



IAC Accreditation Checklist for Dental CT

A guide to applying for accreditation.

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Step 1: Getting Started

- ☐ **Review the *IAC Standards & Guidelines Dental CT Accreditation***
The *Standards* are the basis for the IAC Dental CT accreditation program and can be downloaded at www.intersocietal.org/programs/ct-dental-ct/standards. These *Standards* define the complete, minimum requirements for which an accredited practice is held accountable.
- ☐ **Perform a Thorough Facility Self-Assessment**
Prior to beginning the accreditation application, applicant facilities should review current policies, protocols and final reports to ensure compliance with the *IAC Standards*.
- ☐ **Create or Access Existing IAC Online Accreditation Account**
To access the IAC Online Accreditation application, log in to your existing account (iaonlineaccreditation.org) **or** create a new account (first-time applicants only). To learn more about accessing or creating an account, please visit iaonlineaccreditation.org/webdriver/AcctAssistance.aspx.
- ☐ **Applying for Reaccreditation?**
Facilities applying for reaccreditation should login to their existing IAC Online Accreditation account and verify all their facility details and staff contact information is accurate and current prior to starting a new application. For details and resources related to applying for reaccreditation, visit www.intersocietal.org/reaccredit.

Step 2: Gather Information for Submission

- ☐ **Dental or Physician Medical License** (must be kept on file and available for submission to the IAC upon request)
- ☐ **Credential Information** (i.e., ADA or ABMS board certification for dentists or physicians; state license or national certification for dental hygienists and/or dental assistants)(must be kept on file and available for submission to the IAC upon request)
- ☐ **Certificates of Training and/or Experience** (e.g., radiation safety training, CT equipment training)
- ☐ **Continuing Medical Education (CME) / Continuing Education (CE) Information for All Staff** (must be kept on file and available for submission to the IAC upon request) - All staff members are required to have a minimum of 15 hours of CME/CE relevant to Dental CT every three years.



Helpful Resource – Continuing Education (CE/CME) Finder

Looking for CE/CME? Visit the [CE/CME course calendar](#) on the IAC website to search through a robust calendar of in-person, virtual and on-demand courses.

Dental CT Unit Information and Documentation

- ☐ Manufacturer, Model, Serial Number, Date of Installation, Year of Manufacture
- ☐ Report of acceptance test performed at the time of CT unit installation or CT system upgrade

- ☐ Routine operator quality control (QC) documentation (phantom images and log sheets)
- ☐ Annual survey of image quality and radiation dose performed by a medical physicist or qualified expert within the past 12 months (prior to date that the application will be submitted) *(only if seeking reaccreditation)*
- ☐ Post Installation Radiation Shielding Verification Survey (for new equipment or equipment included in the previous accreditation that has had a major change within the past three years)

Policies and Protocols

- ☐ **Preliminary and Final Interpretations Discrepancy Policy** *(only required if preliminary reports are generated)*
A mechanism for communicating any significant changes must be defined for those situations in which the final interpretation differs significantly from the preliminary report.
- ☐ **Patient and Employee Safety Policy**
A policy to ensure patient and employee safety to include, patient radiation safety and personnel radiation exposure monitoring.
- ☐ **Acute Medical Emergency Policy**
A written policy for patient management that includes rapid recognition, response, and handling of the emergency situation.
- ☐ **Incident Report Policy** *(e.g., extravasations, patient falls)*
A policy for documentation of incidents (adverse events) in the facility.
- ☐ **Patient Confidentiality Policy**
A policy that all facility personnel must ascribe to professional principles of patient confidentiality as legally required by federal (HIPAA), state, local or institutional policy or regulation.
- ☐ **Patient Identification Policy**
A policy that outlines the process that assures accurate patient identification immediately prior to initiating the procedure.
- ☐ **Patient Pregnancy Screening Policy**
A policy that outlines process that assures that patients who could be pregnant are identified. This must be documented and contain the signature/initials of the patient and/or technologist verifying the information. This procedure must include an explanation of the proper steps to be taken if a patient may be or is pregnant.
- ☐ **Patient Complaint Policy**
A policy that outlines the process for patients to issue a complaint/ grievance in reference to the care/services they received at your facility.
- ☐ **Primary Source Verification Policy**
A policy for verifying all medical and technical staff member credentials through the applicable issuing agencies.

Quality Improvement

- ☐ A written process (policy) must be in place that outlines the periodic assessment of all QI measures:
 - ☐ Test Appropriateness (Appropriate Use Criteria – AUC)
 - ☐ Technical Quality (Clinical Image Quality) and Safety of the Imaging Process
 - ☐ Interpretive Quality (Report Accuracy)
 - ☐ Report Completeness and Timeliness
 - ☐ Radiation Safety (patient radiation dose, staff occupational radiation monitoring)
- ☐ The minutes of the most recent two QI Committee meetings (for applications of reaccreditation) that include the results of periodic quality assessments of the QI measures and notations of corrective action plans (if appropriate).
Note: The *Standards* requires that QI Committee meetings are convened at least twice each year (i.e., biannually).



Helpful Resource – Sample Document Repository

Sample versions of policies and protocols listed above can be found in the [IAC Sample Document Repository](#)
>> Select Dental CT under modality or use the search bar.

Case Study Requirements

Applicant practices must submit a total of six case studies for each CT unit for peer review of the interpretive and technical (clinical image) quality. Each case study to be submitted must have been performed within 12 months prior to the date of submission of the application and must contain:

- the final report;
- and all images (source and reconstructed) that have been reviewed by the interpreting physician.

The case studies to be submitted must include:

- As many different dental/medical staff members who interpret CT examinations and technical staff members who perform CT examinations. All case studies to be submitted must have been interpreted and performed by current dental/medical and technical staff members. At least one case study interpreted by the Dental/Medical Director must be submitted.
- Demonstrate some pathology such as:
 - Dentoalveolar Pathology
 - Impacted Teeth
 - Maxillofacial Trauma
 - Congenital Deformities
 - Maxillofacial or Dental Infection
 - TMJ Disorder
 - Dental Implant Treatment Planning
 - Post-op Treatment

For details and instructions on case study image submission, please visit www.intersocietal.org/case-study-upload-submission.

Step 3: Complete Online Application

- ☐ IAC Online Accreditation has two major aspects: an account profile and an application questionnaire. After completing the required fields and sections of the account profile (Manage Staff, Manage Sites and Manage Equipment), proceed to the questionnaire by clicking the *Applications* tab. For facilities applying for reaccreditation, clicking the purple arrow icon in the *Available Actions* column will load your reaccreditation application and auto-fill a portion of your previous application data into your next application.
- ☐ It is within the questionnaire that applicant facilities will provide detailed information about the facility and upload the supporting documentation (detailed above in Step 2).

Step 4: Submitting the Application

- ☐ During final submission, the payment method will be selected, and you will be instructed to upload the case study images and fee* (if paid by check) within 5 business days.
**The application fee paid during final submission covers the three-year accreditation cycle. View the complete fee structure at www.intersocietal.org/programs/ct-dental-ct/program-fees.*
- ☐ Facilities are required to upload all materials through IAC's HIPAA-compliant, secure medical imaging sharing service. For more details on uploading cases, please visit www.intersocietal.org/case-study-upload-submission. Our staff is available to help imageshare@intersocietal.org should you require assistance.

Step 5: After You Submit

- ☐ After submission, the application is locked and becomes your final application submission. A read-only copy of the submitted application questionnaire is accessible by using the Applications link (click on Online Application Tools icon) in your Online Accreditation account.
- ☐ Upon submission of the application and case studies the IAC will begin the internal review process. The internal review, peer review and board review are conducted prior to a decision being rendered.
- ☐ The [application review process](#) takes approximately 3 to 5 weeks to complete. The accreditation decision will be provided to the facility via a notification letter that may be downloaded from the Online Accreditation account.
- ☐ **Certificates:** The facility Medical Director is e-mailed login details to review and order complimentary certificates within 2-3 weeks of receiving notification the facility has been granted. Facilities are also invited to order optional plaques or additional certificates at this time. For details, visit www.intersocietal.org/certificates.



Helpful Resource – Quick Links

[Upcoming Webinars](#) | [On Demand Webcasts](#) | [Marketing Your IAC Accreditation](#)