Use this checklist to assist in completing your testing packet. The ACR will not process your application if any items are missing. Be sure to keep copies of the completed application, images and any additional submitted information.

The testing materials are due within 45 calendar days from the date issued.

- **Online testing** packet completed and submitted
- **Personnel Forms** (if applicable)
  - Interpreting Physician completed, signed and dated by each interpreting physician
  - Medical Physicist completed, signed and dated by each medical physicist
  - Radiologic Technologist completed, signed and dated by each radiologic technologist
- **Mammography Quality Control Checklists – New Units Only** (complete and send checklists; do not send your QC forms)
  - Daily and Weekly Checklist or DM Unit Checklist—send 1 month of QC, data must include the dates that the accreditation clinical and phantom images were taken (send all available)
  - Monthly, Quarterly and Semi-Annual Checklist or DM Display Checklist—send previous calendar 12 months (if this is a new unit, send all available)
- A copy of the entire, most recent medical physicist’s survey report for each unit to include ancillary equipment, such as processors, laser printers or review workstations, **even if located offsite**. All reports must be complete and include:
  - Medical Physicist’s Mammography QC Test Summary form (signed by the medical physicist)
  - “Evaluation of Site’s Technologist QC Program” page (even for new units)
  - All data pages (not just the summary forms)
- **Corrective action** taken for failures of MQSA regulations identified on the medical physicist’s report
- **Test Image Data Sheet** (completed online, print and submit with hard copy films)
- **Clinical images** (4-views only, appropriately labeled) that are:
  - BI-RADS® category 1 (negative)
  - Of interpretive quality
  - Must be labeled with the MQSA-required image identification information (Do not anonymize your images)
  - Reviewed and approved by the supervising radiologist
- **Phantom image** (appropriately labeled; only 1 phantom image for each unit)
- Please note that your accreditation submission contains HIPAA data, so we strongly recommend that you send your submission via a traceable method with a signature required for delivery
Incomplete information will delay processing of your application.