Radiation Oncology Practice 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 Radiation Oncology Practice Accreditation page.

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

Radiation Oncology Practice Accreditation Program
Phone: 1-800-770-0145 x3711
Email: rad-onc-accred@acr.org
Fax: 703-390-9836
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How Do I Login?

Each Facility ID has only one online user; however, you may have multiple Facility IDs under a registered user’s single login.

Go to the online accreditation system: https://ropa.acr.org (Please be sure to bookmark this page).

The login is:

Your email address

Your password should be:
- at least 10 characters and
- contain 3 of the following:
  o Uppercase letter
  o Lowercase letter
  o Number
  o Special Character (!, @, #, $, %, ^, &, *)

How Do I Change the Login for the Account?

If the previous user is not available to work on your application, your Supervising Physician or listed Facility Administrator must authorize a login change by sending an e-mail to rad-onc-accred@acr.org with the following information:
- FML ID number(s)
- New Login’s First & Last Name
- New Login’s Email
- New Login’s Phone

NOTE:
- Login changes are account specific and will only change the Facility ID(s) provided in the request.
How Do I Change my Password?
On the login page, click “Forgot Password”, and a link will be sent to your e-mail to set up a new password. Passwords can be reset an unlimited number of times.

Navigate ROPA

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

Home will show your list of draft or submitted applications. You may print legal forms and invoices on the following page(s).

Profile will display the registered user’s information. You can change the online user from this page. The password will remain the same unless changed.

Change Password will allow the registered user to update their password. Passwords can be reset an unlimited number of times.

Logout will allow the user to exit the application. Please make sure to save your work prior to logout.
How Do I Apply for a New Facility?
If you are applying for the first time, please select process type and click the corresponding radio button. You will be required to enter Facility Information such as Facility Name, Address, Modality Information, Unit Information, Case Selection, and Personnel.

How Do I Add Another Site Under My Existing Application?
If you have already applied and you need to add another site to the same location, please go to “View” and click the button to “Add New Site”. This will add the site to the Facility ID for that location. Please note that you may have to contact the ACR in order to have the submitted application returned to its editing state.
How Do I Apply for a New Site Under My Existing Accreditation?
If you are the login user for an existing facility at the accredited location(s), you need to apply as a new facility under the same email account. You will be able to link the site to the other accreditation accounts at your practice.

If you are the login user for an existing practice at the location and will submit the application for a new site, log in and click the button to “Add Site Add-On”.

[Image of the ACR Radiation Oncology Practice Accreditation website interface]

[Image of the application form on the website]
How Do I Start My Renewal Application?
Log into the online accreditation system https://ropa.acr.org, and click the Renew button. If this button is not available, you may already have an application open, or you may not be close enough to your renewal date. Please check the “Home” page to view open draft applications.

How Do I Access My Draft Application?
Go to “Home” page, locate the Draft by using the Status column, and click the “View” link under the action column.
Completing My Patient Census Forms

Cases for On-Site Review
Completion to be directed by Radiation Oncologist.

Note:

- Once your survey date is confirmed, please log back into your application and under the tabs ‘Data-Collection-Census Sheets-Page 2’ submit cases of definitively treated patients who have recently completed treatment at your facility and have had at least one follow up visit.

Cases should include:
- Breast
- Prostate
- Head and Neck
- Lung
- “Generic” cases, such as seminoma, esophagus, cervix, colo-rectal, etc.

- Submit five cases of each disease site for the main site and only 2-3 cases from each disease site for each satellite. We also want to review cases that represent all of the modalities that you provide, such as IMRT, HDR, SRS, seed implant, and so forth. A minimum of two cases per physician will need to be reviewed. We will not review cases from any physician no longer in the practice.

- We will select patients from this list whose records will be reviewed during the on-site survey. For these cases, patient records, simulation/port films/DRRs, and planning CT scans must be available for the surveyor(s). If recent conversion to paperless medical records and cases we are reviewing were in the transition, please retrieve paper charts from offsite storage if any of them contain items not available in EMR.

- If you do not have enough cases in a particular disease site (for example, head and neck), simply include additional generic cases.

ATTENTION: Use a unique patient identifier (ID number) that is not associated with the patient’s medical record number (MRN). Do not include the patients’ names, social security number, or date of birth. Your unique number will be the only number tied to the MRN during the time of the survey. You will need to provide the list of unique ID numbers with the corresponding MRNs to the surveyors (see Fig. A below).

List the cases by a numbering system of your choice. For example, if Mr. John Doe is a patient with prostate cancer, and has the MRN of 1234567, you can assign that case with a random number (i.e. 0000-99, 9999, 001, 1).
Figure A: Facility Visit Medical Records
Please use the tracking chart below for your records. This worksheet contains protected patient health information (PHI). DO NOT submit this worksheet to ACR.

<table>
<thead>
<tr>
<th>Facility Patient Identifier</th>
<th>Patient First Name</th>
<th>Patient Last Name</th>
<th>MRN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
Patient Census Data
Please indicate the following treatment code next to the appropriate patient ID numbers if applicable:

**TX Code:**

- **S** = Seed Implant  
- **SR** = Stereotactic  
- **H** = HDR  
- **C** = Conformal  
- **L** = LDR  
- **T** = TBI  
- **I** = IMRT  
- **IG** = IGRT  
- **P** = Protons  
- **A** = APBI  
- **E** = ELS

### Breast

<table>
<thead>
<tr>
<th>Patient ID</th>
<th>Final Treatment Date</th>
<th>Treatment Code</th>
<th>Site Name</th>
<th>R-O-Peer Staff</th>
<th>MD</th>
<th>Disease Site</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>9999</td>
<td>06/15/2013</td>
<td>SI</td>
<td>ACR Test Site</td>
<td>No</td>
<td>monzon</td>
<td>test</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>9999-0</td>
<td>06/22/2013</td>
<td>HD</td>
<td>ACR Test Site</td>
<td>N/A</td>
<td>monzon</td>
<td>test</td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>

### Prostate

<table>
<thead>
<tr>
<th>Patient ID</th>
<th>Final Treatment Date</th>
<th>Treatment Code</th>
<th>Site Name</th>
<th>R-O-Peer Staff</th>
<th>MD</th>
<th>Disease Site</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1111-0</td>
<td>05/31/2013</td>
<td>Stereotactic</td>
<td>ACR Test Site</td>
<td>N/A</td>
<td>monzon</td>
<td>test</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>1111-2</td>
<td>05/18/2012</td>
<td>Seed Implant</td>
<td>ACR Test Site</td>
<td>N/A</td>
<td>monzon</td>
<td>test</td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>

### Head & Neck

<table>
<thead>
<tr>
<th>Patient ID</th>
<th>Final Treatment Date</th>
<th>Treatment Code</th>
<th>Site Name</th>
<th>R-O-Peer Staff</th>
<th>MD</th>
<th>Disease Site</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>2222-1</td>
<td>05/25/2010</td>
<td>IMRT</td>
<td>ACR Test Site</td>
<td>N/A</td>
<td>monzon</td>
<td>brain</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>2222-0</td>
<td>05/16/2013</td>
<td>IGRT</td>
<td>ACR Test Site</td>
<td>N/A</td>
<td>monzon</td>
<td>trachea</td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Add New Patient
Patient Census Data—Continued

Please indicate the following treatment code next to the appropriate patient ID numbers if applicable:

**TX Code:**
- **S** = Seed Implant
- **SR** = Stereotactic
- **H** = HDR
- **C** = Conformal
- **L** = LDR
- **T** = TBI
- **I** = IMRT
- **IG** = IGRT
- **P** = Protons
- **A** = APBI
- **E** = ELS

**Lung**

<table>
<thead>
<tr>
<th>Patient ID</th>
<th>Final Treatment Date</th>
<th>Treatment Code</th>
<th>Site Name</th>
<th>R.O PEER Staff</th>
<th>MD</th>
<th>Disease Site</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>3333-1</td>
<td>05/26/2011</td>
<td>Seed Implant</td>
<td>ACR Test Site</td>
<td>N/A</td>
<td>monzon</td>
<td>avello</td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Add New Patient

**Generic**

Facility can add, edit, and delete cases before ADR approves. Once cases have been approved, facility cannot update or change cases.

<table>
<thead>
<tr>
<th>Patient ID</th>
<th>Final Treatment Date</th>
<th>Treatment Code</th>
<th>Site Name</th>
<th>R.O PEER Staff</th>
<th>MD</th>
<th>Disease Site</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>4444</td>
<td>05/15/2013</td>
<td>Seed Implant</td>
<td>ACR Test Site</td>
<td><strong>H</strong></td>
<td>monzon</td>
<td>test</td>
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<tr>
<td>5555-1</td>
<td>05/12/2011</td>
<td>TBI</td>
<td>ACR Test Site</td>
<td>N/A</td>
<td>monzon</td>
<td>test</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>6666</td>
<td>05/12/2011</td>
<td>HD</td>
<td>ACR Test Site</td>
<td>N/A</td>
<td>Utzey</td>
<td>User</td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>
Change My Submitted Application

How Do I Change My Submitted Cases Before Approval?
You may modify how ACR receives your patient census data. The login user can add, edit, and delete cases before ACR approves them for review. Once the cases have been approved, you must notify the ACR of a case change request; see *How Do I Change My Submitted Cases After Approval*. Please go to “Data Collection”, click the “Census Sheets” tab found on the left hand side, followed by the “Next” button on Page 1. Click the “Delete” link for case(s) you wish to remove, the “Add New Patient” link for case(s) you wish to add, and the “Edit” link for case(s) you wish to change.

How Do I Change My Submitted Cases After Approval?
Please review the Program Requirements for Radiation Oncology found on the ACR Radiation Oncology Practice Accreditation page.

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

Case change requests must come from an e-mail address listed on your accreditation account prior to the onsite survey. Please send an e-mail to rad-onc-accred@acr.org with the following information:
- FML ID number
- Please remove (state case to drop/remove)
- Please add (state case to add or change)

NOTE: ACR does not require an electronic upload submission of patient charts and/or images. These will be reviewed onsite by our surveyors during the case review.