



## TESTING MATERIALS MEMORANDUM

**DATE:** \_\_\_\_\_

**TO:** Supervising Physician

**FROM:** Diagnostic Modality Accreditation Program  
Breast Ultrasound

**SUBJECT:** Testing Materials for Initial Accreditation or Renewal

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Thank you for providing the preliminary information requested on the ACR Breast Ultrasound Accreditation Program application. This package contains all the material your facility needs to complete the initial or renewal accreditation process.

Your facility has been assigned a unique identification number. This number appears on all correspondence from the ACR and on all of the enclosed labels. Please use this number on all submitted materials and to identify your facility when contacting the ACR for assistance.

Enclosed are the following materials:

1. A Quality Assurance (QA) Questionnaire
2. Testing Instructions
3. Test Image Data Sheet
4. Testing Materials Checklist
5. Identification labels for all images, forms, and quality control data.

Please follow the enclosed instructions carefully and use all of the enclosed forms. Incomplete applications will delay the accreditation process. (There may be more labels for the clinical images included than you need for your submission. Use just the labels that you need.)

We must receive your completed materials within **45 days** (see the due date listed on the enclosed identification labels). We suggest that you return the materials to the ACR by express mail or certified mail (return receipt requested) so they may be traced if they become lost.

The ACR website ([www.acr.org](http://www.acr.org)) provides a listing of accredited facilities and facilities that have applied for accreditation and are currently under review. If a third party payer requests verification of your participation in one of the accreditation programs, please refer them to the ACR website.

Please call the ACR Breast Imaging Accreditation Program at (800) 227-6440 if you have questions or if you encounter any problems that may delay the submission of these materials.

Enclosure(s)

**The enclosed labels show when your testing materials are due to the ACR. Failure to meet this due date will jeopardize completion of your accreditation. If your facility is renewing its accreditation, we cannot guarantee completion before your ACR certificate expires.**