



ACR Mammography Accreditation Checklist and Milestones Initial, Renewal and Reinstate Applications

- RENEWALS:** Time to renew email sent to the facility 8 months prior to certificate expiration date.
NOTE: Time to renew email is sent to the facility login, modality Lead Interpreting Physician and administrator listed in the accreditation database for the account. If personnel has changed since the last accreditation, log into the accreditation database and "Start Renewal" 8 months prior to expiration.
- Review **Complete Accreditation Information: Breast Ultrasound**, available at the following address: www.acr.org/MAPInfo
- Submit the application including:
 - Fee
 - Signed Legal Forms
- Application Submitted* confirmation email is sent to the facility login.
- ACR accepts the application, online Testing Package is issued for each unit applied for and the testing cycle begins. If a new facility, ACR notifies the FDA and a provisional MQSA certificate is issued.
- Testing Materials Available Online* email is sent to the facility login.
(Testing is due 45 days after the application is accepted by the ACR)
- Online Testing Package is submitted by the facility including:
 - Clinical and phantom images reviewed and approved by the Lead Interpreting Physician
Accreditation phantom image taken within 45 day testing window
The clinical and phantom images from each unit must be taken within 30 days of each other, and from the current testing cycle
 - Annual System Performance Evaluation Summary Form to include Technologist QC signed by the qualified medical physicist and documentation of corrective action if applicable
 - Completed online data forms
 - Personnel forms and QC, if applicable
- Testing Package Completed Online* confirmation email is sent to the facility login.
- ACR reviews the clinical and phantom images and all forms and paperwork submitted in the Testing Package and issues a Final Report. *Final Report issued* email is sent to the facility Lead Interpreting Physician, technologist contact, facility login and administrator.
 - Facility reviews the Final Report noting areas for potential improvement.
- If the final outcome is APPROVED, ACR sends a 3-year accreditation certificate and marketing toolkit to the attention of the facility Lead Interpreting Physician & information transmitted to FDA. The facility appears on the ACR Accredited Facility list on accreditation.org with its new expiration date.
 - After the first unit at a facility is approved the facility receives and completes the Accreditation Survey.
- If the final outcome is NOT APPROVED a repeat cycle is started automatically. However, the facility may contact the ACR if they wish to appeal or withdraw.
 - Repeat images due with 20 days from the date of the Final Report.