

Magnetic Resonance Imaging Cardiac Accreditation Program Testing Materials Checklist

Be sure to keep copies of the completed application, submitted images and any additional submitted information on file for future reference.

Please ensure that all items below are complete before returning the submission to the ACR for accreditation review. The review process will not begin until your submission is complete. All items must be submitted for each magnet being accredited.

- Quality Assurance Questionnaire (Appropriately labeled)
- MR Laser Film Printer Control Chart (Appropriately labeled)
- Weekly MRI Equipment QC (Appropriately labeled)
- MR QC Visual Checklist (Appropriately labeled)
- Annual System Performance Evaluation (Appropriately labeled)
- One set of phantom images (if applicable), on DICOM CD-ROM. ***Phantom images must be on separate CD from clinical images.***
- Phantom Site Scanning Data Form (appropriately labeled)
- Clinical Test Image Data Forms (two for each examination, appropriately labeled).
- Two sets of clinical images on CD-ROM'S with appropriate labels. ***Do not send any images without labels.***
- 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.

**Please return all materials to:
Magnetic Resonance Imaging (MRI) Cardiac Accreditation Program
American College of Radiology
1891 Preston White Drive
Reston, VA 20191-4397**

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.