

CT - Accreditation Roadmap

Diagnostic Physics has created this roadmap to help you navigate the accreditation process. Please call us if we can be of service.

First – make sure your facility meets the requirements for CT Accreditation by going to the ACR website (http://www.acr.org/accreditation/computed/qc_forms/ct_reqs.aspx). Take the time at this point, to collect all the **professional credentials** (full names, licenses, etc.) for all physicians, technologists, and your assigned physicist. You will also need to collect the **machine information** for the CTs that will be accredited. NOTE - all CT units used for diagnostic purposes at a site MUST be accredited. CT's used for biopsy or PET machines that are only used for fusion CT, DO NOT need to be accredited. PET/CT machines that do diagnostic CT do have to be accredited. You will also need to get with your supervising physician and decide what **modules and clinical exams** will be submitted for the clinical portion of the accreditation. Ask for your physicist credentials also.

Second – Go online to the ACR website and review the Diagnostic Modality Accreditation Program (DMAP) http://www.acr.org/accreditation/apply/diagnostic_modality.aspx. CT, MRI, NucMed, and PET are all part of the DMAP program. If one of these modalities has already been done at your facility, then you just need to add your modality to the existing DMAP program – there will be a discount for multiple machines.

Now take the time to review the ACR application instructions and checklist.

http://www.acr.org/accreditation/apply/diagnostic_modality/app_instructions.aspx

http://www.acr.org/accreditation/apply/diagnostic_modality/app_checklist.aspx

Third - Logon to the ACR application website (with the credentialing info, machine info, and clinical exam info from the first step) and begin the process (<https://acredit.acr.org/>) (Note – you may need to turn on compatibility mode with the Internet Explorer 8 browser – contact OT support if you do not know how to do this) When you are done with this process it will ask you if you want to pay by credit card or check. If you pay by credit card, once you pay, the ACR will send you an e-mail with your CT Accreditation Program (CTAP) ID. If you elect to pay by check it will allow you to print an invoice, which you can then send to management to get a check. Take the invoice and the check and mail it to the ACR; then you will receive your CTAP ID in an e-mail.

Fourth - Order your CT phantom so you are ready for the phantom testing with the physicist. (http://www.acr.org/accreditation/computed/qc_forms/Phantom_Order_Form.aspx) (You do not need the software – the stand and case are nice to have and helpful but not required). This phantom is required since you will need it to conduct the routine quality control program. (This QC test will be either weekly or monthly depending on the physicist requirements)

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Fifth – Contact the your Diagnostic Physics, Physicist (Jim O'Brien – 561-865-6165, Dr. Allan Lightman - 561-379-3991, or Dr. Martin Trefler - 561-865-2162) and setup an appointment to scan the CT phantom, create the images for submission to the ACR, and conduct the CT Physics survey. Please remember to review our “Accreditation Survey Preparation” and the “Terms & Conditions” documents. The testing will take approximately four hours.

Sixth – Collection of the clinical images is your final step. In general, the clinical images must be within 30 days before or after the phantom scan date. Please make yourself familiar with the testing instructions and note how the CDs must be created.

http://www.acr.org/accreditation/computed/qc_forms/Clinical_Testing_Instructions.aspx
(NOTE – clinical images require an embedded DICOM viewer, phantom images do not. Also note that the embedded DICOM viewer must meet certain requirements noted in the document link above, some PACS do not meet these requirements, your physicist can give you some guidance in this area if needed).

It is of paramount importance that you follow very closely the “Clinical Image Submission” guide. This contains very detailed information about how your clinical images will be judged (contrast injection rates, etc.) Failure to do this will result in failed clinical images.

http://www.acr.org/accreditation/computed/qc_forms/image_guide.aspx

All clinical image submissions will need to have a clinical data form submitted:

http://www.acr.org/accreditation/computed/qc_forms/Clinical_TID.aspx

You will also need to fill out the QC and workload questionnaire:

http://www.acr.org/accreditation/computed/qc_forms/questionnaire.aspx

Seventh – You will now collect all the phantom and clinical information and log back into the ACR website (<https://acredit.acr.org/>). Complete all the information it requests and then package up the CDs or films and submit them to the ACR. Expect that it will take 4-8 weeks for the ACR to process your information – they are very busy with the thousands of submissions they are receiving. You can call the ACR at 1-800-770-0145 to get more information of status of your application.

Thank you for choosing Diagnostic Physics as your accreditation partner. We do accreditations for CT, MRI, breast MRI, Nuclear Medicine, PET, ultrasound, breast ultrasound, and mammography and stereotactic breast biopsy.