

Memo

To: Facilities Applying for Accreditation for any or all of the following modalities:
Nuclear Medicine, PET, or Ultrasound

From: Carolyn Richards MacFarlane, MS, CNMT, RT(N), Program Manager

Date: 10/6/2008

Re: Evaluation for Electronic Submission of Clinical Images for Accreditation

As more and more facilities become filmless it has become critical that we develop and implement a method for evaluating electronic images. The increasing use of CDs with embedded viewers to provide images to referring providers and patients seems to offer a good vehicle for this process.

The ACR MRI Accreditation Program has been successful at implementing a method for electronic submission of clinical and phantom images. The ACR has determined that it will extend the option to submit images in electronic format for facilities that are applying for Ultrasound, PET or Nuclear Medicine Accreditation. You must be able to embed your viewer on the image CDs. The embedded viewer must be able to display the actual scan parameters used for all exams submitted for accreditation review (see attachment for minimum requirements for embedded viewers). **Because there are many different viewers available, we request that you send instructions for opening and using the viewer.** As an alternative to an embedded viewer, you may submit images on CDs in JPG, GIF, or TIF File format.

It is imperative that you test the CDs on a different computer than the one that they were burned on. Each CD should be viewed to ensure that all images have been included and that all of the pertinent information, including labeling, has been transferred over. Failure to review these CDs may result in a significant delay of the review process.

If you are interested in submitting images electronically, please follow the alternate instructions for labeling of electronic media found attached to this memo. For questions about electronic submission of images, please contact the ACR at (800) 770-0145.

Labeling for Electronic Submission Only

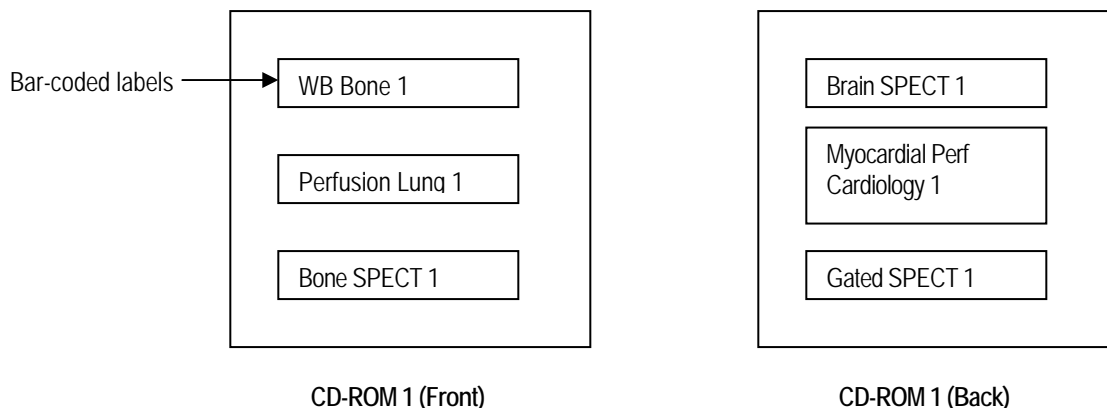
DO NOT PLACE THE LABELS ON THE CD!!!

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 unit. Incorrect or incomplete labeling can delay the accreditation process. The ACR will return your package to you if your images are not labeled properly.

Bar-coded 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, the corresponding examination jacket, physician report, written procedure 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.

STEP 1:

Use one CD-ROM per unit. Please place the labels on the jewel case in the following manner: if, for example, you are doing three modules (i.e. Planar, SPECT & Nuclear Cardiology), place three bar-coded labels on the front and three on the back of 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.



STEP 2:

Place each clinical CD-ROM in its own submission envelope, placing the appropriate jacket label(s) on the jacket. Place one set of forms in each submission envelope and keep a copy for your files.

STEP 3:

Phantom images must be placed on a separate CD from the clinical images! Labeling of the phantom jewel case, if performing the SPECT phantom, may require that some of the appropriate bar-coded labels be placed on a plain sheet of paper and either placed in the jewel case or secured to the jewel case. Place in the appropriately labeled jacket along with the Site Scanning Data Form (s).

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.

Minimum requirements for embedded viewers (Nuclear Medicine or PET)

Your embedded viewer must have the following attributes in order to participate in the electronic submission pilot:

Basic functionality:

The embedded viewer must include functions of window/level and magnification,

Image display:

Your viewer must be able to display the following scan protocol attributes for exams submitted for review:

1. Facility name
2. Patient name (first and last)
3. Patient age or date of birth
4. Patient identification number
5. Date of examination
6. Type of exam
7. Acquisition time (indicated or easily calculated)
8. Images labeled as to laterality and orientation

IMPORTANT: PLEASE REVIEW EACH OF YOUR CDs BEFORE SUBMISSION TO ENSURE ALL REQUIRED LABELING IS DISPLAYED ON IMAGES AND THAT ALL OF THE REQUIRED IMAGES HAVE BEEN INCLUDED.

NOTE: We are aware that some of the systems may not allow you to display all of the information listed above. If this is the case, please send a letter along with your CDs indicating this. However, if you have problems with actual image labeling, please contact the ACR because failure to label images as to laterality and orientation will result in a failure. You may provide a splash page or light box image depicting orientation and laterality of each view if no other method of labeling is available.