

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<sup>®</sup> 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.***