

DIR Quick Start Check List

This checklist provides the necessary steps for successfully using NRDR for Dose Index Registry (DIR) participation.

DIR Participation Checklist:

Task Description	Related Resources
<input type="checkbox"/> Register each facility (location) that will submit data to the NRDR portal using the on-line New Facility Registration page.	<ul style="list-style-type: none"> - Registration Process & Fee Structure - For entities with multiple locations, see Section 7, NRDR User Guide
<input type="checkbox"/> Submit a signed Participation Agreement to nrd@acr.org Note: If you have previously submitted a Participation Agreement but you need to update it in order to enroll in this registry, use the Participation Agreement Addendum.	<ul style="list-style-type: none"> - Participation Agreement - Participation Agreement Addendum
<input type="checkbox"/> Install TRIAD at your facility (on a stand-alone PC, Server or VM). Hardware and software specifications are contained within the Installation Guide. Note: If you have a third-party dose monitoring software, ask them if they can submit data to DIR for you and manage the TRIAD install.	<ul style="list-style-type: none"> - TRIAD Software, Installation Guide - TRIAD FAQs
<input type="checkbox"/> Configure your CT scanners or PACS to auto-send RDSRs or dose sheets and the localizers to the TRIAD installation Note: If you have third-party dose monitoring software, they will do this step for you	
<input type="checkbox"/> Confirm that your data has been received by the NRDR and is reflected in your Facility ID by logging in to the NRDR portal using your personal log in credentials *Review the volume of exams received using the Summary of Data Submitted DIR Report *Review which CT scanners are successfully submitting data using the Dose Information by Exam DIR Report	<ul style="list-style-type: none"> - nrd.acr.org (NRDR portal)
<input type="checkbox"/> Map exam study descriptions to an RPID. *You can do this by using the NRDR Exam Name Mapping Tool. OR *You can use RadMapps or other vendor to do this for you.	<ul style="list-style-type: none"> - Exam Name Mapping User Guide - RadMapps (Radiologic Mapping Applications)
<input type="checkbox"/> Review data using the Standardized Dose Index Report tool every two months to ensure that data in the DIR appropriately represents your facility. This is your opportunity to ensure data quality.	<ul style="list-style-type: none"> - Standardized DIR Report User Guide
<input type="checkbox"/> Attend live webinars once Aggregate Feedback Reports are issued	<ul style="list-style-type: none"> - Each quarter we will send out notices via email when new webinars are available

'DATA QUALITY CHECKS' AND MONITORING YOUR DATA

We highly encourage you to review your submitted data no less than every two months to monitor your data. We refer to this as a 'data quality check.' You may receive email notices from NRDR to remind you to perform a 'data quality check' but if you do not receive a notice, ***you are still held responsible to perform this critical step*** in preparation for your Aggregate Feedback Report. To determine if we are receiving your data please log into the [NRDR portal](#) using your log-in credentials and password. After you have logged in, go to the DIR on the menu (left-hand side of the screen) and click to open the DIR Menu.

Comparing Volume of Exams Received vs. Volume of Exams Sent

1. Under the DIR Report subheading, there are many reporting tools. To determine the last time your facility submitted exam data to the NRDR, use the '***Summary of Data Submitted***' and ignore the data range fields, and click 'Submit'. Compare the NRDR number of exams received with your volume of exams sent. If the difference between the NRDR numbers and your total number of exam submitted is greater than 5% error, then please contact us at nrd@acr.org
2. To know the volume of exams received per month, use the 'Summary of Data Submitted' and change the data range to capture one month at a time. Compare the NRDR monthly total of exams received against your total number of exams submitted.

Determine if Each CT Scanner is Sending Exam Data

3. Under the DIR Report subheading, there are many report tools that can provide you with this data. An easy report tool to work with is '***Dose Information by Exam.***' Click on it to open the report page.
4. Enter a date range of at least 3 months so that you can review what your CT scanners have been sending since the last aggregate report (which is issued quarterly). When the page populates go to the top of the screen and click 'Export to Excel.' Sort on the columns that contain information about your Scanner, such as, Institution name, Scanner model and Scanner ID. In this manner, you can review the date that each of your scanners sent exam data to the NRDR. If any data is missing or if an entire CT scanner's exam data is not appearing in the report, contact Triad-Support@acr.org or call 703-390-9858 to troubleshoot data transmission.
5. Also check the 'Study Description' column to confirm that the names of your exams are being captured. If missing Study Descriptions for your exam names are greater than 5% error rate (per scanner) please use the email and phone number above to contact us.