



APPLICATION CHECKLIST

- 1. Completed Application**
 Complete Part I for each site physical location and Part II for the entire practice with attachments, including:
 - a. Annual report for each accelerator.
Application Technical Standard question no. 30
 - b. Most recent ADCL calibration report for primary standard ion chamber and electrometer well counter (if applicable).
Application Technical Standard question no. 31
 - c. RPC/TLD Comparison Reports for the last 3 years for each energy for all linear accelerators.
Application Technical Standard question no. 32

(If Applicable):

 - d. A copy of HDR QC testing performed prior to initial use.
Application Technical Standard question no. 85
 - e. Copy of annual calibration report for SRS treatment unit.
Application Practice Guideline question no. 102
 - f. Acceptance testing and commissioning report for the image-based IMRT RTP system, and schedule for periodic QA testing related to the system's IMRT planning process.
Application Practice Guideline question no. 107
 - g. Acceptance testing of IMRT dose delivery equipment (i.e., MLC, binary collimator, pencil beam with leaves, etc.) , and schedule for periodic QA testing specific to this delivery system.
Application Practice Guideline question no. 107

- 2. Survey Agreement** *including consent form from each radiation oncologist in the practice (page 3 of survey agreement)*

- 3. HIPAA Business Associate Agreement- if applicable. (Not needed for renewal).**

- 4. Survey Fee**

Single Facility	\$9,000.00	_____
Additional Sites @	\$2,500.00 Each	_____
Total Survey Fee:		_____

- 5. Organizational Chart for the Radiation Oncology Department**

- 6. List of nearby airports and full-service hotels**

- 7. Available dates for survey from 6 weeks to 3 months from submission of the application. Specific dates must be supplied (i.e., July 30 or 31). For single sites, a Monday or Friday is preferable. For Multi-sites, Monday-Tuesday or Thursday-Friday is preferable.**
Items 1 and 5 must be returned in triplicate.

Mail completed application to:

**American College of Radiology
Radiation Oncology Practice Accreditation Program
1891 Preston White Drive
Reston, Virginia 20191-4397
1-800-770-0145**