



**Radiation Oncology Practice Accreditation Program
1891 Preston White Drive
Reston, VA 20191**

Login Change Request Form

This form is for Radiation Oncology accreditation accounts.

The Chief Radiation Oncologist or Facility Administrator must authorize all login changes. Login users are the primary contact for the accreditation account. They are responsible for completing applications, testing packages, and updating any changes to the facility after accreditation is achieved. Failure to maintain a current login person may result in delays in communication from the ACR.

Since each practice can only be assigned to one email address, it is essential to use the existing login to access an account. You cannot have more than one email access the same facility ID number. You may have more than one site assigned to an email address. If the current login is no longer responsible for the accreditation account, or if you need to change the login for an account, please complete this form to update the login email address.

All fields must be complete to process login changes.

New Login's First & Last Name: _____

New Login's Email Address: _____

New Login's Contact Phone Number: _____

Note: This form is not used to change the login for diagnostic or breast imaging accounts.

Please list below all facility ID numbers to be assigned to the above user. Applicable radiation oncology ID numbers will begin with FML followed by a 1-4 digit ID number that starts with 1 to 9—located towards the bottom right corner of the accreditation certificate.

Example: FML 987, FML 5912, FML 7559

Completed forms may be emailed or faxed to ACR.

Emailed forms **MUST** be received from the email on file of the Chief Radiation Oncologist or Facility Administrator.

Email to rad-onc-accr@acr.org

OR

****For Faxed Forms Only:***

Fax number: 703-390-9836

(Name of Chief Radiation Oncologist or Facility Administrator)

(Signature)