prevent death from breast cancer if screening is done on a regular scheduled basis.

Our records indicate that it is time for your annual physical and that you are due for your breast cancer screening. Please call your primary care physician at XXX-XXX-XXXX so that we can schedule an appointment at your earliest convenience.

Sincerely
Provider Signature

Appendix 6: Blank Templates Continued

Women's Health
Client Reminder Template

Date:

Dear:

Breast and cervical cancer are two of the leading causes of cancer-related deaths in the United States and all women are at risk. The good news is that these types of cancer can be prevented or detected early which can prevent death from breast or cervical cancer if screening is done on a regular scheduled basis.

Our records indicate that it is time for your annual physical and that you are due cancer screening. Please call your primary care physician at XXX-XXX-XXXX so that we can schedule an appointment at your earliest convenience.

Sincerely

Provider Signature

Appendix 6: Blank Templates Continued

Colorectal
Client Reminder Template

Date:

Dear:

Colon cancer is the second leading cause of cancer-related deaths in the United States and men and women are equally at risk. The good news is that colon cancer can be prevented or detected early which can prevent death from colon cancer if screening is done on a regular scheduled basis.

Our records indicate that it is time for your annual physical and that you are due for your colorectal cancer screening. Please call your primary care physician at XXX-XXX-XXXX so that we can schedule an appointment at your earliest convenience.

Sincerely
Provider Signature