

**Take Charge! Guidelines for Diagnostic Mammograms:  
Clients of Any Age Regardless of Risk Status & Those Considered  
High-Risk Clients**

**Instructions for use:**

Use these guidelines to determine if a client is considered **High-Risk** or meets the threshold for a diagnostic screening service thereby making the client eligible to receive a Take Charge! funded mammogram as well as any potentially needed additional diagnostic screening services. Please complete the Take Charge! Screening and Diagnostic Services Coupon ODH Form 1342 online training located at [Current Provider Training \(oklahoma.gov\)](https://www.oklahoma.gov/health/odh/odh-forms-and-coupons/take-charge-screening-and-diagnostic-services-coupon-odh-form-1342-online-training), add the additional testing into the **Procedure Approval** area found in the **Med-IT** secure software, once that format is in place.

**Section 1: Eligibility: Client must have a documented, abnormal breast finding\***

*At least one of number(s) 2-5 must be answered "yes" in order to proceed.*

<b>Demographic Eligibility: Client must have current Take Charge! Eligibility Letter</b>	
1.	Client has a known genetic mutation such as BRCA mutation or other mutation known to be directly linked to an increased possibility of breast cancer
2.	Client has a first-degree relative(s) with premenopausal breast cancer
3.	Client has a first-degree relative(s) with a known genetic mutation such as BRCA mutation or other mutation known to be directly linked to an increased possibility of breast cancer
4.	Client history of chest radiation prior to age 30 (typically for Hodgkin's Lymphoma)
5.	Client has lifetime risk of 20% or higher for development of breast cancer based on one or more of the risk assessment models

\* Please, call Take Charge! for assistance at 1-888-669-5934, for clients 39 years or younger or those over age 64.

**Section 2: Abnormal breast finding\***

Symptomatic clients 39 years old or under qualify for additional diagnostic services; identification of an abnormal breast finding(s) must have taken place within 3 months prior to the client's scheduled diagnostic mammogram/procedure. A list of common abnormal breast findings is located directly below; if the client has an abnormal breast finding not noted on the list, please contact Take Charge! for assistance at 1-888-669-5934.

**\*Abnormal Clinical Breast Exam (CBE)/Symptomatic:**

Discrete palpable mass,
⊗ Nipple discharge (bloody or serous),
⊗ Nipple and/or areolar scaliness,
⊗ Pain not associated with a menstrual cycle,
⊗ Skin dimpling,
⊗ Skin retraction

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**Section 2: Abnormal breast finding\*-Continued**

The abnormal breast finding(s) must have been identified within the past 3 months or ordered as a short-term, follow-up mammogram 6-months from the initial mammogram, **for clients 40-64 years of age**, and the results must indicate one of the abnormal breast findings below.

<b>Imaging result of Bi-Rads® 0</b> (Needs additional views)
<b>Imaging result of Bi-Rads® 3</b> (Probably Benign)
<b>Imaging result of Bi-Rads® 4</b> (Suspicious)-Only for clients not eligible for Oklahoma Cares due to citizenship status or non-compliance with child support enforcement
<b>Imaging result of Bi-Rads® 5</b> (Highly Suggestive of Malignancy)-Only for clients not eligible for Oklahoma Cares due to citizenship status or non-compliance with child support enforcement

*Take Charge! does not cover abnormalities that are not related to a possible diagnosis of breast cancer.*

**Diagnostic Facilities:**

Ensure that the 1342 has an approval stamp prior to diagnostic services being provided. Once the Med-IT secure software is being utilized then all information provided on the 1342 will instead be provided to Take Charge! Staff via the Procedure Approval area found in the Med-IT secure software.

**Section 3: Scheduling Appointments**

Prior approval is required for ANY diagnostic mammograms or other Take Charge! covered diagnostic procedures. The Take Charge! healthcare provider is responsible for scheduling the appointment at a Take Charge! approved site. Patient Navigators are available to assist clients through the process and facilitate access to services. The facilities contracted to provide services are listed on the Take Charge! website at Current Provider Information under Contracted Facilities and then All Take Charge! Contracted Facilities. Contracted healthcare providers assist clients in scheduling appointments utilizing the process below

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**Process:**

**Attention: Once Take Charge! fully integrates the Med-IT Software System and the approval process is perfected; the following steps will no longer be utilized as all approvals will be completed on Med-IT.**

1. Ensure Take Charge! Client 39 years old or under with an abnormal clinical breast exam or an abnormal result on another breast procedure has a current Take Charge! eligibility letter.
2. Complete All Parts **1 through 6** of the Take Charge! Screening and Diagnostic Services Coupon ODH Form 1342. **Once Take Charge! has integrated Med-IT, all additional testing will be added within the Procedure Approval area found within Med-IT secure software.**
3. Send the completed ODH Form 1342 along with any medical records supporting the need for a diagnostic mammogram or other Take Charge! covered breast procedures by faxing them to **405-900-7609** or via secure email to [CancerPCP@health.ok.gov](mailto:CancerPCP@health.ok.gov).
  - a. Take Charge! Staff will provide a determination for the requested Take Charge! funded diagnostic mammogram/procedure within 24 business hours. For faster processing, please email [CancerPCP@health.ok.gov](mailto:CancerPCP@health.ok.gov) or call 1-888-669-5934; approval/denial of the requested diagnostic mammogram/procedure will be sent via secure email/fax to the Take Charge! contracted provider.
  - b. Approval is based on funding related to both Centers for Disease Control and Prevention (CDC) and Oklahoma Cares guidelines.
4. Provider will supply two copies of the completed ODH form 1342 to take to their appointment. Once Take Charge! has fully integrated Med-IT there will no longer be an ODH Form 1342 to copy and send to the appointment; all records will be stored on the secure cloud-based forum.
5. Retain the original Take Charge! Screening and Diagnostic Services Coupon ODH Form 1342 in the client's electronic/paper files per facility's Take Charge! contract. Once Take Charge! has fully integrated Med-IT there will no longer be a ODH Form 1342 to copy and all records will be stored on the secure cloud-based forum.

**~If you need assistance with Take Charge! please call 405-426-8300~**

**IMPORTANT**

If a service is not listed on the Take Charge! Screening and Diagnostic Coupon ODH Form 1342, Take Charge! is unable to pay for the service. Take Charge! cannot pay for **treatment** of breast or cervical cancer.

For questions or assistance, please contact a Take Charge! Patient Navigator for assistance at 1-888-669-5934 or the Take Charge! Administrative Office at 405-426-8300.

**Attention: Once Take Charge! fully integrates the Med-IT Software System and the approval process is perfected; these steps will no longer be utilized as all approvals will be completed on Med-IT**

