

**This protocol is intended to assist your facility with the mammography inspection, but may not include all items for which you are responsible.**

- Total of mammograms performed for a 12 month period (calendar or fiscal year)**
- Total of stereotactic exams for a 12 month period (calendar or fiscal year)**
- ADPH-RAD-Form 100 & Notice to Employees posted**
- Current Alabama registration of all mammography units**
- Mammography Radiation Protection program available for review**
- Copy of the State of Alabama regulations for the Office of Radiation Control**
- Lead QA personnel identified and the written policies of their responsibilities (Lead Interpreting Physician, Lead Mammography Technologist, Lead Physicist, & Lead Medical Audit Physician)**
- Technique charts should be up to date and posted on machine & a copy in the Policy and Procedure Manual**
- Written procedures for Infection Control (including copies of manufacturer recommendations and documentation of disinfecting after each patient following contamination)**
- Written procedures for consumer complaint mechanism**
- Written procedures for health care provider notification**
- Written procedures for patient lay summary notification**
- Written procedures for medical audit and a copy of the analysis done for the facility as a whole and for each individual interpreting physician**
- The inspector will review 10 patient reports (please choose an assortment of physicians and categories for our review)**
- All Quality & Control Test results will be reviewed. Quality Control records must show the numerical results**
- The inspector will need a copy of the latest annual physicist report on each analog, digital, and stereotactic unit for their records plus documentation of any corrective actions that were taken because of the physicist report**
- Please have an e-mail address available for the facility contact person for future MQSA notifications**

# Personnel Documentation

## Radiologist

- Current License
- Copy of Certification of ABR (American Board of Radiology)
- FDA attestation form if initially qualified before 10/1/1994
- Official letter from university if initial qualification is after 10/1/1994
- Documentation of 8 initial credits in Digital (if applicable)
- Documentation of 960 interpretations for the past 24 months
- Documentation of 15 Category 1 continuing education credits in the past 36 months

## Technologist

- Copy of current A.R.R.T. license
- FDA attestation form if initial qualification is prior to 10/1/1994
- Documentation of 40 hours of initial mammography training between 10/1/94-4/28/99 or after 4/28/99 documentation of 40 hours and 25 supervised exams
- Documentation of 8 initial credits in Digital (if applicable)
- Documentation of 200 mammography exams performed in the past 24 months
- Documentation of 15 continuing education credits in mammography in the past 36 months

## Physicist

- Copy of State of Alabama approval letter for MQSA physicist
- (1) FDA attestation form if initially qualified before 10/1/1994 (or)  
(2) Letter from FDA for initial training (or)  
(3) Copy of Master's Degree in a Physical Science
- Documentation of 20 contact hours/initial training in mammography surveys
- Documentation of 1 facility and 10 units for initial experience
- Documentation of 8 initial credits in Digital (if applicable)
- Documentation of 2 facilities and 6 units in the past 24 months
- Documentation of 15 continuing education credits in the past 36 months

***Please Note! These are the simplest routes of personnel documentation. There are other alternative routes for qualification, please call if you have any questions!***