

ACR DIR Quality Check Instructions*

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 date range fields, and click 'Submit.' The result of the search will display if we have received exam data from your facility recently.
2. Clear the query to conduct a new one. Using '**Summary of Data Submitted**' include one of the date ranges provided below to coordinate with the most recent reporting period. Make a note of the number of exams received during this reporting period.
January 1 – March 31 (quarter Q1)
January 1 – June 31 (semi-annual Q1Q2)
July 1 – September 30 (quarterly Q3)
October 1 – December 31 (semi-annual Q3Q4)

Compare the NRDR number of exams received to *your volume of exams sent (your PACS may be able to help identify the number of exams sent)*.

3. To know the volume of exams received *per month*, use the '**Summary of Data Submitted**' and change the date range to capture one month at a time. Compare the NRDR monthly total of exams received against your monthly total number of exams submitted.

If the difference between the NRDR numbers and your total number of exams submitted is greater than 5% error, then please contact us at nrd@acr.org

Determine if Each CT Scanner is Sending Exam Data

1. 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 it to open the report page.
2. 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.
3. Also check the 'Study Description' column to affirm 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.

Using the Standardize Dose Index Report Tool

The purpose of the [Standardized DIR Report](#) tool is to provide a user friendly reporting tool which can be searched by values not available in the other DIR reporting tools, a few of which have been mentioned above.

Map Exam Study Descriptions to a Radlex ID (RPID)

Exam names that have not been mapped to a RPID will not be included in the aggregate report. Please follow the instructions in the [Exam Name Mapping User Guide](#) to navigate through this task. If you have a Master-Child facility registration, **you must perform your exam name mapping at the Master facility**. Any mapping in the Child facility will be over written by the RPIDs selected in the Master facility every 24-hours. There are only a few Master-Child facility registrations that have 'lifted' restrictions, and are able to map at the Child facility. For the majority of Master-Child registrations, this is not the case. As a precaution, we suggest that you map at the Master facility level to avoid losing your RPID mappings at a Child facility that may not have 'lifted' restrictions in place.

*As of September 2017