



This user guide provides tips and recommendations to assist with a careful review of the DiagnosticSite Assessment, especially for providers in corrective action. Key policies and important scoring questions are identified by assessment module and section listed below:

Assessment Modules

Imaging Provider Information

- > Organizational Information
 - Please make sure all contact information and demographics are up-to-date
 - Parent company and Radiology group sections may not apply to all sites
- > Imaging Facility Requirements
 - If the facility has x-radiation devices and holds all currently required state licenses and registrations, please be sure to indicate yes in this section
 - If the facility has Nuclear Medicine and meets NRC requirements please remember to check yes in this section. Check NA (not applicable) if the provider does not perform Nuclear Medicine or PET
- > Mobile Imaging systems
 - Check NA (not applicable) for this section if none of the imaging systems are mobile
 - Complete this section if any of the imaging systems are mobile devices

Professional Qualifications

- > General Staffing Requirements
 - If the imaging device operators are trained and/or registered in each of the modalities they operate please check yes in this section
 - If Nuclear Medicine or PET studies are performed, please provide the license expiration for both the Facility and the technologist in this section
- > Medical Director Qualifications
 - Please provide relevant qualifications by responding to the required questions in this section
- > Radiation Safety Officer Qualifications
 - Please provide the name of the individual assigned the responsibility of radiation safety for this site. This section may be NA (not applicable) where no radiation devices are operated, (Ultrasound or MRI)

Quality & Patient Safety

- > Patient and Personnel Safety Program
 - If the site has designated an individual as Radiation Safety Officer (RSO) please check yes. Select NA (not applicable) where an RSO is not required only
 - If the provider uses pediatric techniques on children please check yes for this question. NA (not applicable) only applies if the provider does not see children at this facility
 - If staff are using dosimetry devices please check yes for this question
- > Medical Imaging Policies
 - If x-rays are used please review and answer the questions in this section related to technique charts and collimation

- If written or electronic reports are kept on file for all imaging studies performed please check yes in this section
- > Financial Integrity
 - Please respond accurately to the question regarding slot-leasing or time-leasing

Imaging Systems and Equipment

Please complete the survey for each device including CT, MR, PET, Nuclear Medicine, Radiography, DEXA, Fluoroscopy and Ultrasound

- Please be sure to include the correct year of manufacture and year of the most recent upgrade
- Select Equipment features and performance capabilities as applicable
- Indicate the expiration date for any accreditations
- Provide the date of the last physics report deeming the device satisfactory NOTE – a medical Physicist review and report may have taken place at the time of installation and any accreditations

Other Tips and Resources

Login and Assessment Access - To login, please go to: <https://portal.healthhelp.com>. Please contact us if you would like your login resent or if you need any assistance logging in. Remember, your password is case-sensitive. Contact our program support team above if you need assistance with your password. To request your user ID and password, contact Site Program Support:

- > Email: sitesupport@healthhelp.com
- > Phone: 1 800 506 2560
- > Fax: 1 800 546-7081

Some tips to reduce the likelihood of audit or additional review - DiagnosticSite performs random audit and review of certified facilities as part of our quality program. If you are contacted to participate in an audit this may not mean there is anything wrong but you will be asked to provide documentation to substantiate certain items reported in your assessment. Some audits are initiated due to patterns of behavior such as continued re-attestation and changing of answers that may appear to be “attempts to pass based on continual changes to assessment responses” a behavior we discourage. Please review the assessment and any Corrective Action Plan thoroughly before attesting to avoid the appearance of this type of behavior. You can always contact our Site Support team for assistance and we can pre-score your assessment. This may provide us with an opportunity to help you locate areas where you may need to review your responses more carefully.

Assessment processing

- > Complete the assessment modules in any order
- > Press save and continue any time to be guided to the next section needed
- > Use the View link to preview or print the entire assessment
- > Additional resources are available in the Help section
- > Review all responses and key information outlined in this document before pressing Attest and submitting the assessment
- > Contact Program Support for assistance Monday – Friday 7:00 am – 6:00 pm CST