Accreditation How Do I…?

This document is a guide of general accreditation processes related to the online accreditation system, and is supplemental to information found on the ACR Accreditation page.

Mammography instructions

Some online instructions may differ for mammography accreditation and are displayed in a box such as this one.

*It is the responsibility of the facility to notify ACR of changes in contacts or authorizing personnel, failure to update this information could delay applications and communication.*

Note: Breast Ultrasound and Stereotactic Breast Biopsy applications are not yet available in the online system. New applicants for these programs should apply through: [https://aea.acr.org/](https://aea.acr.org/). Renewal applications will be sent by mail.

If you have a question that is not outlined in this document, please call the accreditation department:

Breast Imaging Accreditation Programs: 1-800-227-6440
Diagnostic Modality Accreditation Programs: 1-800-770-0145
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ACR Accreditation Contact Page

Breast Imaging Accreditation Programs: 1-800-227-6440
Diagnostic Modality Accreditation Programs: 1-800-770-0145

General Accreditation Inquiries: accreditation@acr.org

Please send modality specific correspondence to the appropriate modality:

Breast MRI Accreditation Program
Email: BreastMRI-Accred@acr.org
Fax: 703-648-9176

Breast Ultrasound Accreditation Program
Email: breastultrasound-accred@acr.org
Fax: 703-648-9176

CT Accreditation Program
Email: ctaccred@acr.org
Fax: 703-390-9834

Mammography Accreditation Program
Email: mamm-accred@acr.org
Fax: 703-648-9176

MRI Accreditation Program
Email: mri@acr.org
Fax: 703-390-9834

Nuclear Medicine Accreditation Program
PET Accreditation Program
Email: nmap@acr.org
Fax: 703-390-9835

Stereotactic Breast Biopsy Accreditation Program
Email: stereo-accred@acr.org
Fax: 703-648-9176

Ultrasound Accreditation Program
Email: ultrasound-accred@acr.org
Fax: 703-390-9835
Access Online Accreditation System

To access the online accreditation system: [https://acredit.acr.org](https://acredit.acr.org)

Please add [noreply_acredit@acr.org](mailto:noreply_acredit@acr.org) to your safe senders list to ensure you receive system notification emails.

**Note:** Breast Ultrasound and Stereotactic Breast Biopsy applications are not yet available in the online system. New applicants for these programs should apply through: [https://aea.acr.org/](https://aea.acr.org/) Renewal applications will be sent by mail.
How do I login?
Each Modality ID has only one online user; however, you may have multiple Modality IDs under a registered user’s single login.

Go to the online accreditation system: https://acredit.acr.org
The login is:
Your email address
Your password should be:
- at least 8 characters and
- contain 3 of the following:
  o Uppercase letter
  o Lowercase letter
  o Number
  o Special Character (!, @, #, $, %, ^, &, *)

Passwords
Passwords are case sensitive, and are required to be changed every 90 days.
- If it has been more than 90 days since you last accessed the accreditation system, then you will be prompted to change your password.
- You may not repeat a password for 10 password cycles.
- If you cannot remember your previous password, you will need to click “Logout”. On the login screen, click “Forgot Password” and a link will be sent to your email address to set up a new password.

How do I request a new password?
On the login page, click “Forgot Password”, and a link will be sent to your email to set up a new password. For security purposes, passwords can only be reset once in a 24 hour period.

What if my reset password link does not work?
If the link is not valid, you will see the following text: “This link to reset your password has already been used. Please return to the login screen and click on "forgot password" to have a new link sent to your email address.

Note: password resets are limited to once every 24 hours for security reasons.
How do I update my password without my old password?
The system requires a new password every 90 days. If it is time to change your password, you will see the following screen:

If you cannot remember your password, click “logout” and click “forgot password” on the login page. The system will send you an email to create a new password.
How do I change the login for the account?

Since each modality ID can only have one online user, it is important to use the existing login to access an account. If the previous user is no longer responsible for the accreditation applications, or if you only need to change some of the accounts to a new login, your Supervising Physician or listed Facility Administrator must authorize a login change by sending an email to accreditation@acr.org with the following information:

- Modality ID number
- New Login’s First & Last Name
- Login’s Email
- Login’s Phone

Note:

- The names and email addresses of the Supervising Physician or Facility Administrator must match the information listed in the online database or else the request cannot be accepted. If you are unsure please contact the accreditation department at (800) 770-0145 before sending the email.
- Login changes are account specific and will only change the Modality ID(s) provided in the request.

Mammography

All changes for Mammography accounts must come from the Lead Interpreting Physician. Please provide the new login’s contact information in an email to accreditation@acr.org
Navigate ACRedit

Use the tabs to see your current or previously submitted information to ACR. If there is a number other than “0”, then you have an available item to update or submit. Previously submitted information becomes Read-Only and is displayed for historical purposes.

**Note:**
- The “My Modalities” tab will show the number of accounts you have privileges to make changes.

**My Applications** shows your list of draft or submitted applications. You may print legal forms and invoices from this page.

**My Testing Packages** shows your list of draft or submitted testing packages. You will submit and print your data forms from this page.

**My Final Reports** shows you a list of final reports by unit and date. You can resend the email with the link to your final report; however you will not be able to view the report from this page. If you receive a deficiency report, this page will display a link to your option form when it is available.

**My Modalities** shows the list of accounts that you can make changes. This screen is used to access your personnel, unit, and CMS information (if applicable). To view a list of other modalities or demographic information for your location, click “Modality Details” under the action column.

**My Profile** shows the contact information (name, email, and phone) for the account holder. You may change your password on this tab.

**Logout** exits the ACRedit account and returns you to the login page.
Applications

What information do I need before I apply?
If this is your first time applying for accreditation at a location, you will need all demographic information described below.

If this is a renewal or reinstate application, the accreditation system will pre-populate previously submitted data. If any information has changed since the last application, please change it in your application. You will not be able to make changes once the application is submitted.

The application is divided into three sections.

Section 1: Facility information
Information in section 1 should be true for all types of imaging at your location. Do not enter modality specific contacts; this information will reflect on all modalities at the practice site.
Facility information includes: Facility name, location address, facility supervising physician, facility administrator, CMS information (if applicable), survey agreement cosigners.

Section 2: Modality information
Section 2 is specific to the imaging modality you are applying. You may enter a contact name on the attention line of the mailing address on this section.
Modality information includes modality supervising physician (may be different from facility supervising physician), technologist contact person, and unit details. Unit details include number of units, make/model, serial number, most recent annual system evaluation date, submission type, and patient types (if applicable) for submission.

Section 3: Personnel, payment, and submit
Personnel: You will list the interpreting physicians, physicists (if applicable), and technologists operating under the applied modality. For per diem details, please review the modality program requirements.

Payment: Payment may be submitted by check or credit card. Testing materials will be sent after payment is received.
For credit card payments, enter the number in the online system. Your credit card will not be charged until you click submit on the application. If you do not click submit during that session, the credit card information will not be processed or saved and you will need to enter it again.
For check payments, the system will give time for mailing so your application does not expire. Please track your payment or contact your accounting department for the check number if you need to check status of payment.
How do I apply for a new facility?

If you are applying for the first time, please go to “My Applications” and click the link to “Add Facility”. You will be required to enter facility information such as facility name, address, modality information, unit information, exam selection, and personnel.

How do I start my renewal application?

Go to “My Modalities” and click the “Start Renewal” link. If this column shows “N/A”, you may already have a draft application open, or you may not be close enough to your renewal date. Please check the “My Applications” page to view open draft applications.
How do I access my draft application?

Go to “My Applications”, locate the draft by using the status column, and click the “Modify” link under the action column. Once an application is successfully completed and submitted the status column will indicate Submitted.

How long do I have to work on an application?

The system will save your progress on an application, so you may leave and come back at a later time. If your draft application is inactive for 60 days, the system will delete the unsubmitted application.

Note: Login users will receive reminder emails about inactive draft applications. If your application is deleted, you will not be able to recover it.

How do I find a cycle in progress?

The message “You cannot change this information because you have at least one cycle in progress,” indicates an open application or testing package. The number in ( ) on the top of your screen will indicate open applications or testing packages.

Note: Check the mid-cycle list under the list of applications.
How do I know how many applications to submit?
An application must be submitted for each different geographical location where imaging is performed. Equipment physically located at different addresses must be accredited and certified as though they belong to separate facilities even though ownership and/or staffing may be the same.

If you need to add a unit to an address that is already accredited, please see “How do I apply for a new or replacement unit under my existing accreditation?”

If your facility utilizes a mobile unit for imaging services, please see the DMAP Mobile Unit Site Policy

How do I apply for a new or replacement unit under my existing accreditation?
(This section does not apply to Breast Ultrasound accreditation.)
If you have already applied and need to add another unit to the same location, or have replaced a unit, then you need to add a new unit to the account.

Go to “My Modalities” and click the link to “Units/Modules”. Click the link to “Add New Unit” under the list of units; this will add the unit to the Modality ID for that location.

Note: (The following instructions do not apply to Ultrasound accreditation)
If there is less than 13 months remaining on the accreditation, the facility will start an early renewal. All units currently performing diagnostic testing will be included on the application. Early renewal requires full application fees and complete phantom and clinical testing. The expiration date for all units will be three years from the current expiration date.
If there is more than 13 months remaining on the accreditation, the facility has the option to submit a new unit addendum, or a new unit reinstatement.

- New Unit Addendum: The facility will submit complete phantom and clinical testing for the new unit(s) and pay a reduced accreditation fee. The added unit(s) will receive the same expiration date as currently approved units for this modality.
- New Unit Reinstate: The facility will submit complete phantom and clinical testing for all active units. Withdrawn units may also be removed. This application requires full application fees and testing. The expiration date will be three years from the first approval report date.
How do I apply for a new modality?
If you are not the login user for an existing modality at the accredited location, you need to apply as a new Facility; see How Do I Apply for a New Facility. You will be able to link the modality to the other accreditation accounts at your facility during the application process.

If you are the login user for an existing modality at the location and will submit the application for a new modality, go to “My Modalities” and click the link to “Modality Details”. Click the link that says “Add Modality” found in the upper left corner.

Mammography users will need to add a new facility to apply for a diagnostic accreditation. 
**Note:** If adding Mammography, you will need to add a mammography facility.
How do I add a module/patient type to an accredited unit?
Go to “My Modalities” and click “Units/Modules” for the facility you would like to add the module. Select “Add Module” on the list of units.

Once the added module is approved, it will receive the same expiration date as the unit. You will be required to retest the added module upon renewal. Added modules or patient types may include clinical and/or phantom testing.
How do I withdraw a unit?

If a unit is no longer used for imaging, the facility must withdraw the unit from the accreditation system. If your account is due for renewal, the unit may be withdrawn in the renewal application.

Go to “My Modalities”, click on the “Units/Modules” link under the action column, and then click the “Withdraw” link under the action column. The facility must complete and submit the Withdraw Unit application and submit the Withdrawn Unit memorandum to the ACR.
How do I relocate my accredited facility/modality?

Mammography facilities must complete the relocation application within 10 calendar days after the relocation.

When a modality moves all accredited units to a new address, you may be required to submit additional testing and fees for your imaging modality.

Go to “My Modalities” and click “Modality Details”, and then click the “change” button next to the facility location address. Answer the questions to begin your relocation application.

Note: Each moved modality must complete a relocation application.
Change My Submitted Application

How do I change my exams for submission?
Please review the Program Requirements for your modality found on the ACR Accreditation page.

Note: Some modalities have required exams for submission, which may not be changed.

Exam change requests must come from an email address listed on your accreditation account prior to submitting the online testing package. Please send an email to the Corresponding Modality with the following information:

- Modality ID number and Unit (if applicable)
- Please remove (state exam to drop/remove)
- Please add (state exam to add or change)

How do I change my image submission type?
You may change how ACR receives your images (Film, CD, or Upload).

Submission change requests must come from an email address listed on your accreditation account prior to submitting the online testing package. Please send an email to the Corresponding Modality with the following information:

- Modality ID number (and Unit number if applicable)
- Please change our submission type for (clinical/phantom) images from (current submission type) to (desired submission type).
- Note: that uploaded submissions must upload both clinical and phantom images when required. For Example, clinical images cannot be submitted via upload if the phantom images are submitted on CD.

Mammography
All changes for Mammography accounts must come from the Lead Interpreting Physician. Please send the request to mamm-accred@acr.org. If you have further questions, please call (800) 227-6440.

- Mammography images may only be submitted by Film or Upload.

Quality Control Manuals
The following modalities provide quality control manuals:

- Mammography
- Stereotactic Breast Biopsy
- MRI
- CT

- Mammography and Stereotactic Biopsy sites applying for the first time will receive a hard copy of the modality Quality Control Manual by mail.
- CT and MR sites applying for the first time or renewing will receive an electronic copy of the Quality Control Manual via email.
Testing Materials
Modality specific testing instructions may be found on the ACR website

Upload Submissions
The following modalities will accept images uploaded for submission:
- Breast MRI
- CT
- Mammography
- MRI
- NM
- PET
- US

If your site selects upload for submission of materials, you will not receive testing materials by mail. Please see Instructions for Uploading Images You will be required to upload all paperwork for review.

Film Submissions
The following modalities will accept images uploaded for submission:
- Breast Ultrasound
- CT
- Mammography
- MRI
- NM
- PET
- Stereotactic Breast Biopsy
- US

If you choose to submit images by film your facility will receive barcode labels by mail. Use one label for each sheet of film and submit appropriately labeled corresponding paperwork. Please take care not to cover pertinent clinical or facility information.

Note:
- Before selecting film submission for CT or MRI Accreditation, please contact the accreditation department.
- For Breast Ultrasound and Stereotactic Breast Biopsy, please follow the labeling instructions in the Testing Instructions document found on the ACR Accreditation page under Testing and QC forms.

CD Submissions
The following modalities will accept images submitted on CD:
- Breast MRI
- CT
- MRI
- NM
- PET
- US

If you choose to submit images by CD your facility will receive barcode labels by mail. CD submissions will receive the exact number of barcode labels for submission. For items listed with CD1 and CD2 labels, these materials should be identical. Your images will be evaluated by two different reviewers, and they should receive the same information for review. Please place the labels on the CD case or paper sleeve; not on the CD itself.

See the modality section below for more specific instructions.
Breast MRI
CD submissions should have all Clinical exams on one CD. You will make a copy for a total of 2 CDs. No Phantom images are required at this time.

Appropriately labeled Paperwork for submission includes:
- Your most recent physicist report (1 copy)
- Corresponding data forms for your images (2 copies); the Clinical data forms should be printed and labeled from the online system after you complete the online Testing Package.
CT submissions should have all Clinical exams on one CD and all Phantom Image/Dose Information on a separate CD. You will submit a duplicate of each CD for a total of 4 CDs.

Appropriately labeled Paperwork for submission includes:
- Most recent annual system performance evaluation summary form and corresponding corrective action if applicable (1 copy),
- Written protocols for each clinical exam submission (2 copies), and
- Corresponding data forms for your images (2 copies); the clinical and phantom data forms should be printed and labeled from the online system after you complete the online Testing Package.
MRI

CD submissions should have all Clinical exams on one CD, and all Phantom Images on another CD. You need to submit a duplicate copy of your Clinical CD for a total of 3 CDs. (You may label front and back of CD sleeve if necessary)

(Place CD 1 label on CD sleeve)

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Appropriately labeled Paperwork for submission includes:
- Most recent annual system performance evaluation and corresponding corrective action if applicable (1 copy),
- Corresponding data forms for your images (2 copies for clinical images, 1 copy for phantom); the Clinical and Phantom data forms should be printed and labeled from the online system after you complete the online Testing Package.
Nuclear Medicine
CD submissions should have all Clinical exams on one CD and all Phantom Images on another CD. You will need a duplicate of each CD for a total of 4 CDs. (You may label front and back of CD sleeve if necessary)

Appropriately labeled Paperwork for submission includes:
- Most recent State/NRC Inspection Report (1 copy); please include any corrective action and responses,
- Most recent annual physicist report (1 copy); including Dose Calibrator Linearity and Accuracy, and any corrective action if applicable,
- Written procedure for each clinical exam (2 copies)
- Interpreting Reports for each clinical exam (2 copies)
- Corresponding data forms for your images (2 copies); the Clinical and Phantom data forms should be printed and labeled from the online system after you complete the online Testing Package.
PET
CD submissions should have all Clinical exams on one CD and all Phantom Images on another CD. You will need a duplicate of each CD for a total of 4 CDs.

Appropriately labeled Paperwork for submission includes:
- Most recent State/NRC Inspection Report (1 copy); please include any corrective action and responses,
- Dose Calibrator Report Linearity and Accuracy (1 copy), and any corrective action if applicable,
- Written procedure for each clinical exam (2 copies)
- Interpreting Reports for each clinical exam (2 copies)
- Corresponding data forms for your images (2 copies); the Clinical and Phantom data forms should be printed and labeled from the online system after you complete the online Testing Package.
Ultrasound

Due to the number of exams required for ultrasound submission, you will need to group multiple patients on the same CD. It is recommended that you burn 2 modules per CD and submit a duplicate of each disc. (You may label front and back of CD sleeve.)

The five Ultrasound Modules are OB, GYN, GEN, VASC, and Pediatric. Diagram shows OB and GYN modules, please label GEN, VASC, and Pediatric studies similarly.

No Phantom Data is required for submission.

** Appropriately labeled Paperwork for submission includes:
- Copy of your most recent annual system evaluation report for each unit**
- Interpreting Reports for each clinical exam (2 copies) and
- Diagnostic Criteria for each Vascular study (2 copies)

** You only receive one Annual System Report label for all units
Final Reports

How do I view my final report?
The final report is sent as a pdf link in an email to the supervising physician and the facility administrator on the account. The report will not open if the email or the link is forwarded. The PDF of the report can be printed by the supervising physician or facility administrator for the technologist to see.

Note: the login and the technologist contact will receive a final report issued notification, to view the report, please contact your supervising physician or facility administrator.

“Not enough permissions” error message
When opening the final report, if you see the “you have not enough permissions” message, the computer you are on is logged into the online accreditation system.

Go to the online accreditation system https://acredit.acr.org and click “logout” in the top right corner, and then go back to the system email message to open the final report link.

Note: Closing the window is not the equivalent of logging out of the system.

How do I get another copy of my final report?
The final report is only available as a link in an email to the supervising physician or facility administrator.

The login person may resend the final report and all notifications by going to “My Final Reports” and clicking “Resend Final Report” for the modality and unit you need.
Option Forms
If a unit does not pass accreditation, you have the opportunity to submit an option form to proceed with accreditation. See [What are my options after a failed outcome?](#) Option forms are due 15 days after the option form sent date.

Please review your final report and options with your supervising physician before completing your option form. Your final report link must be accessed by the supervising physician or facility administrator before the option form is available.

**How do I access my option form?**

Mammography
If the deficient unit is eligible to repeat, the option form will automatically submit when the report is issued. Repeat submissions are due within 20 days of the final report date. Additional instructions are under [How do I submit for a repeat (Mammography)?](#)

For CD or film submissions: the option form is available 48 hours after images are returned to your facility For uploaded submissions: the option form is available 48 hours after the final report is issued.

Go to “My Final Reports” and click “Select Option” under the option status column.

<table>
<thead>
<tr>
<th>Modality Name</th>
<th>Modality</th>
<th>Unit</th>
<th>Cycle</th>
<th>Report Date</th>
<th>View Date</th>
<th>Option Status</th>
<th>Option Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Facility Name</td>
<td>CTAP# 00876</td>
<td>Unit# 02</td>
<td>Initial</td>
<td>1/1/2010</td>
<td>1/3/2010</td>
<td><a href="#">Select Option</a></td>
<td></td>
<td>Resend Final Report</td>
</tr>
</tbody>
</table>
What are my options after a failed outcome?

Appeal - “My facility wants to send back the failed items to be reviewed again.” You disagree with the assessment of the images submitted for review, and you wish to resubmit the exams to be reviewed again.

**Note:** If the appeal outcome following the first deficiency is a fail, you may select one of the other options to repeat, withdraw module/patient type, or withdraw from accreditation.

Repeat - “My facility would like to submit a new exam of the same type.” You may submit a new exam in the category that did not pass. Exam changes are not permitted in a repeat cycle. You may submit a clinical or phantom image not previously scored within the acceptable collection timeframe.

**Note:** If the repeat does not pass, you may choose to appeal the repeat images only, reinstate with corrective action, withdraw module/patient type, or withdraw from accreditation.

Withdraw module/patient type - “My facility does not perform this module/patient type and does not need accreditation for this module or patient type.” If your facility does not perform the recommended minimum number of exams within a failed module, you may be able to drop the module. Please refer to the Emergency Use Clause in the specific modality Program Requirements for more information. Some modalities require all patient types to be accredited and may not have an emergency use clause. Although accreditation is voluntary, all ACR accredited sites must comply with ACR program requirements.

**Caution:** Some third party payers may have stricter minimum requirements for reimbursements. ACR does not maintain a list of these payers and their requirements; you may want to check with the payer before dropping a module.

Withdraw - You may withdraw from the accreditation process entirely. If you chose this option, you must remove any ACR accreditation signage on display.
How do I submit for an appeal on a CD submission?

Mammography is not able to submit images for ACR review on CD. These appeal instructions do not apply to Mammography, please see How do I submit for an appeal? (Mammography)

Reasons for appeal are typically for a) disagreement with image quality and/or b) missing images or incorrect data forms. Appeal submissions must be completed the same way as the original submission (i.e. if you submit on CD, you must appeal on CD or if you submit electronically, you must appeal electronically).

**Appeal for CD submission**

Complete the option form in the online accreditation system. Once you submit your option form to appeal, your appeal items must be returned to ACR within 10 days. You only need to submit failed items for appeal, passing exams should not be resubmitted. You must submit the exams and paperwork previously scored with your appeal submission.

**To submit the online option form:**
- Go to “My Final Reports”, click “Select Option”
- Select “other options”
- Select “appeal”
- Check the attestation box at the bottom of the screen.
  (Note: Do NOT check any modules or patient types on this screen unless you wish to withdraw them from the accreditation process.)
- Click “Submit”

**Appeal submission materials include:**

1) Letter of appeal (stating the reason for appeal)
   - If clinical, the letter must be signed by the supervising physician
   - If both clinical and phantom images are being appealed, please send two letters: one letter addressing the clinical appeal and one letter addressing the phantom appeal

2) Submit one original CD that was submitted to ACR
   a. *If appealing for disagreement of image quality assessment*, submit one original CD.
   b. *If appealing due to missing images* acquired on same date of service as images originally submitted, you may burn an appeal CD to submit along with the original CD. The appeal CD must contain **all required series, not just the images missing from the original submission**. Write “Appeal” with a sharpie/permanent marker on the appeal CD.

3) Submit data form for exam(s) being appealed. *(If applicable)*
   a. *If appealing for disagreement of image quality assessment*, submit one original data form.
   b. *If appealing due to incorrect data form*, submit one original data form and a corrected copy labeled “Appeal.”

Mail your appeal materials to ACR:

American College of Radiology
ATTN: Diagnostic Modality Accreditation Program
1891 Preston White Drive
Reston, VA 20191
How do I submit for an appeal on an electronic submission?

Mammography appeal instructions, please see How do I submit for an appeal? (Mammography)

Reasons for appeal are typically for a) disagreement with image quality and/or b) missing images or incorrect data forms. Appeal submissions must be completed the same way as the original submission (i.e. if you submit on CD, you must appeal on CD or if you submit electronically, you must appeal electronically).

Appeal for Electronic Submission

*** Please have an electronic copy of the appeal letter signed by the supervising physician or physicist, missing images, and/or any supporting documentation (e.g. corrected phantom data form) readily accessible while completing the options form. All materials for review must be uploaded while completing the option form. ***

1) Submit online option form  
   - Go to “My Final Reports”, click “Select Option”  
   - Select “other options”  
   - Select “appeal”  
   - Check the attestation box at the bottom of the screen.  
   (Note: Do NOT check any modules or patient types on this screen unless you wish to withdraw them from the accreditation process.)  
   - Click “Submit”

2) Upload appeal letter signed by the Supervising physician if clinical. If phantom, appeal letter should be signed by the medical physicist.

3) Any supporting documentation such as corrected phantom data forms must be uploaded at this time.

4) Select “Yes” for submission of additional images. Select “No” if no additional images need to be uploaded.

5) Submit the options form online

6) Upload the missing images in TRIAD. Do NOT re-upload the entire exam.

7) Submit the online testing package in the accreditation system.
Instructions for Mammography Appeals

How do I submit for an appeal? (Mammography)
If you disagree with the not acceptable decision in your final report, you have the option to appeal. An appeal requires the site to resubmit the EXACT same images (no additions) for review. Appeals are due within 30 days of the unsuccessful report date.

Reasons for appeal are typically for disagreement with image quality. Appeal submissions must be completed the same way as the original submission (i.e. if you submit on film, you must appeal on film or if you submit electronically, you must appeal electronically).

If the application you wish to appeal is an initial or renewal cycle, a repeat cycle has been automatically started for you. Your Lead Interpreting physician must send the request in writing (fax or email) to change to an appeal.

Film appeal submissions (Mammography)

Appeal submissions include:
1) An appeal letter signed by the lead interpreting physician (if clinical) or physicist (if phantom) regarding the reason for appeal
   - If appealing both clinical and phantom results, please include two letters (one for the clinical appeal and one for the phantom appeal)
2) The original images resulting in the NOT ACCEPTABLE decision

Mail your appeal materials to ACR:
American College of Radiology
ATTN: Mammography Accreditation Program
1891 Preston White Drive
Reston, VA 20191

Electronic appeal submissions (Mammography)

1) Complete the option form and select:
   i. “Other options” (Select box)
   ii. “Appeal” (Select box)
   iii. Lead Interpreting Physician Attestation (check box)
   iv. Appeal Letter (upload electronic file)
How do I submit for a repeat?
Repeat exams are new exams not previously submitted for ACR review, and should be collected after the date on the deficiency report. You do not need to resubmit passing exams in a repeat cycle.

1) Complete option form in online accreditation system.
   - Go to “My Final Reports”, click “Select Option”
   - Select “other options”
   - Select “repeat”
   - Check the attestation box at the bottom of the screen.
   (Note: Do NOT check any modules or patient types on this screen unless you wish to withdraw them from the accreditation process.)
   - Click “Submit”

2) Submit the repeat application and payment.
3) You will receive your testing package and due date after the repeat application is accepted.

Instructions for Mammography

How do I submit for a repeat? (Mammography)
If your Mammography account is eligible to repeat, your unit will automatically be placed in a repeat cycle. Repeat exams are new exams not previously submitted for ACR review, and should be collected after the date on the deficiency report.

1) If eligible to repeat, the option form to repeat will automatically be submitted when the deficiency report is issued.

2) Go to ‘My Testing Packages’ to modify the information for your repeat images

3) Repeat testing materials and fees are due within 20 days of the final report date.

*If you’d like to submit an option other than a repeat, please follow the instructions in the deficiency report.

How do I withdraw a failed module or patient type?
Failed modules or patient types may be withdrawn if the site no longer performs exams of a category or patient type.

1) Complete option form in online accreditation system.
   - Go to “My Final Reports”, click “Select Option”
   - Select “other options”
   - Check all modules or patient types you wish to withdraw from the accreditation process.
   - Check the attestation box at the bottom of the screen.
   - Click “Submit”

2) Submit the withdraw module/patient type form signed by the listed supervising physician.
   - Forms may be faxed to 703-295-6776
Facility Information

How do I report an ownership change for my facility? (Excluding Mammography)
In the event of an ownership change, the accreditation does not automatically transfer to the new owners. As stated in the signed accreditation survey agreement, the facility must report updates to supervising physicians, equipment, or staff. Please have an individual listed on the account contact ACR to request a change of ownership form.
For Diagnostic Accreditations, call 1-800-770-0145.

How do I report a change in ownership for Mammography?
Mammography: To complete the ownership change application click on “My Modalities”, then “Modality Details” then click on the change button next to the current ownership name. Complete and submit the application and send the required documentation listed within the application (New Owner Agreement).

How Do I change the Facility Supervising Physician?
The facility supervising physician may be changed under “My Modalities” click “Modality Details” and “Change” next to the supervising physician’s name. The change will not reflect on the account until the updated practice site survey agreement is received.

How do I change the Lead Interpreting Physician for Mammography?
To change the lead interpreting physician in the ACredit system click on “My Modalities”, then “Modality Details” the click on the change button next to the lead interpreting physicians name. Complete and submit the application and fax the required documentation listed within the application.
How do I update the personnel list?
You may add, edit, and delete personnel from the user side of the accreditation system when you do not have a cycle in progress.

To update personnel, go to “My Modalities”, click “Modality details”, and click “personnel”. The personnel list is divided by role: physician, physicist, technologist, and other personnel.

**Note:** Other personnel includes: administrative staff, assistants, consultants, or billing coordinators who may call ACR to discuss your account. ACR accreditation information is privileged and confidential; individuals MUST be on the personnel list to discuss a specific accreditation account when calling the ACR.

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**How do I update the Mammography personnel list?**
The ONLY time a facility is able or required to change their personnel (other than the owner, supervising or lead interpreting physician, or the contact person) is when a facility is completing an application. Ex: renewal, new unit reinstatement, reinstatement.
How do I change the facility or modality name?
If your facility has changed ownership, you must notify ACR of the ownership change. See How do I report a change in ownership?

**Note:** There are two steps to a name change, the facility name and the modality name. The facility name only needs to be changed one time for a geographic location, the modality name needs to be changed for each imaging account.

The **facility name** is the legal business name of a facility. This name should be the same for all types of imaging at the location. For CMS/MIPPA sites, this name is the name you enrolled with Medicare.

The **modality name** is the name of the facility and can be specific to the imaging modality. The modality name appears on the certificate.

To change the **Facility Name**, go to My Modalities, click Modality Details, and click Change button next to facility name. If you have a new supervising physician or facility owner, you may update these names in this application. **Note:** a new survey agreement is required for a change in supervising physician or owner. The name change will reflect on the account after it is accepted.

<table>
<thead>
<tr>
<th>Modality Name</th>
<th>Modality</th>
<th>Status</th>
<th>Expiration Date</th>
<th>Action</th>
<th>Renewal/Reinstate</th>
<th>Change Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Facility Name</td>
<td>CTAP# 09676</td>
<td>Pending</td>
<td>N/A</td>
<td>Modality Details</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

**Hidden**

**Veterans Health Administration**

**Facility Name:** My Facility Name

**New Facility Name Options**

- **Facility Name:** My New Facility Name
- **New Facility Supervising Physician:**
- **Name of Practice Site Officer or Owner:**
- **Title of Practice Site Officer or Owner:**

Has the practice site supervising physician (or practice site officer) changed from the person listed below? If yes, please edit the information below. Your facility will be required to submit a new Practice Site Accreditation Survey Agreement.

- **No**
- **Yes**

New Facility Supervising Physician:
- **First**
- **Mi**
- **Last**

Degree:
- **MD**

Next
To change the **Modality Name**, go to “My Modalities”, click “Modality Details”, and click “Change” next to modality name. The modality name must be changed for each imaging modality. If you need an **updated certificate**, the system will ask if you’d like a new ACR certificate in the modality name change application. **Note**: there is a fee for new certificates.

Click “Next” to enter the new modality name and enter payment information if applicable.
How do I close my modality’s accreditation?
If your facility has closed, you must close the online accreditation account.

Each modality closing at a facility must complete the closure application and submit a signed closure form. Your modality will no longer be listed as accredited on the ACR accredited facility search and you must take down all signage for the closed modality.

To close: go to “My Modalities”, click “Modality Details”, and click “Close Modality”.

<table>
<thead>
<tr>
<th>Modality Name</th>
<th>Modality</th>
<th>Status</th>
<th>Expiration Date</th>
<th>Action</th>
<th>Renewal/Reinstate</th>
<th>Change Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Facility Name</td>
<td>CTAP# 09878</td>
<td>Pending</td>
<td>N/A</td>
<td>Modality Details, Units/Modules, Personnel, CMS Information</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
# Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation</td>
<td>Full accreditation is granted per modality when all units/modules have passed the complete evaluation process or the facility has notified the ACR in writing that any unit that did not pass has been withdrawn from service. The 3-year period of accreditation extends from the date the first unit passes the full evaluation.</td>
</tr>
<tr>
<td>Practice site or Facility</td>
<td>Each different geographical location where imaging is performed.</td>
</tr>
<tr>
<td>Modality</td>
<td>An individual accreditation program specific to one type of imaging.</td>
</tr>
<tr>
<td>Modules</td>
<td>Component or body part under each individual modality for which a facility can apply. (Example: Nuclear Medicine- Planar or SPECT or MRI- Head, Spine, or MSK)</td>
</tr>
<tr>
<td>Sub modules</td>
<td>Components under applicable individual modules. (Example: Ultrasound Vascular Peripheral Exams)</td>
</tr>
<tr>
<td>Previously accredited or applied</td>
<td>Program ID numbers for all modalities in which you are accredited or those currently in the process of being accredited.</td>
</tr>
<tr>
<td>Practice site or facility supervising physician</td>
<td>Physician responsible for the entire practice site location. This person ensures that all terms stated in the Survey Agreement are met.</td>
</tr>
<tr>
<td>Modality supervising physician</td>
<td>Physician responsible for the individual modality at the practice site. This person should oversee the clinical exam selection and review all testing materials before they are submitted to the ACR.</td>
</tr>
<tr>
<td>Modality-specific technologist contact person</td>
<td>This person is responsible for organizing the testing materials for an individual modality at the practice site. ACR will contact this person if there are any questions about the submitted testing materials.</td>
</tr>
<tr>
<td>Modality number</td>
<td>The general ACR assigned ID for imaging accreditation. Modality numbers are assigned after the first application is submitted.</td>
</tr>
<tr>
<td>Unit number</td>
<td>The equipment specific number assigned under each modality number for the machine that captures clinical and phantom images.</td>
</tr>
<tr>
<td>Unit details</td>
<td>Information specific to the imaging unit such as manufacturer, model, serial number, year manufactured, type of unit (fixed or mobile), recording system and frequency.</td>
</tr>
<tr>
<td>Room location number</td>
<td>The name or number the practice site gives the room where the unit is located.</td>
</tr>
<tr>
<td>Mobile unit</td>
<td>An imaging unit that moves from one geographical location to another by motor vehicle.</td>
</tr>
<tr>
<td>Fixed mobile units</td>
<td>An imaging unit on a trailer that can move geographical locations, but stays at a single location.</td>
</tr>
<tr>
<td>Under review</td>
<td>Any active modality for which a facility has applied but no unit/module has achieved accreditation.</td>
</tr>
<tr>
<td>Testing materials</td>
<td>Instructions for submitting the clinical and phantom images, as well as the labels for the images, clinical test image data forms, phantom site scanning data forms, quality control questions, and any other modality-specific information.</td>
</tr>
<tr>
<td>Clinical test image data form</td>
<td>Form used to record technical factors used for clinical images.</td>
</tr>
<tr>
<td>Phantom site scanning data form</td>
<td>Form used to record phantom scanning protocol data.</td>
</tr>
<tr>
<td>Renewal notice</td>
<td>Notice sent to the practice site eight months prior to the expiration of a modality accreditation.</td>
</tr>
<tr>
<td>Initial application</td>
<td>A unit or modality’s first application submitted at a specific location.</td>
</tr>
<tr>
<td>Renewal application</td>
<td>An application to re-apply for accreditation before the facility’s expiration date.</td>
</tr>
<tr>
<td>Reinvestate application</td>
<td>An application submitted on an expired accreditation or application submitted after the recommended renewal timeframe.</td>
</tr>
</tbody>
</table>
### Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMRAP</td>
<td>Breast Magnetic Resonance Imaging Accreditation Program</td>
</tr>
<tr>
<td>BUAP</td>
<td>Breast Ultrasound Accreditation Program</td>
</tr>
<tr>
<td>CTAP</td>
<td>Computed Tomography Accreditation Program</td>
</tr>
<tr>
<td>MAP</td>
<td>Mammography Accreditation Program</td>
</tr>
<tr>
<td>MRAP</td>
<td>Magnetic Resonance Imaging Accreditation Program</td>
</tr>
<tr>
<td>NMAP</td>
<td>Nuclear Medicine Accreditation Program</td>
</tr>
<tr>
<td>PETAP</td>
<td>Positron Emission Tomography Accreditation Program Module</td>
</tr>
<tr>
<td>SBBAP</td>
<td>Stereotactic Breast Biopsy Accreditation Program</td>
</tr>
<tr>
<td>UAP</td>
<td>Ultrasound Accreditation Program</td>
</tr>
</tbody>
</table>