

## MRI – Accreditation Survey Preparation

Diagnostic Physics is your resource for accreditation and annual testing for MRI units. We do hundreds of these surveys annually and our experience is at your disposal – we're here to help. Please - if you have questions, call us.

We have prepared this document to assist you in preparing for your scheduled physics survey date. If you ensure the following items are accomplished it will greatly reduce the risk of extra costs for return visits or resubmissions.

### Preparation Items:

1. Please make sure you have the ACR MRI Phantom from J&M Specialty Parts, present at the facility on the day set for testing.
2. Make sure your service engineer has accomplished a periodic maintenance (PM) within 30 days and that the Magnetic Field Uniformity has been measured with the largest possible DSV. Have them provide the data for physicist review. You may want to have your service engineer present or at least on-call on the survey day to help things go smoothly.
3. Make sure your MRI unit has the SMPTE pattern installed (speak to your service engineer), so the monitor or printer can be tested.
4. The CD writer must be working and you should have 5 or 10 CDs present for burning (DVDs are not acceptable). You may not be able to use your PACS software. Get with your PACS administrator and make sure that the images can be burned without a DICOM viewer present. You may want to have your PACS administrator present on the survey day to help things go smoothly.
5. Please have your apps team support ready to assist in the event that the physicist requires some information like, scan parameter issues, coil configuration, etc.
6. Please make yourself very familiar with the Clinical Image Submission Guide on the [www.acr.org](http://www.acr.org) website. This document gives a wealth of information for clinical image submissions and if it is not followed closely (with respect to contrast injection rates, slice thickness, pixel size, etc.) you may fail the clinical side.
7. Please make sure the MRI Technologist will be available to assist on the day of the survey. The physicist along with your Service Engineer, Apps Team, MRI Technologist, and Supervising Physician, form the team that can solve any issues that arise.

It may seem daunting, but really the process is pretty straightforward and we have the experience to make sure it all turns out well and you receive your accreditation (It will probably take 6-8 wks to get a response from the ACR).