

# TO ALL PHYSICIANS

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## MEMORANDUM

To: All Physicians

From: William Osler Health System Diagnostic Imaging Business Operations

Date: 30<sup>th</sup> June 2025

Subject: **Notification of New Recall Appointment Process for BIRADS 3 Patients**

Dear All,

This memo is to inform you of an important update in our process of managing recalls for patients with a BIRADS 3 score on their breast imaging study.

Effective 2<sup>nd</sup> July 2025, Osler will assume responsibility for arranging follow-up imaging appointments for BIRADS 3 patients. The standard recall interval for these follow-ups is six months.

Our bookings team will make every effort to contact the patient and schedule the necessary follow-up imaging. If our team successfully schedules the appointment, there will be no need for you or your office to arrange imaging follow-up.

We recommend that you arrange an appointment with your patient within two weeks of receiving the report to discuss the results of the current diagnostic assessment and follow-up recommendations.

Please contact our booking office at 905-494-6688 if:

1. Your patient has not been notified of their follow-up imaging appointment within two weeks of the report.
2. You feel a more expedited workup is necessary based on your clinical assessment.
3. You do not wish to proceed with this follow-up for your patient.

Thank you for your support as we implement this process to enhance efficiency and ensure a seamless experience for both patients and referring physicians.