

PET 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. An incomplete submission may cause significant delays in the review process.

- Quality Assurance Questionnaire.
- The most recent Annual Physics Survey for each unit to include documentation of any corrective action required (labeled with the "Physicist Report" bar-coded label).
- The most recent NRC and/or state inspection results for the facility to include documentation of written responses to any violations.
- Test Image Data sheets (one for each examination, appropriately labeled).
- A copy of the dated physician report for each examination submitted.
- A copy of the written procedure for each examination submitted.
- Clinical images with appropriate labels. Use labels for the applicable exam only. For example, use "Oncology Abnormal" labels for one exam and "Oncology NI/Abn" labels for another exam.
- One set of phantom images, one Site Scanning Data Form, one Quality Control Summary (appropriately labeled), as well as appropriate worksheets from each unit being accredited.

**Please return all materials to:
Nuclear Medicine/PET 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. If your facility is renewing its accreditation, we cannot guarantee completion before your ACR certificate expires.