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Terry L. Criner, Admin. Asst.

January 1, 2020

Dear Client,

The following is a list of items to follow upon installation of a digital mammography unit, so that the MQSA physics inspection will go smoothly and applications and patient use will not be delayed.

1. Make sure that the selected date for the physics inspection gives the installer plenty time for installation. Allow time for unexpected delays/problems.

2. Before the physics inspection date, the fully-functioning mammography unit needs to be communicating with the Review Workstation.

3. A person knowledgeable with the QC program of the Review Workstation monitors needs to be present at the time of the physics inspection for questions involving passwords, etc. and physics QC of the monitors.

4. The installer of the mammography unit should be present on the day of the physics inspection.

5. Have ready the two sheets from ACR which the physicist will need to fill out on the day of the inspection. (These sheets will have to be sent to the ACR for approval, prior to use of the machine on patients.) Make sure that the ACR gave you the forms for the mammography machine which you are installing and not some other unit.

6. The technologist, in 45 days, must fax or mail all items of technologist QC to the physicist, so that he may complete a sheet for the ACR.

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Dear Client:

To help facilitate the ACR certification process, please fill out the following questionnaire(s) to the best of your knowledge and return them to leeanthonyjr@Physicsassociates.org. By providing this information we can identify problems that may prevent the unit(s) from passing before your scheduled testing date.

CT Questionnaire

1) Have you started the on-line application yet? Yes__ No__
   *If not, be aware that the application must be started within 30 days after the physics or clinical testing. The clinical testing should be performed within (+/-) 30 days of the physics testing. Images must not be older than 60 days when submitting.

2) What is the make and model of the CT scanner? _____

3) Do you have an ACR CT phantom? Yes__ No__
   *It is essential to have to have the ACR CT phantom to perform the physics testing. You do not have to purchase your own as you can share the phantom between facilities. Physics Associates does not provide the phantom.

4) Will you have a service engineer perform a routine PM on the CT scanner before the testing? Yes__ No__ Don't Know__
   *This is highly recommended.
   For PHILIPS scanners this is necessary to pass.

5) Is a SMPTE pattern available on the scanner? Yes__ No__ Don't Know__

6) Do you have at least a 6 hour block set aside on the scanner for the physics testing? Yes__ No__ Don't Know__
   *The scanner should be considered "down" during the testing process.

7) Will a CT technician be available to answer questions or to be of assistance during the physics testing? Yes__ No__ Don't Know__
   *This is highly recommended to help confirm proper protocol settings and allow the technician to view the accreditation process.

8) Did you, or will you be applying to obtain certification for pediatric examinations? Yes__ No__

9) For this CT unit which of the four modules will you, or have you applied for? Head/Neck__ Chest__ Abdomen__ Cardiac__

Nuclear Medicine Questionnaire for SPECT/Planar

1) What is the Make and Model of the scanner? _____

2) Do you perform SPECT imaging on this scanner? Yes__ No__

3) Have you started the on-line application yet? Yes__ No__
*If not, be aware that the application must be started within 30 days after the physics or clinical testing. The clinical testing should be performed within (+/-) 30 days of the physics testing. Images must not be older than 60 days when submitting.

4) Do you have the Deluxe Jaszczak Nuc. Med. phantom? Yes__ No__
*It is essential to have access to a Nuc Med phantom to perform the physics testing. You do not have to purchase your own.

5) Will you have a service engineer perform a routine PM on the scanner before the testing? Yes__ No__ Don't Know__
*This is recommended but not required.

6) Do you have at least (2) days set aside on the scanner for the physics testing? Yes__ No__ Don't Know__
*The scanner should be considered "down" during the testing process.

7) Will a nuc. med. technician be available to answer questions or to be available for assistance during the physics testing? Yes__ No__ Don't Know__
*This is highly recommended to help confirm proper protocol settings and allow the technician to view the accreditation process.

8) Which radionuclide(s) are you currently using or will be using? Tc-99m __ In-111 __ Tl-201 __ Ga-67 __

9) Are you aware that the following amounts of Radionuclides will be required for the testing? Yes __ No __
   a. 30 mCi of Tc-99m (unchelated is ok)
   b. 10 mCi of Tl-201 (if checked in question 8)

MRI Questionnaire

1) Who is the manufacturer of the MRI unit? _____

2) What is the model of the MRI unit ? _____

3) What is the strength of the magnet? _____

4) How many separate coils are there? _____

5) Have you started the on-line application yet? Yes__ No__
*If not, be aware that the application must be started within 30 days after the physics or clinical testing. The clinical testing should be performed within (+/-) 30 days of the physics testing. Images must not be older than 60 days when submitting.

6) Do you have an ACR MRI phantom? Yes__ No__
*It is essential to have an ACR MRI phantom to perform the physics testing and perform the weekly QC testing.

7) Will you have a service engineer perform a routine PM on the MRI before the testing? Yes__ No__ Don't Know__
*This is recommended but not required.

8) Do you have at least an 8 hour block set aside on the scanner for the physics testing? Yes__ No__ Don't Know__

9) Will an MRI technician be available to answer questions or to be of assistance during the physics testing? Yes__ No__ Don't Know__
*This is highly recommended to help confirm proper protocol settings and allow the technician to view the accreditation process.