

# AAD Skin Cancer Check Program Guidelines

Through this public service program, Academy volunteers have provided more than **2.9 million** free skin cancer checks and detected more than **293,000** suspicious lesions, and more than **33,700** suspected melanomas, since 1985.

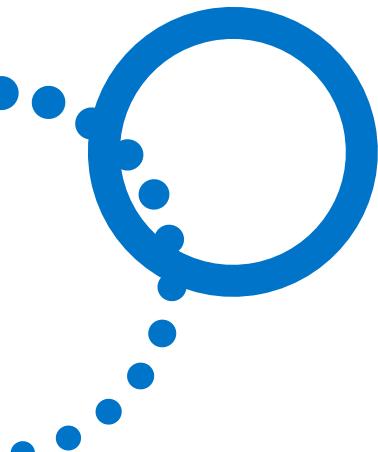


## Liability

**The Academy does not provide medical malpractice liability insurance coverage for participating dermatologists. Each dermatologist is responsible for confirming their liability insurance covers volunteer activities, including skin cancer checks.**

For programs hosted by hospitals or medical institutions, dermatologists should confirm coverage with the host organization. Dermatologists must clearly communicate any presumptive findings and document reasonable efforts to inform the participant. The program attestation clarifies that follow-up is the responsibility of the individual, not the dermatologist or the Academy. Participants should be advised that this is a rapid screening, not a full exam, and that any further care must be arranged by the participant.

Thank you for contributing your expertise and time to this successful Academy program that has been in existence since 1985.



## What are the Guidelines for Conducting a Skin Cancer Check?

- All skin cancer checks are to be free of charge. This is the primary function of the program and cannot be altered.
- As this is an Academy-sponsored program and a member benefit, Academy member dermatologists must serve as the Program Director and be present at the skin cancer check. Residents and well-trained, non-dermatologists such as other physicians and non-physician clinicians can conduct skin cancer checks under the on-site supervision of a dermatologist.
- If your skin cancer check is a public skin cancer check, the skin cancer check date, time and location, in addition to the skin cancer check coordinator's name and contact information, will be posted on the Academy's website and available through the Academy's toll-free number to help publicize the skin cancer check.
- See page 6, "Helpful Tools," for other helpful suggestions to assist you with your skin cancer check.
- The Academy's name and logo cannot be used for advertising purposes without prior written consent.
- The Academy places no restrictions on who is eligible for free skin cancer checks.
- The Academy stresses the importance of teaching skin self-examinations at each skin cancer check.
- The Academy will not sanction the endorsement of a product or service, or the use of brand names in any materials or giveaways used in conducting or publicizing skin cancer checks.
- **The Academy is not responsible for any actions of the dermatologist or the host organization conducting skin cancer checks (before, during or after). The dermatologist or the host organization should not provide treatment at the skin cancer check.**
- Most states require a physician to hold a medical license in the state in which they are providing a skin cancer check. You are responsible for compliance with the state's medical board or your medical insurance carrier if providing a skin cancer check in another state or recruiting physicians from another state for the skin cancer check.
- Offer a full-body examination whenever possible. Because skin cancer checks are rapid, undergarments should be kept on.
- All state laws must be followed regarding requirements to report suspected abuse.
- **At the skin cancer checks, distribute a list of all dermatologists in the area or provide the Academy's toll-free number (888-462-DERM [3376]) or website (aad.org/skincancer) for purposes of referral for follow-up care.**

**Note: this information is provided on the skin cancer check form and the participant keeps a copy, so you can point that out to the participant. The names of those who volunteer may be included in the referral list, but not highlighted in any way as the dermatologist of choice to treat any problems discovered at the skin cancer checks.**

- Conduct an exit interview with all screened individuals with suspected cancers, especially those with suspected melanomas, to encourage a follow-up examination. If someone does not have insurance, please make every effort to assist the participant in finding a physician.
- Records will be available on the digital platform for six years for the host member to access. If a non-physician clinician performs the skin cancer check, the forms should be maintained by the institution that employs the screener, the attending physician or resident.
- Form will be available on the digital platform.

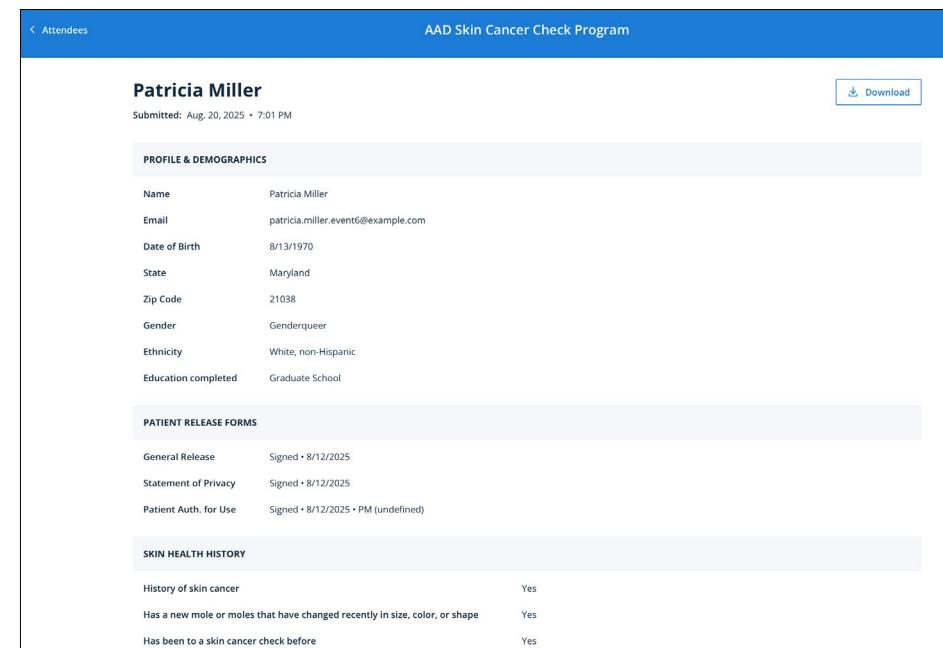
## Digital Platform: General Information

The skin cancer check package includes the following documents:

### AAD Skin Cancer Check Event Creation

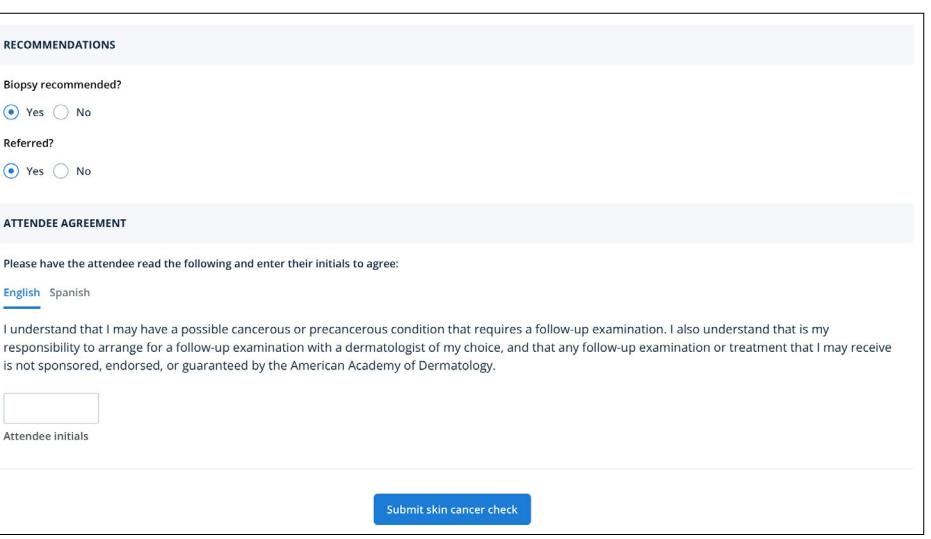
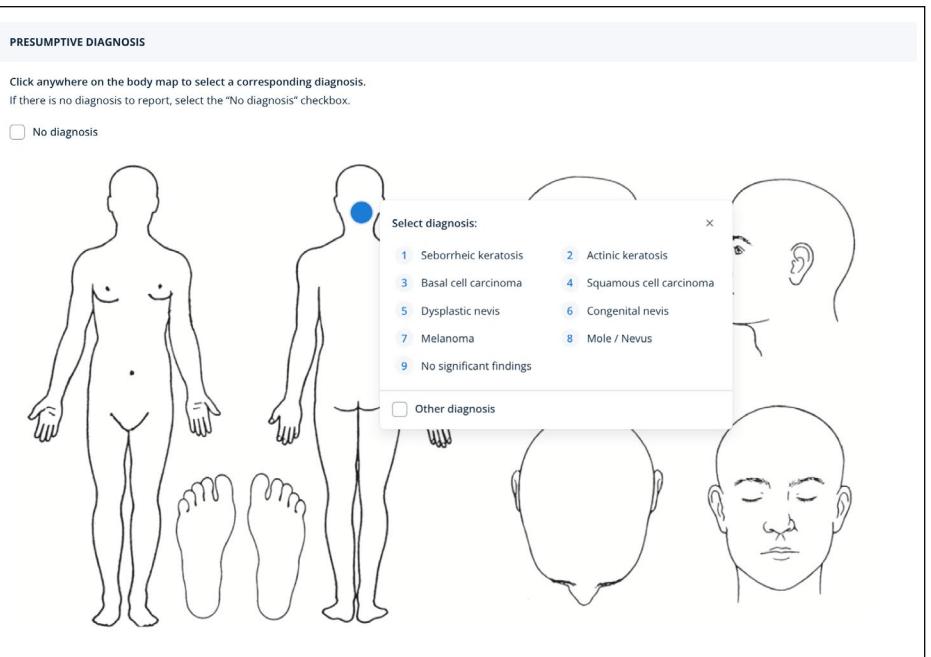
- You'll be prompted to fill out each step in the process, including event location and your contact details.
- The participant will be prompted to fill out their health history online section before he or she is screened.
- The participant will be required to initial the web form where indicated if it is believed he or she has a precancerous or cancerous lesion. Make sure the participant understands that follow-up is necessary and is his/her responsibility. The examiner should sign and print his or her name and provide resources for follow-up.
- The skin cancer check forms include a HIPAA-compliant authorization to permit you to share the participant's information with the Academy. While the HIPAA rules do not apply to the Academy, if the skin cancer checks are being conducted in the skin cancer check examiner's office, he/she should follow all applicable HIPAA procedures. Records will be available on the platform for 6 years.

### Skin Cancer Check Web Form



EVENT #3					
Feb. 14, 2025 • 8:00 AM - 4:00 PM					
Overview		Attendees			
Skin Cancer Check Materials		Attendees			
Attendees		DATE	APPT. TIME	NAME	DOB
Volunteers		2/14/2025	1:00 PM	Carlos Rodriguez	8/19/1992
		2/14/2025	11:00 AM	Robert Anderson	12/9/1945
		2/14/2025	2:00 PM	Emily Thompson	7/14/1975
		2/14/2025	4:00 PM	Sarah Wilson	8/9/1975
		2/14/2025	8:00 AM	Amanda Rodriguez	8/19/1992
		2/14/2025	8:00 AM	Christopher Lee	5/14/1985
		2/14/2025	9:00 AM	Ryan Thompson	12/9/1978

 The participant will sign a General Release on the platform. They will be marked as On Hold until they do so. If the participant refuses to sign, they cannot be checked.



 Using a laptop mouse or touchscreen, indicate the location of your finding on the human figure. You'll be prompted to select from various diagnoses or fill in your own.

 When there is a positive diagnosis, explain to the participant that a follow-up examination is imperative and is his/her responsibility. After explaining the importance of the follow-up exam, have the participant initial the web form.

## How do I Organize a Skin Cancer Check?

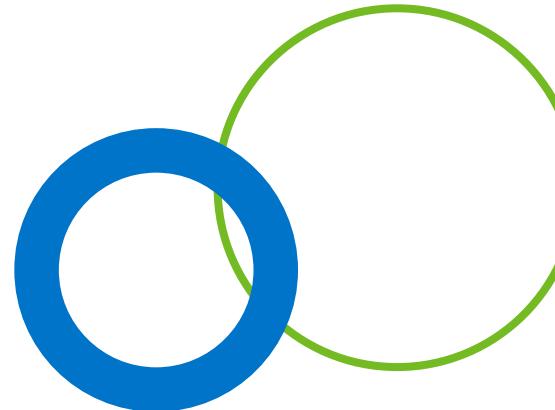
Skin cancer checks can be organized and conducted in a variety of settings and in cooperation with organizations such as the American Cancer Society, local hospitals and even at state fairs. Following are components that every successful skin cancer check program should incorporate, regardless of location:

- Determine your date, time frame, and location for your skin cancer check. Ensure that either public WiFi is available, or get permission to access the location's WiFi Network and Password. You cannot access the digital platform without WiFi. **Be sure to test accessing the platform via the site's wifi prior to your event.**
- Seek approval from appropriate individuals/organizations where the skin cancer check will be held.
- Create your event on the platform, which you'll access through [aad.org/skincancerchecks](http://aad.org/skincancerchecks). Once an admin approves the submission, visit your event page to send invitations to volunteers. Invite as many local dermatologists and their staff (residents, non-physician clinicians) as possible. Assign time slots for those individuals to screen.
  - One dermatologist can usually screen between 6-10 participants an hour
  - Have assistants available if a chaperone is requested for the opposite sex
  - Recruit assistants to help with traffic flow
- Contact individual's or organization's public relations/community relations/marketing staff, if applicable, to coordinate in-house and community publicity campaigns (visit [aad.org/skincancerchecks](http://aad.org/skincancerchecks) for templates).
- Identify waiting room areas and examination rooms. Make sure you have privacy, ample lighting and room to display educational materials in the waiting area.
- Prepare lists of dermatologists in the area for referral purposes, or provide the Academy's website [aad.org/skincancer](http://aad.org/skincancer) or toll-free number (888-462-DERM [3376]) for participants. (The skin cancer handout has this information).
- It can be helpful to work with the local American Cancer Society or dermatological society to join in staffing, skin cancer check, promoting, and scheduling participants.
- If you are able, it can be helpful to schedule participant skin cancer check times in advance.
- Consider having a volunteer demonstrate how to conduct skin self-examinations in the waiting area.

## Helpful Tools for our Members

Exclusive for Academy members – helpful tools and downloadable templates can be found at [aad.org/skincancerchecks](http://aad.org/skincancerchecks). Here you will find the following information:

- If you are looking for other helpful suggestions to assist you with your skin cancer check, download the following sample templates on the "Helpful Tools" page. **Be sure to test accessing the platform via the site's wifi prior to your event.**
  - Sample Calendar Announcement
  - Fact Sheets
  - Sample Pitch Letters for the Media
  - Mayoral Proclamation
  - Sample News Releases
  - Sample Radio PSA Scripts
  - Sample Social Media Posts

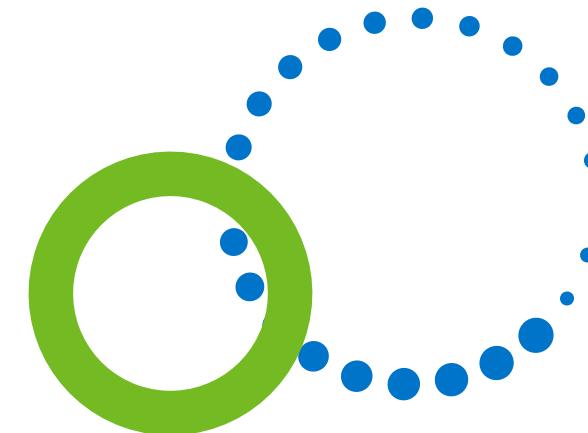


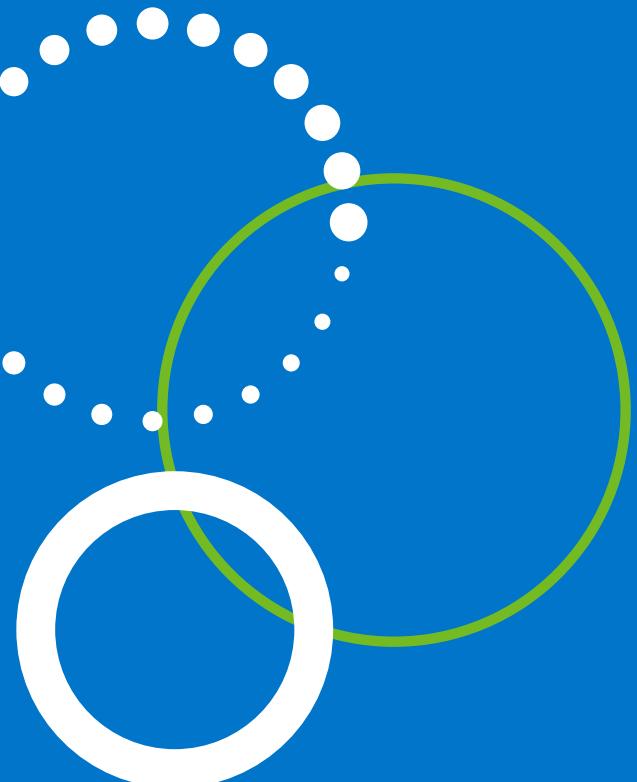
## Timeline

This checklist is designed to help you plan and execute a successful skin cancer check.

- 8 weeks prior**
  - Recruit volunteers and assign responsibilities (date/time/location, publicity, event-day duties).
  - Confirm event location.
  - Walk through the event site to assess setup and traffic flow.
  - Review publicity plans and volunteer recruitment progress.
  - Order necessary supplies (lighting, gowns, gloves, mirrors, magnifying glasses).
- 6 weeks prior**
  - Be sure to test WiFi access to the platform onsite.
- 4 weeks prior**
  - Finalize event schedule and review with volunteers.
  - Notify volunteers that they will not receive an invite to the digital platform until 12am day of the event. They will receive the access code from the host at the event.
  - Display "Save the Date" and "Free Skin Cancer Check" flyers in your office and community locations.
  - Strongly encourage participants to sign up and fill out their personal health profile prior to the event.
- 2 weeks prior**
  - Reconfirm arrangements with the event site.
  - Confirm supplies are on hand or reserved.
- 1 week prior**
  - Confirm all event details with volunteers.
  - Remind examiner volunteers that they will need to bring their own device (laptop, tablet) to access the platform.
  - Review the Academy's guidelines for skin cancer check programs.

We hope you have a successful skin cancer check!





Thank you for volunteering to perform free skin cancer checks for the public as part of the American Academy of Dermatology's **Skin Cancer Check Program**, the Academy's longest-running volunteerism and public education program. By conducting free skin cancer checks, you are bringing attention to the specialty of dermatology, helping to educate millions of people about the importance of sun protection and early skin cancer detection, and most important, helping to directly save lives by finding melanomas in their earliest, most treatable stage.

May is Skin Cancer Awareness Month and the first Monday in May is designated as Melanoma Monday®. **However, skin cancer checks can be performed at any time throughout the year.**



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