



1891 Preston White Drive, Reston, VA 20191-4397

Mammography Accreditation Program Entry/Renewal Application Checklist

Facility Name: _____

Return this checklist with your facility's Entry/Renewal Application package. Be sure to submit **all** requested materials so we can process your application without delay.

- Mammography Entry/Renewal Application:** *This must be complete. New facilities should make copies of page 2 for additional mammography units; renewing facilities should complete the enclosed blank form for any new unit information. You **must provide the date** of your medical physicist's most recent survey or Equipment Evaluation for each mammography unit.*
- Survey Agreement:** *Your supervising radiologist and officer/owner must **sign and date** this agreement. Original, electronic or faxed signatures are required and considered legally binding for this document. Stamped signatures are not acceptable.*
- MQSA Information Release Authorization:** *Your supervising radiologist must **sign and date** this authorization. Original, electronic or faxed signatures are required and considered legally binding for this document. Stamped signatures are not acceptable.*
- Application Fee (non-refundable):** *See Entry/Renewal Application Instructions. Renewing facilities **must include their MAP ID#** on all checks.*
- Mammography Equipment Evaluation Summary (new and relocated units only):** *Your medical physicist must complete:*
 1. *MQSA Requirements for Mammography Equipment checklist*
 2. *Medical Physicist's Mammography QC Test Summary form*

WHEN CAN MY FACILITY LEGALLY START USING A NEW UNIT TO EXAMINE PATIENTS?

Facilities with a current MQSA certificate - **only after** the medical physicist passes the Mammography Equipment Evaluation **and** you send all above requested materials to the ACR; for **digital units**, in order to assure reimbursement by the Center for Medicare and Medicaid Services (CMS):

- Fax the above materials to the ACR at (703) 648-9176, and
- After 3 business days, call the ACR to confirm that the new unit information was sent to the FDA
- **Do not** submit your mammography claims for 14 days (as recommended by CMS) to ensure that your local payer has the most current MQSA file.

Facilities without a current MQSA certificate - **only after** receiving a provisional FDA (or state) MQSA certificate (usually about 4 business days after the ACR's receives all the above, **complete** materials)

The final report and ALL other ACR communications regarding accreditation will be sent to the lead interpreting physician. Please call the **Mammography Accreditation Information Line at (800) 227-6440** if you have any questions.