

## MOBILE MAMMOGRAPHY VAN PARKING GUIDELINES

### Parking guidelines:

Clearance: The parking area must not have awnings or low-hanging tree branches.

Restroom proximity: The parking spot should be situated near public restrooms.

Van dimensions: The Mammo Van is 41 ft long, 11.5 ft. wide, and 13 ft high. It requires 60-80 feet of parking space or at least nine contiguous parking spaces in a lot. Sharp turns cannot be made.



[mammovan.urmc.edu](http://mammovan.urmc.edu)

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## MOBILE MAMMOGRAPHY VAN SITE COORDINATOR GUIDE



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## MOBILE MAMMOGRAPHY SITE COORDINATOR GUIDE

The UR Medicine Mobile Mammography Van serves communities in the Greater Rochester and Finger Lakes region. This state-of-the-art mobile facility provides on-site screenings, equipped with the latest mammography technology, including a 3D Tomosynthesis Hologic Dimensions Unit. Licensed radiology technologists conduct all on-site imaging, with imaging studies interpreted by our board-certified UR Medicine Radiologists.

UR Medicine Breast Imaging is dedicated to offering equitable access to breast screening and breast health services. Our goal is to overcome geographic and socio-economic barriers, delivering care directly to women in their communities.

This guide outlines what to expect when planning and hosting a mobile mammography event.

### On-site coordinator materials:

- Mammo Van brochure
- Proposed timeline
- Participation guidelines
- Parking guidelines
- Scheduling patient guidelines

### Marketing toolkit:

- Mammo Van brochure
- Event location poster
- Social media event image
- Patient Form
- Email template



For all inquiries and questions, please contact our Program Coordinator at 1-844-870-0002 or 585-273-5661. You can also email [mammovan@urmc.rochester.edu](mailto:mammovan@urmc.rochester.edu).

## MAMMO VAN EVENT FAQ

### Features of the Mammo Van:

- 3D Tomosynthesis Hologic Dimensions Unit
- Wheelchair accessible lift measures 30" wide
- Air conditioning
- Clean and comfortable interior
- Dressing room

### Scheduling a Mammo Van event:

If you're interested in hosting the Mobile Mammography Van at your organization or have questions, reach out to our Program Coordinator. You can call us at 1-844-870-0002 or email [mammovan@urmc.rochester.edu](mailto:mammovan@urmc.rochester.edu).

Our office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday.

### Fees:

We are pleased to inform you that there are no fees involved in bringing the Mobile Mammography Van to your organization.

### Booking appointments:

Appointments can be scheduled by calling the Program Coordinator at 1-844-870-0002 or emailing [mammovan@urmc.rochester.edu](mailto:mammovan@urmc.rochester.edu). Staff are available weekdays from 8:00 a.m. to 4:00 p.m.

### Restroom access:

The van is not equipped with restrooms. Select a location that is near public restrooms.

### Parking dimensions:

The mobile unit is 41 ft long, 11.5 ft wide, and 13 ft high and requires a minimum of nine adjacent parking spaces. The site should be free of awnings and low-hanging tree branches.

### Site requirements:

1. Site visit: If needed, a site visit can be arranged with the Mobile Mammography Van Coordinator to assess the parking location.
2. Parking dimensions: The Mammo Van is 41 ft long, 11.5 ft wide, and 13 ft high. It requires 60-80 feet of parking space or at least nine contiguous parking spaces in a lot. Sharp turns cannot be made.
3. Obstruction-free area: Ensure that the parking area is clear of awnings and low-hanging tree branches.
4. Restroom proximity: Choose a parking location near public restroom facilities. The van is not equipped with restrooms.
5. Your designated onsite coordinator will secure any necessary permits or handle meter bagging for the event.

### Mammo event scheduled date and time:

1. Arrival time: The Mammo Van will arrive about 30 minutes before the first scheduled appointment at the designated parking spot. This ensures ample time for equipment checks and event preparations.
2. Schedule notifications: Should there be any alterations in the timetable, such as running early or late, the Mammo Van team will inform your designated onsite coordinator promptly.
3. Patient arrival: Patients should arrive at the time of their appointment.

### Patient scheduling and imaging results:

1. Appointment confirmation: Ensure a minimum number of appointments are confirmed two weeks before your event. Please coordinate these numbers with the Mammo Van Program Coordinator.
2. Scheduling duration: A minimum of 12 appointments are required for a full day event.
3. Booking appointments: Appointments can be scheduled by reaching out to our Program Coordinator via phone at 1-844-870-0002 or email at [mammovan@urmc.rochester.edu](mailto:mammovan@urmc.rochester.edu). Our office operates from 8:00 a.m. to 4:00 p.m., Monday through Friday.
4. Imaging results: Your results will be available to you through a link in MyChart. A paper copy of your results will be mailed to the address you provide if you do not have a MyChart account. Your provider will also receive your results.
5. Follow-up appointments: If additional imaging studies are needed, a UR Medicine Breast Imaging team member will contact you directly and schedule a follow-up appointment at one of our diagnostic locations.

### Patient eligibility:

1. Age requirement: Must be at least 40 years old.
2. Previous mammogram: It has been at least 365 days since the patient's last mammogram.
3. Pregnancy & breastfeeding: Patients cannot be pregnant or breastfeeding.
4. Current breast health: Patients who have no new problems or concerns with their breasts. If a patient is experiencing a problem or concern such as a lump, pain, or discharge, please have them contact their provider right away.



## MOBILE MAMMO VAN EVENT PLANNING TIMELINE

### Initial event setup:

1. Date coordination: Collaborate with your organization and the Mobile Mammo Van Program Coordinator to finalize the proposed date(s).
2. Team identification: Identify all members within your organization who will contribute to the event planning and execution.

### Two months before event:

1. Site visit: Please arrange a site visit with the Mobile Mammo Van Program Coordinator, as needed.
2. Event promotion: Begin promoting your event within your organization and, if relevant, to the broader community.

### One month before event:

1. Event promotion: Continue to publicize the upcoming event within your organization and, if applicable, the community. Consider contacting your local media to promote the event. Don't forget to share it within your organization, your social channels, and local media.
2. Appointment reminders: Send reminders to patient schedulers regarding upcoming deadlines for booking appointments.
3. Parking logistics: Ensure all parking details are in place, including arrangements like bagging meters if necessary.

### One to two weeks before event:

1. Review appointments: Ensure the minimum number of appointments are scheduled and update Mammo Van Program Coordinator.
2. Appointment confirmation: Send confirmation emails to all participants with appointment times.
3. Event day schedule: Discuss the event's timetable with the Mobile Mammo Van Program Coordinator.
4. On-site staff: Determine and brief the staff members who will facilitate the event.
5. Promotion: Broadcast the event through social media and other organizational or company channels.
6. Photography: Make the necessary arrangements for event photography if required.

### Day of event:

1. Connect with the Mobile Mammo Van Program Coordinator at the appointed time to confirm logistics and the day's agenda.
2. Coordinate with personnel: Touch base with your photographer, volunteers, staff, and any other necessary parties.

### Post-event:

1. Social media update: Share event highlights and experiences on social media.
2. Acknowledgment: Send thank-you emails to everyone who helped make your event a success.
3. Future events: Inform your organization members and/or community about the next scheduled event.

## PARTICIPATION GUIDELINES

### Event planning checklist:

- On-site coordinator: Designate an on-site coordinator to oversee your screening event.
- Advance scheduling: Book your Mammo Van event at least two months in advance.
- Event permit: Obtain any necessary event permits, especially if mandated by your organization or local town/city.
- Promotion: Kick off promotion and marketing activities for your event targeting the right audience.
- Appointment booking:
  - Schedule appointments by phone 1-844-870-0002, fax 585-274-2352 or email to [mammovan@urmc.rochester.edu](mailto:mammovan@urmc.rochester.edu).
  - Every scheduled patient will receive an appointment confirmation.
  - Walk-in appointments are not guaranteed.
- Appointment minimum:
  - A minimum of 12 appointments is required for a full day event.
  - The Mammo Van Program Coordinator will contact you two weeks before your event to review appointment numbers. If the minimum number of appointments has not been met, they will explore options with you to broaden your event's scope.
- Appointment preparation: Instruct patients to have the following on hand when booking their appointment:
  - Insurance details.
  - Contact information for their provider.
  - Date of their last mammogram if applicable.