

Take Charge! Guidelines for Funded Breast Magnetic Resonance Imaging (MRI) Services

Instructions for use:

Use these guidelines to request a Take Charge! funded MRI for clients. Please complete the Take Charge! current provider training for the new secure software utilized by Take Charge! known as Med-IT, the training is located online at Current Provider Training (oklahoma.gov) add the MRI into the Procedure Approval area found in the Med-IT secure software, for approval by Take Charge! staff.

-Breast MRI should never be done alone as a breast cancer screening tool-

Section 1: Eligibility

All statements in the table below must be answered "YES" in order to proceed.

Client has a current Take Charge! eligibility letter
Client meets all age requirements for breast cancer ⁺
Client is not eligible for Oklahoma Cares due to one or more of the following: <ul style="list-style-type: none">• non qualifying abnormal breast finding including short term follow-up• citizenship status• non-compliance with child support enforcement
Client has an documented abnormal breast finding* or has been identified as high risk

⁺ 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* or Identified as being high risk

The abnormal breast finding must have been identified by a Take Charge! healthcare provider for clients, and the results must indicate one of issues or one of the abnormal findings below.

**Breast MRI
cannot be reimbursed for by the NBCCEDP to assess the extent of disease for staging in
women who were recently diagnosed with breast cancer and preparing for treatment.**

Documentation of carrying a **genetic mutation** proven to **increase the risk of breast cancer**

A **first-degree** relative who is a **documented BRCA carrier**

A **lifetime risk** of **20-25% or greater** as defined by risk assessment models

As an evaluation tool for those with a personal **history of breast cancer treatment**

Has an **area of concern** not sufficiently address by **diagnostic mammogram** or **ultrasound**

**Example-newly inverted nipple (not present at birth) mammogram/ultrasound presenting as normal*

+ Diagnostic Facilities-ensure that approval has been given in Med-IT prior to providing services!+

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Section 3: Scheduling Appointments

MRIs **ALWAYS REQUIRE PRIOR APPROVAL** for any Take Charge! clients in need of this diagnostic procedure. The Take Charge! Patient Navigators will schedule all MRI appointments using a Take Charge! approved site. Take Charge! Patient Navigators are available to assist clients through the process and facilitate access to services. Facilities contracted to provide breast imaging (diagnostic) services are listed on the Take Charge! website at [availablefacilitiespublicfolders.pdf \(oklahoma.gov\)](#). Take Charge! Patient Navigators will seek the help of Take Charge! contracted providers in scheduling appointments for that site's clients utilizing the process below:

Process:

- | |
|---|
| 1. Ensure client with an abnormal breast finding* or is considered high-risk has a current Take Charge eligibility letter. |
| 2. Complete All Parts 1 through 4 and part 6 of the Take Charge! Screening and Diagnostic Services Coupon ODH Form 1342. Once Take Charge! has integrated Med-IT, all requests for MRIs will be added within the Procedure Approval area found within Med-IT secure software. |
| 3. Send the completed ODH Form No. 1342 along with any medical records supporting the need for the MRI to Take Charge! by, faxing them to Take Charge! at 405-900-7609 or secure email to CancerPCP@health.ok.gov .
a. Take Charge! Staff will send the de-identified medical records securely to the Take Charge! Medical Consultant for review and approval if needed.
b. Take Charge! Staff will send the approval or denial of the MRI to the Take Charge! contracted provider by way of secure email/fax.
c. Approval is based on guidelines related to both Centers for Disease Control and Prevention (CDC) funding and guidelines for approval into the Oklahoma Cares Program. |
| 4. Clients eligible for Take Charge! funded MRI services; will have appointment scheduled by Take Charge! Patient Navigators, who will then and complete Part 5 of the ODH form No. 1342. Once completed the form will be returned to the referring provider. |
| 5. 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. |
| 6. 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! 405-426-8300~

+ Diagnostic Facilities-ensure that approval has been given in Med-IT prior to providing services!+

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.