

Please follow these instructions carefully.

SUBMISSION OF CLINICAL MATERIALS

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.

Introduction

This packet includes all the labels and the Clinical Test Image Data Sheets for the required CT images. Please complete one Clinical Test Image Data Sheet for each examination.

Each set of CT scans will be evaluated for:

1. Technique parameters
2. Anatomic coverage and display
3. Filming technique
4. Artifacts
5. Exam identification (Note: All patient information annotated on clinical examinations will be kept confidential by the ACR, as stated in the *HIPAA Business Associate Agreement*.)
6. Exam protocol

Clinical images should represent your facility's standard exam protocols. However, please refer to the enclosed *Clinical Image Quality Guide* for additional guidance on the criteria above. In the initial application, your facility selected the exams that you will submit from each scanner for accreditation. Please refer to the bar-coded labels provided for the exams that your facility selected. Three sets of clinical images and their **examination protocols** must be submitted from each scanner being accredited. The facility should submit its protocols in the format that it normally uses on site, but they need to be readily understandable by a reviewer charged with correlating those protocols with the submitted images. The ACR does not provide forms for the site's protocols. These protocols must be submitted on paper (hand written or typed) with the provided label affixed to the protocol.

All films should be properly identified and labeled

The following identifying demographic data must be displayed on each image:

- First and last name
- Medical record number
- Institution name
- Date and time of examination
- Date-of-birth or age
- Gender of patient

Adding the technologist's identification number, name, or initials to at least one image of the examination is recommended.

The following scan and display parameters must be displayed on each image:

- Anatomic orientation label
- mA/kV
- Pitch/table feed
- Scan time
- Series number (if applicable)/image number
- Size scale
- Slice thickness

- Table position
- Window width/level

The following scan and display parameters are recommended on each image:

- Contrast use
- Field-of-view
- Reconstruction algorithm

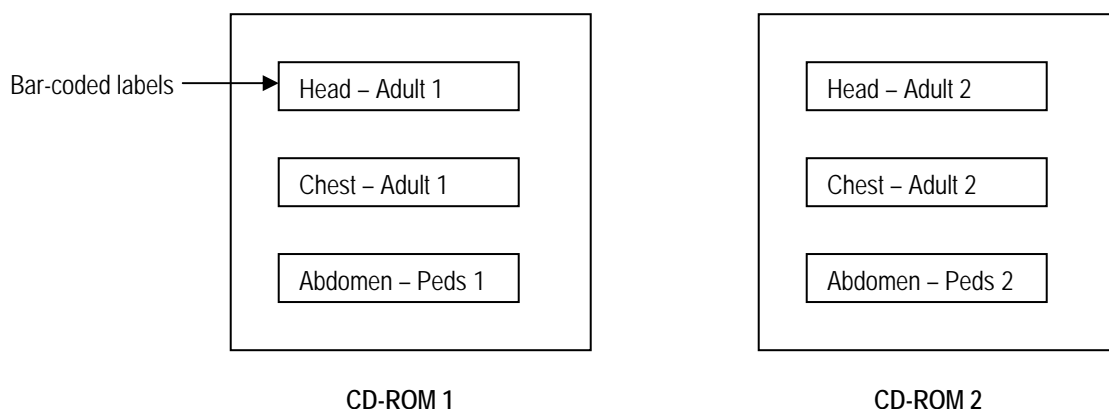
Labeling for Electronic Submission Only

Please take care in following these instructions: The correct labeling of your forms and CDs is critical to the proper identification of the materials submitted for each scanner. Incorrect or incomplete labeling can delay the accreditation process. The ACR will return your package to you if your images are not labeled properly.

Barcode labels have been provided for each of your CDs and data forms. Special labels have also been provided for the labeling of your submission envelopes. You have received labels for each type of examination, examination jacket and data form. You have more labels than you need. If you damage a label, use the next label in the series for that examination type. Please do not place labels directly on the CD-ROM. Label the CD with a permanent marker if your facility does not have the ability to label it with a CD compatible label.

STEP 1:

Place three barcode labels on the jewel case of each clinical CD-ROM. Label the jewel case of the first clinical CD-ROM with the label 1 of each exam. For the second CD-ROM, label the jewel case with label 2 of each exam. See example below.



STEP 2:

Place each clinical CD-ROM in its own submission envelope.

You will have two (2) clinical CD-ROM submission envelopes for each CT scanner.

STEP 3:

Label the clinical test image data forms and scanning protocols with the appropriate labels. Make two copies of each clinical test image data form and scanning protocol. Place one set of forms in each submission envelope.

NOTE: Failure to provide the additional copies may significantly delay the review process for your facility.

STEP 4:

Place all of your testing materials in a box and ship to ACR headquarters at the address indicated on the labels in your packet. Please take care in packaging your materials. Damaged testing materials will be returned to your site for replacement. The ACR highly recommends that you send your materials via a traceable shipping method. The ACR also recommends that you track the shipment of your materials with your respective shipping company to verify delivery.

This document is copyright protected by the American College of Radiology. Any attempt to reproduce, copy, modify, alter or otherwise change or use this document without the express written permission of the American College of Radiology is prohibited.

Clinical Image Checklist

For the clinical image portion of the submission, please do the following:

1. Film the clinical images using your site's filming protocol. All image(s) should be processed using the same methods and format normally used on the scanner the images come from.
2. Place one bar-coded label on each sheet of film from the examination, covering the least amount of identifying information or diagnostic area as possible. (Nine labels for the basic exams and 15 labels for the specialty exams have been provided. You may have more labels than you need.) If you run out of barcode labels, use the additional image labels included in this package. Do not make copies of the existing barcode labels. Use one label per film. You must fill in all the blanks on each label. Retain a copy of the completed label sheet with the blanks filled in for your records. If you need additional labels, please contact the ACR. **Do not alter barcode labels in any way.**
3. Place all films belonging to one type of examination in one jacket. (You will have three film jackets per scanner that you must identify with the film jacket label for the type of examination.)
4. Complete one Clinical Test Image Data Sheet for each examination and place the appropriate label on the first page. (Place inside film jacket.)
5. Submit your facility's typical protocol for each exam and place the appropriate protocol label on it. Attach protocols to the appropriate Clinical Test Image Data Sheets.
6. The clinical images and the phantom image must be obtained from the same 2-month period. However, phantom and clinical images must not be submitted on the same film because different review teams must review them.
7. No images will be accepted for review that pre-date the application by more than two months.
8. **The reviewers assume that the images submitted are examples of your best work.** Any exam that demonstrates your best image can be submitted. **The committee recommends that the supervising physician take an active role in the selection of films for evaluation.** Do not submit patient images that you believe are less than optimal.
9. The complete application, including all required information as well as clinical and phantom images, must be received within **45 days** of receipt of the testing materials and forms or your application will be considered inactive.

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.