



ACR Accreditation Image Upload Instructions

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I. Introduction

Facilities seeking ACR Accreditation will upload the required images for accreditation to an encrypted, secure server for accreditation review. This document explains the following:

1. How to prepare images for accreditation submission
2. How to navigate through your testing package
3. How to use ACredit Web Client or the TRIAD Windows Client for image upload

Before you prepare your images for accreditation submission, you must read the instructions for your modality at <https://accreditationsupport.acr.org/support/home>.

II. Preparing Images for Accreditation Submission

DICOM images are required for most accreditation submissions; however, some modalities may allow images to be uploaded as jpeg, gif, tiff, or bmp files. There are several ways you can save your DICOM images to prepare for image upload including the following:

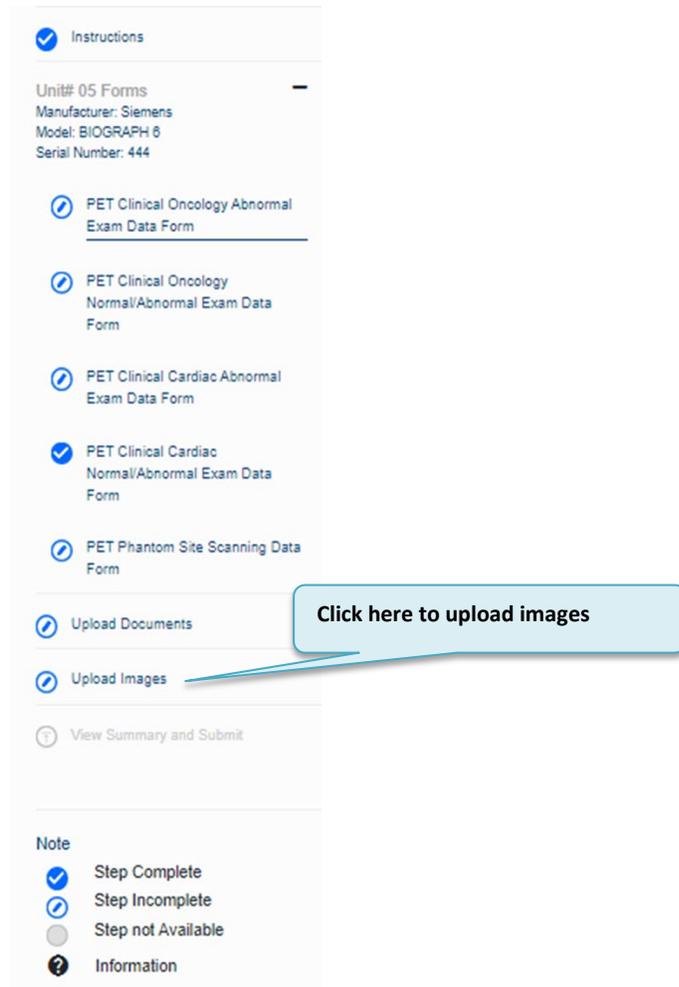
1. Export the images from your PACS and save them to your computer
2. Export the images from your PACS and save them onto a CD/DVD or a thumb drive
3. Export the images from the unit in which they were acquired and save them onto a CD/DVD or thumb drive

Important tips:

1. Only post processed images should be uploaded and submitted.
2. Upload only the images that are required for accreditation (refer to modality testing instructions at <https://accreditationsupport.acr.org/support/home>).
3. Once your images are uploaded, you must click the “View Images” link. Ensure all required images are uploaded and they are all viewable in the NilRead DICOM viewer.
4. Do not include physician reports in the image upload.
5. Do not upload anonymized images for accreditation.
6. Do not upload compressed DICOM images for accreditation.
7. The ACredit Web Client or the TRIAD Windows Client can be used when uploading your images from a CD/DVD, thumb drive or images that are saved onto your computer. When uploading images directly from PACS, TRIAD Windows Client must be used.
8. While uploading your images, if you get an error message noting an unsupported file type, review the acceptable file types for the modality/exam under the Instructions link on the Image Upload page and ensure that only those file types are being uploaded.
9. If your facility has technical limitations that prohibits you from uploading images electronically, please contact the ACR staff for assistance, diagnostic programs (CTAP, MRAP, NMAP, PETAP and UAP) 1-800-770-0145 and breast imaging programs (MAP, BUAP and SBBAP) 1-800-227-6440.

III. Your Testing Package

Once the testing package is available, you may access it by clicking on “My Testing Packages”. To open your testing package, you will click the “Modify” link under the Action column. You will see several sections on the left-hand navigation pane. Each section must be completed prior to the testing package submission. This document will focus exclusively on the item “Upload Images”.



PLEASE REFER TO THE TESTING INSTRUCTIONS SPECIFIC FOR YOUR MODALITY AT <https://accreditationsupport.acr.org/support/home> TO ENSURE YOU ARE UPLOADING ONLY THE IMAGES THAT ARE REQUIRED FOR YOUR TESTING PACKAGE. IT IS IMPORTANT WHEN UPLOADING IMAGES TO ENSURE THAT ALL IMAGES HAVE BEEN SUCCESSFULLY UPLOADED AND VIEWED PRIOR TO SUBMISSION.

On the “Upload Images” screen, there are two choices for uploading your images. The first option is the ACredit Web Client (no software download required) and the second is the TRIAD Windows Client

(software download required) option that allows you to transfer images directly from your PACS to your testing package. The specifics of each of these options are discussed below.

You can switch between these two uploading methods at any time if the correct radio button is selected (see image below). Keep in mind when switching between programs you will need to refresh the page to reflect the correct file count. We will go into more detail of these two choices separately. You will be able to add or delete images until your online testing package is submitted. Once your testing package is fully submitted, you cannot make any changes to the images you have chosen.

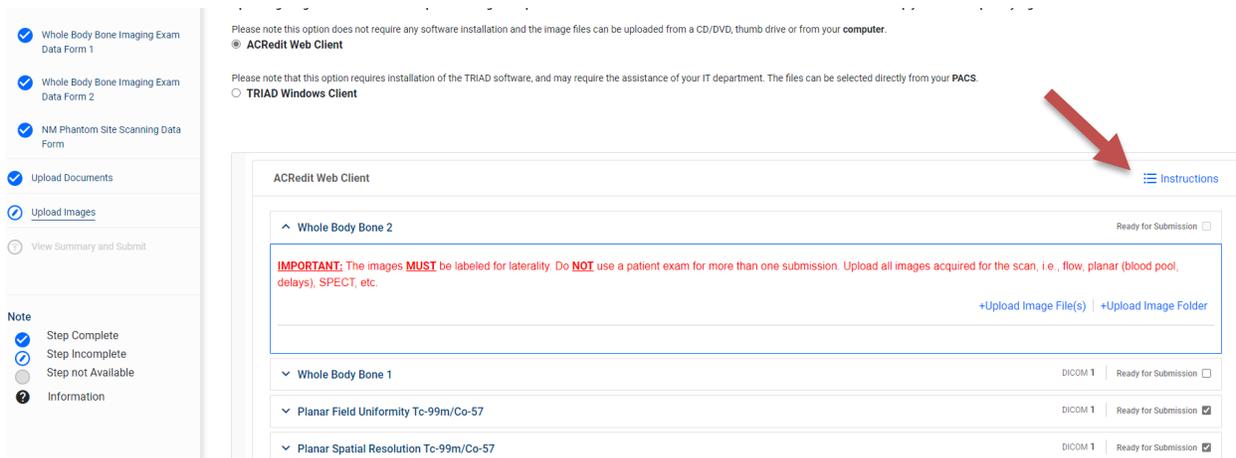
The screenshot shows the 'Upload Images' section of a web interface. It includes a warning box: 'PLEASE NOTE THAT CELL PHONE IMAGES OR PHOTO PRINTS THAT HAVE BEEN SCANNED ARE NOT ACCEPTABLE FOR ACCREDITATION REVIEW'. Below this, there are instructions and two radio button options. The first option is 'ACredit Web Client', which is selected. A callout box explains that this option does not require software installation and allows uploading images saved on a computer, CD/DVD, or thumb drive. The second option is 'TRIAD Windows Client', which is unselected. A callout box explains that this option requires software installation, which may require administrative privileges, and allows uploading images directly from a PACS system or from a computer. The screenshot also shows a note about the safety and security of the upload process and a note about the software installation requirements for the TRIAD Windows Client option.

A. ACredit Web Client

The ACredit Web Client requires no download or installation of any software to your computer or network. An internet connection and access to the images on your computer hard drive, network or CD/DVD/thumb drive are required. The ACredit Web Client requires the use of an up-to-date web browser. The following browsers (current version) are supported:

-
- Google Chrome
- Safari
- Mozilla Firefox
- Edge

When the ACredit Web Client option is selected, you may view supported file types for each modality, get further instructions, upload, and then view images. **DICOM images are required for most modalities but are preferred for all modalities.**



Upload Images Screen with ACREDIT Web Client chosen

When Upload Images is selected, a new window will open allowing you to navigate to the image folders/files for upload. If you choose the Upload Image Folder option, you will not see the files in the folders. When the Upload Image Files option is selected you will be able to see all the files in the folder. Each series of a study will likely be stored in separate folders.

A progress bar will appear as files/or folders are uploaded. Please note that it may take a few seconds before the word “uploading” appears. Once the images are uploaded, series or entire studies may be removed by clicking the trash can symbol.

After all the exams have been uploaded, you **must** view the images. This can be done by clicking the “View Images” link which will launch the NilRead DICOM viewer displaying the uploaded images for the specific study or by clicking “View All DICOM Images” to see all the studies that have been uploaded for that exam.

It is important to view all the uploaded images prior to submitting the testing package to ensure all required images have been uploaded and can be viewed successfully. In addition, all MRI phantom images and MAP and BUAP mammography clinical DICOM images, must be evaluated with the NilRead DICOM viewer to ensure that proper measurements can be obtained. Measurements in the form of a number in mm must be available for MRI phantom images utilizing the ROI Ellipse tool and for MAP and BUAP mammography DICOM clinical images, using the ruler measurement tool. If you cannot view the images in the NilRead DICOM viewer or establish proper measurements on the MRI phantom or MAP or BUAP mammography clinical DICOM images, do NOT submit the images.

- MAP 2D Phantom Imaging Data Form
 - Upload Documents
 - Upload Images
 - View Summary and Submit
- Note
- Step Complete
 - Step Incomplete
 - Step not Available
 - Information

ACRedit Web Client Instructions

^ Fatty DICOM 4 | Ready for Submission

IMPORTANT: Upload 4 images (RCC, LCC, RML0, and LML0), from a single patient, taken on the same day, post-processed, and either entirely fatty or scattered areas of fibroglandular density. If your unit is both FFDM and DBT, and the majority of your patients are DBT, then the images must be 2D synthesized (e.g., C-View, V-Preview, etc.). Do **NOT** submit tomosynthesis images.

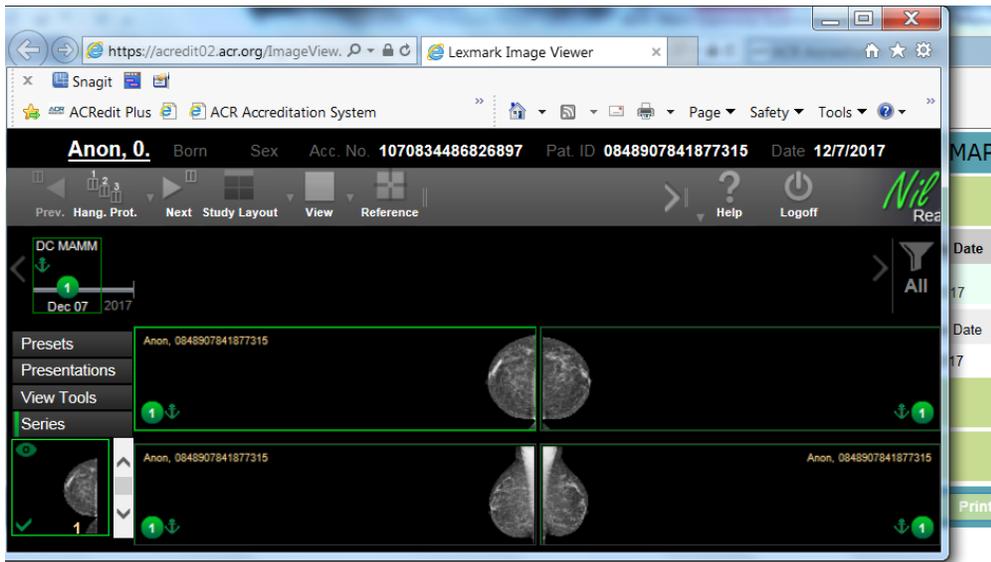
[+Upload Image File\(s\)](#) | [+Upload Image Folder](#)

File Name	Upload Status	
10, 11, 12, 13	4 file(s) uploaded successfully	

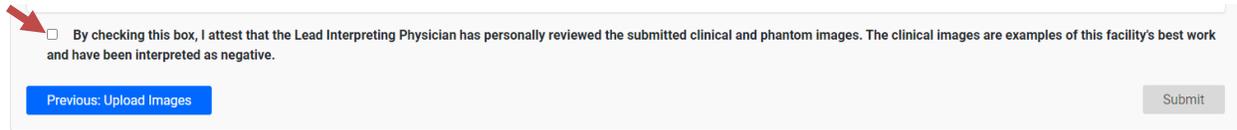
Images Uploaded

Type	Study Description	Study Date	Series Date	No of Files	
DICOM	Summary Study 1 - ESSEN 2D FATTY	20190220	20190220	4	View All DICOM Images
	Summary Study 1 - ESSEN 2D FATTY				View Images
	Series Description	Number	Modality	File Size	
	Summary Study 1 - ESSEN 2D FATTY	1	MG	56.03 MB	

▼ Dense Ready for Submission



When you have finished uploading and have viewed the images for that examination, check the “Ready for Submission” box to the right of that exam. In addition, you must attest that the supervising/lead interpreting physician has reviewed the images prior to submitting them.



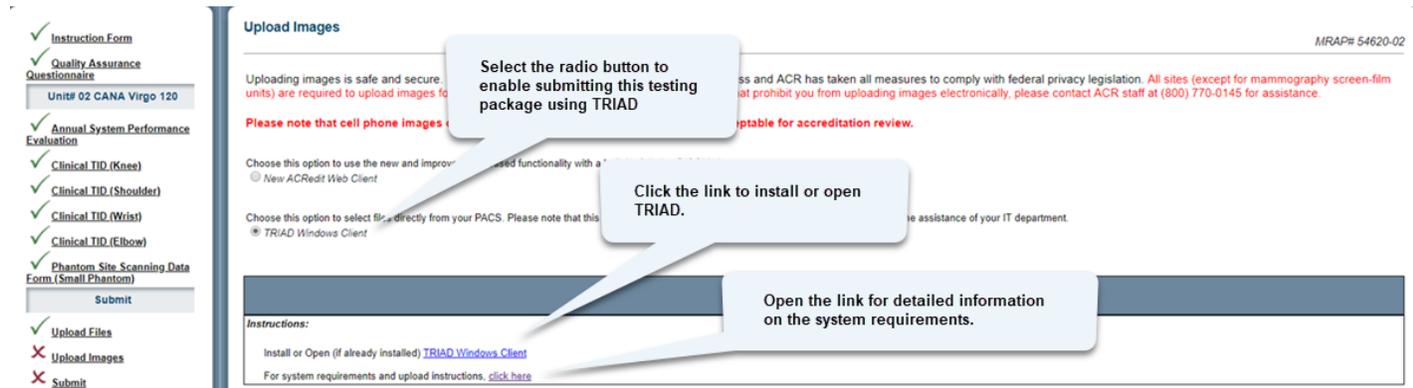
By checking this box, I attest that the Lead Interpreting Physician has personally reviewed the submitted clinical and phantom images. The clinical images are examples of this facility's best work and have been interpreted as negative.

Previous: Upload Images Submit

B. TRIAD Windows Client

Step 1: Install/ Open TRIAD Windows Client

- a. Select 'TRIAD Windows Client' option to enable uploading images and testing package submission using TRIAD.
- b. The link provided will open TRIAD Windows Client or install automatically if it has not already been installed.
- c. You may need administrator privileges to install some of the pre-requisites if they have not already been installed on your computer. For detailed list of system requirements and pre-requisites, open https://triad-ati3-web.acr.org/TriadClient/ati_acredit/.



Upload Images MRAP# 54620-02

Uploading images is safe and secure. Units are required to upload images for accreditation.

ACR has taken all measures to comply with federal privacy legislation. All sites (except for mammography screen-film) that prohibit you from uploading images electronically, please contact ACR staff at (800) 770-0145 for assistance.

Please note that cell phone images are not acceptable for accreditation review.

Choose this option to use the new and improved functionality with a TRIAD Windows Client

New ACRedit Web Client

Choose this option to select files directly from your PACS. Please note that this option requires the assistance of your IT department.

TRIAD Windows Client

Instructions:

Install or Open (if already installed) [TRIAD Windows Client](#)

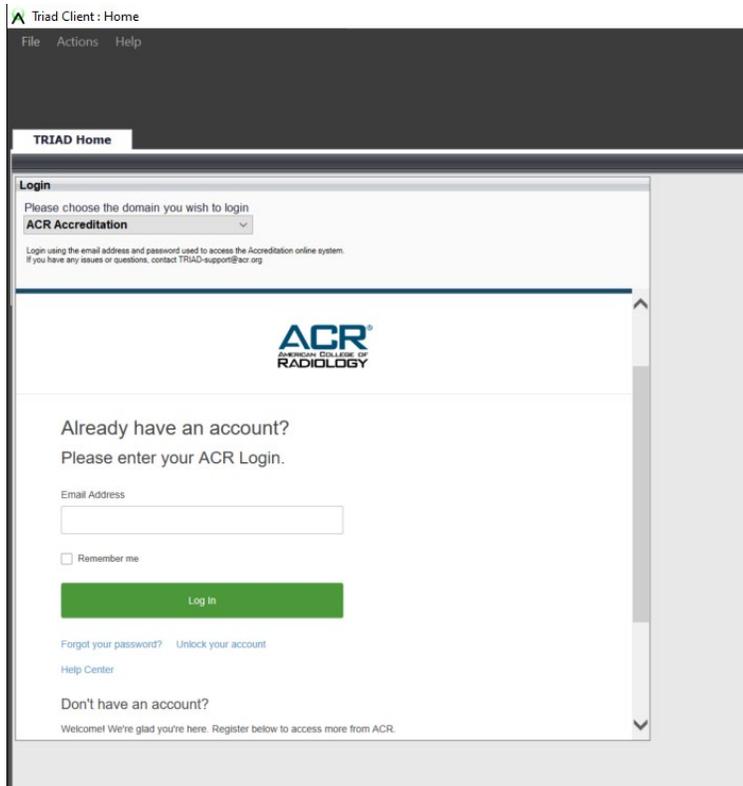
For system requirements and upload instructions, [click here](#)

Callouts:

- Select the radio button to enable submitting this testing package using TRIAD
- Click the link to install or open TRIAD.
- Open the link for detailed information on the system requirements.

Step 2: Login

- a. Upon opening TRIAD for ACR Accreditation this, provide the username and password. The username and the password for TRIAD is the same as your ACRedit Plus login.



Step 3: Select modality/ testing package

- a. From the top left panel, select Modality name, Modality, Unit number (if applicable) from the dropdowns. If your facility name is not available, ensure that you have TRIAD Windows Client option selected on the Upload Images page in your testing package.
- b. Select the exam that you are uploading the images for from the next dropdown.

MR (Magnetic Resonance Imaging) x

Modality & Testing Package Information

Modality Name
ATItest 4.15

Modality Number/Unit Number
MRAP#54620#02#Initial

Examination Name
Knee

Summary

Due Date: 9/8/2019 12:00:00 AM
 Testing Package: 0/5 Exams Complete
 Manufacturer: CanAm
 Model: Virgo
 Serial Number: 120
 Manufactured Year: 2019
 Exam: Knee
 Exam Summary: 1 files (521.42 KB)

Step 4: Upload images

- To upload images stored on your computer/ network drive/ CD-DVD or a thumb-drive, use 'Select files' or 'Select folder' options.
- To search and pull or push images directly from your PACS, use 'Select from PACS'.
 - Follow steps 4.1 to configure PACS settings in TRIAD. This is a one-time setup.
 - Steps 4.2, 4.4 to search and pull images from your PACS to TRIAD.
 - Steps 4.3, 4.4 to push images from your PACS to TRIAD.
- Use the link provided to view the list of supported file types for each program/ exam. Unsupported file types will be rejected during upload.

The screenshot shows the TRIAD interface with the following elements:

- Buttons: **Select Files**, **Select Folder**, **Select from PACS**, [Click here for a list of supported file types](#), **Delete**, and **Upload**.
- Table 1 (Study Information):

<input type="checkbox"/>	Patient ID	Study Description	Study Date	Accession Number
<input type="checkbox"/>				
- Table 2 (File List):

<input type="checkbox"/>	Non-DICOM File Type	File Name	File Size	Open
<input type="checkbox"/>				

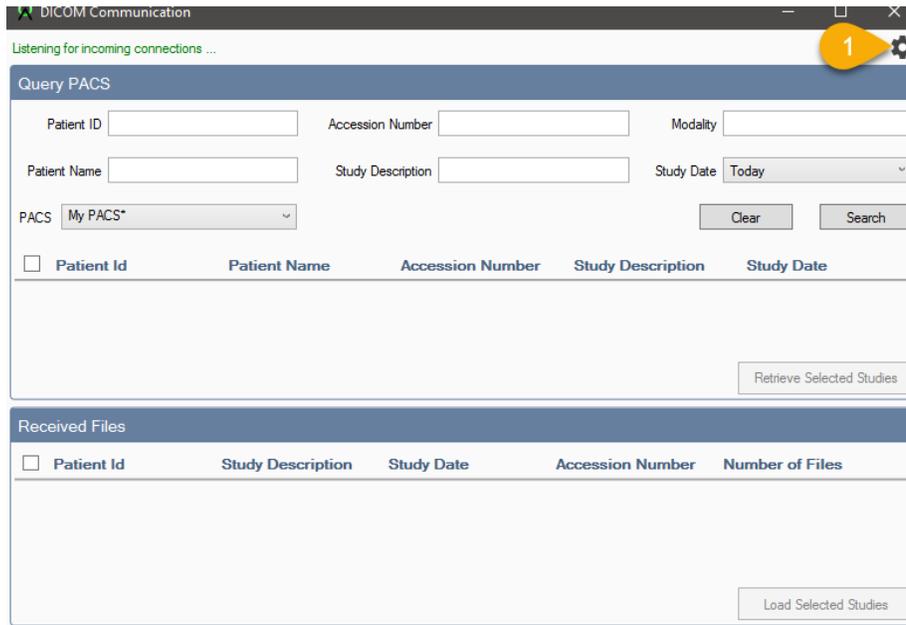
Callouts provide instructions:

- Upload files or folders that are saved on your computer, CD/DVD or thumb drive.** (Points to 'Select Files' and 'Select Folder')
- Pull or push images from your PACS** (Points to 'Select from PACS')
- View supported file types** (Points to the link 'Click here for a list of supported file types')

4.1 Configure PACS

- i. Once the 'Select from PACS' button is selected a 'DICOM communication' window will open. Select the cogwheel icon on the top right corner of this window to open settings.
- ii. Add the details of your PACS where the data is located and save the device details in the settings.
- iii. Use 'Test Connection' to make sure that the connectivity to your PACS is successful.

Note: Any error messages during configuration or later with PACS communication will require assistance from your PACS/ IT administrator. If any additional help is required, please contact TRIAD support at triadsupport@acr.org.



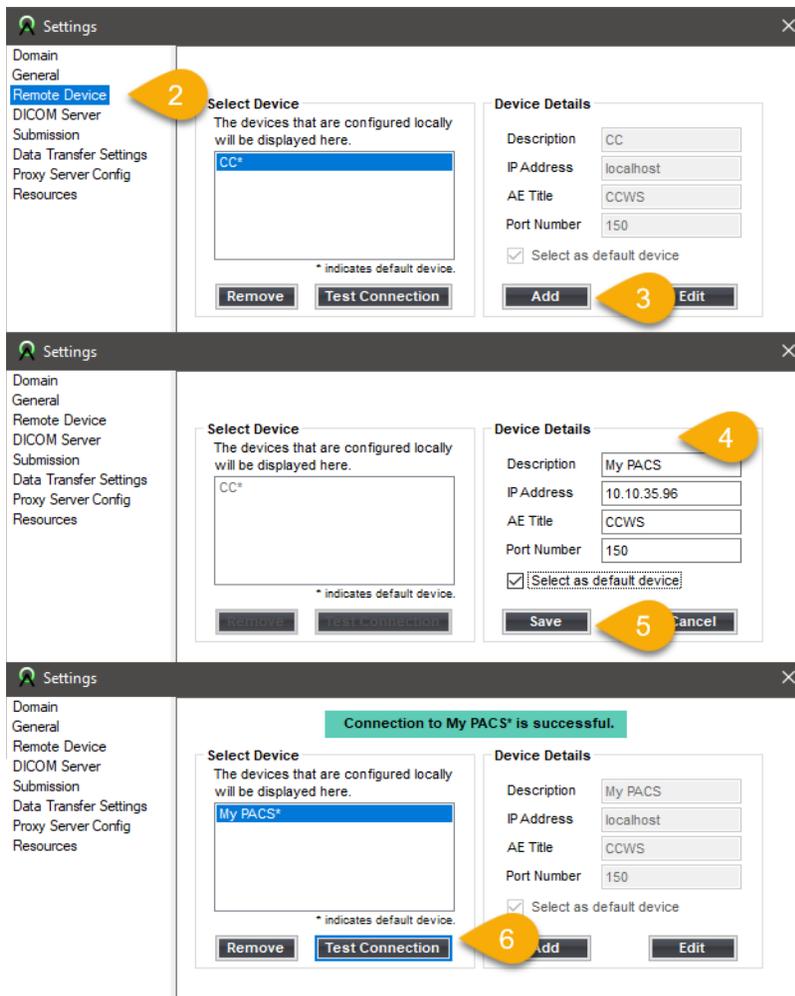
The screenshot shows a window titled "DICOM Communication" with a status bar indicating "Listening for incoming connections ...". A yellow callout bubble with the number "1" points to a gear icon in the top right corner. The main content area is divided into two sections:

Query PACS

This section contains several input fields: "Patient ID", "Accession Number", "Modality", "Patient Name", "Study Description", and "Study Date" (set to "Today"). There is a "PACS" dropdown menu currently showing "My PACS*", and "Clear" and "Search" buttons. Below these fields is a table with the following headers: "Patient Id", "Patient Name", "Accession Number", "Study Description", and "Study Date". A "Retrieve Selected Studies" button is located at the bottom right of this section.

Received Files

This section contains a table with the following headers: "Patient Id", "Study Description", "Study Date", "Accession Number", and "Number of Files". A "Load Selected Studies" button is located at the bottom right of this section.



4.2 Search & pull images from PACS

- i. Once the connection to your PACS is successful, to pull images from your PACS, fill out the search fields to identify images on your PACS. Please note that not all search fields need to be completed. Exams meeting the search criteria will be displayed in the results section.
- ii. Select the exams you wish to pull by using the checkboxes and click 'Retrieve Selected Studies'.

DICOM Communication

5 studies matching given parameters were found on the remote device.

Query PACS

Patient ID Accession Number Modality

Patient Name Study Description Study Date

PACS

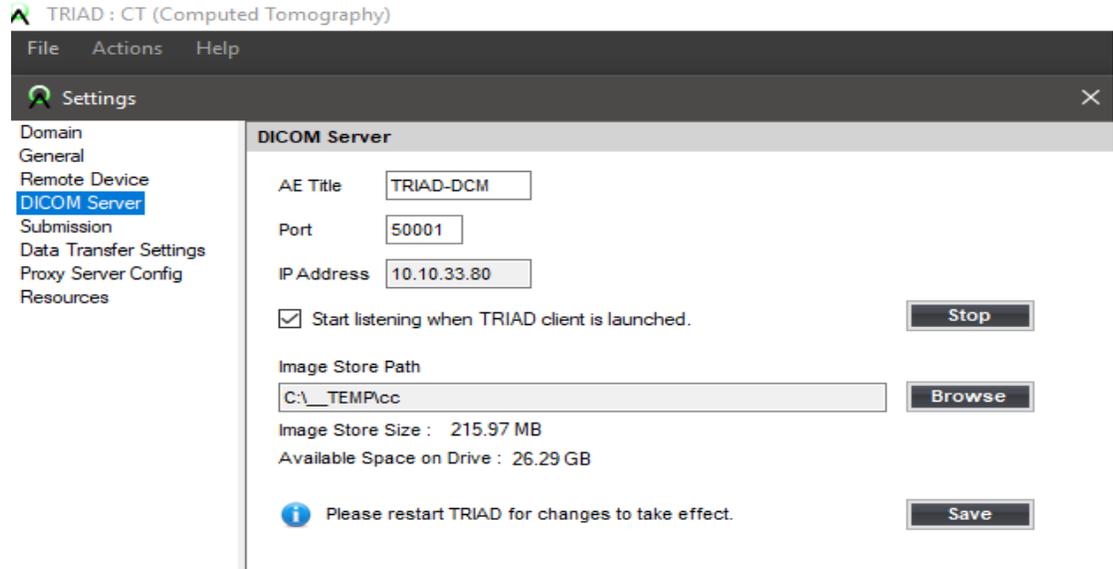
<input type="checkbox"/>	Patient Id	Patient Name	Accession Number	Study Description	Study Date
<input checked="" type="checkbox"/>		FIVIX		Cardiac^Cardiac_Standard (20061207
<input type="checkbox"/>	1306800614631594	Anon^1306800614631594	1499201126223940	PET^1a_PETCT_Skull_Thig	20321106
<input type="checkbox"/>	1005-5001	1005-5001^CA016^RTOG-1	0	NM PET/CT SKULL BASE 1	20150729

Received Files

<input type="checkbox"/>	Patient Id	Study Description	Study Date	Accession Number	Number of Files

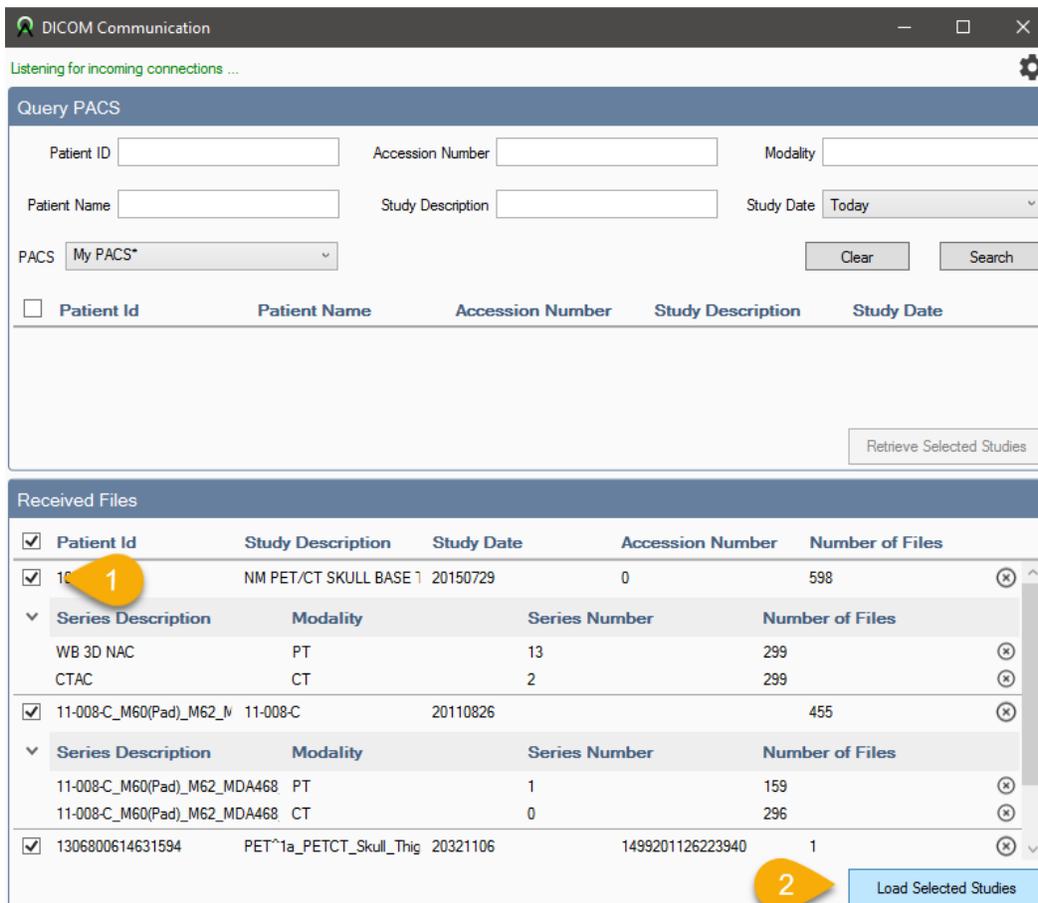
4.3 Push from PACS to TRIAD

- i. If you are unable to pull the images from your PACS system due to firewall restrictions, you may push the images from your PACS system to the TRIAD system. You will need assistance from your PACS/ IT administrator.
- ii. Open Actions -> Settings -> DICOM Server from TRIAD Windows client. The AE Title, Port, and IP address provided needs to be configured in your PACS to push images from PACS to TRIAD.
- iii. Make sure the DICOM listener status is active and running before pushing images from your PACS.



4.4 Load received data

- i. All images received from your PACS whether through query retrieve or by push from PACS to TRIAD are displayed under 'Received files' section.
- ii. Select the exams using checkboxes and load them into TRIAD preview.



Step 5: Image preview

- Images uploaded into TRIAD are displayed as separate exams for DICOM studies and individual files for non-DICOM.
- Select the images that you wish to upload for the Modality/ Testing Package/ Exam combination you have selected in Step 3 and use the 'Upload' button to transfer images to ACR.
- Change the accreditation exam (as in Step 3), select corresponding images to be uploaded, and repeat the upload process until you have uploaded images for all the exams in your testing package.
- Use the 'Delete' button to remove any unwanted images that are loaded into the preview.

Select Files		Select Folder	Select from PACS	Click here for a list of supported file types	2	Upload
<input type="checkbox"/>	Patient ID	Study Description	Study Date	Accession Number		
+ <input checked="" type="checkbox"/>	1005-5001	NM PET/CT SKULL BASE TO MID THIGH	7/29/2015	0		
+ <input type="checkbox"/>	11-008-C_M60(Pad)_M62_MDA468_89Z...	11-008-C	8/26/2011			
+ <input type="checkbox"/>	1306800614631594	PET^1a_PETCT_Skull_Thigh (Adult)	11/6/2032	1499201126223940		
<input checked="" type="checkbox"/>	Non-DICOM File Type	File Name	File Size	Open		
<input checked="" type="checkbox"/>	Portable Network Graphics File	SOC_triad.png	274.66 KB			

Step 6: View images & submit testing package

- Images uploaded for each exam are displayed in the bottom panel of the screen, along with information regarding how many DICOM and non-DICOM files (if applicable) have been uploaded for each exam.
- Use the 'View Images' button to expand an exam to see the uploaded data.
- You must view the uploaded images by clicking on the 'View Images' button provided for each DICOM study. All DICOM images will open in NilRead DICOM viewer.
- Use the 'View Images' button to expand the exam and to see uploaded non-DICOM files. To view non-DICOM files, use the "View Image" button provided for each non-DICOM file.
- To delete any uploaded images, use the icon.
- Make sure all required images are uploaded for each exam per the modality program and exam requirements. Use the 'Ready for Submission' check boxes provided against each exam to denote the completeness of the data uploaded.
- Click on "Next" button on Windows client, it will display a pop up to complete submission.

File Actions Help Logged in as: testred4@mail.ru [Logout](#)

ACRediPlus_DevOne

DICOM Listener Status: Active

ACR Accreditation

Modality & Testing Package Information

Modality Name: ATLLL

Modality Number/Unit Number: MRAP#60232#01#Initial

Examination Name:

Summary:
 Due Date: 10/9/2022 11:22:13 AM
 Testing Package: 5/5 Exams Complete
 Manufacturer: Alltech Medical Systems
 Model: EchoStar Comfort
 Serial Number: 654
 Manufactured Year: 2019
 Exam:
 Exam Summary:

Select Files | Select Folder | Select from PACS [Click here for a list of supported file types](#) Delete | Upload

	Patient ID	Study Description	Study Date	Accession Number
<input type="checkbox"/>				

	Non-DICOM File Type	File Name	File Size	Open
<input type="checkbox"/>				

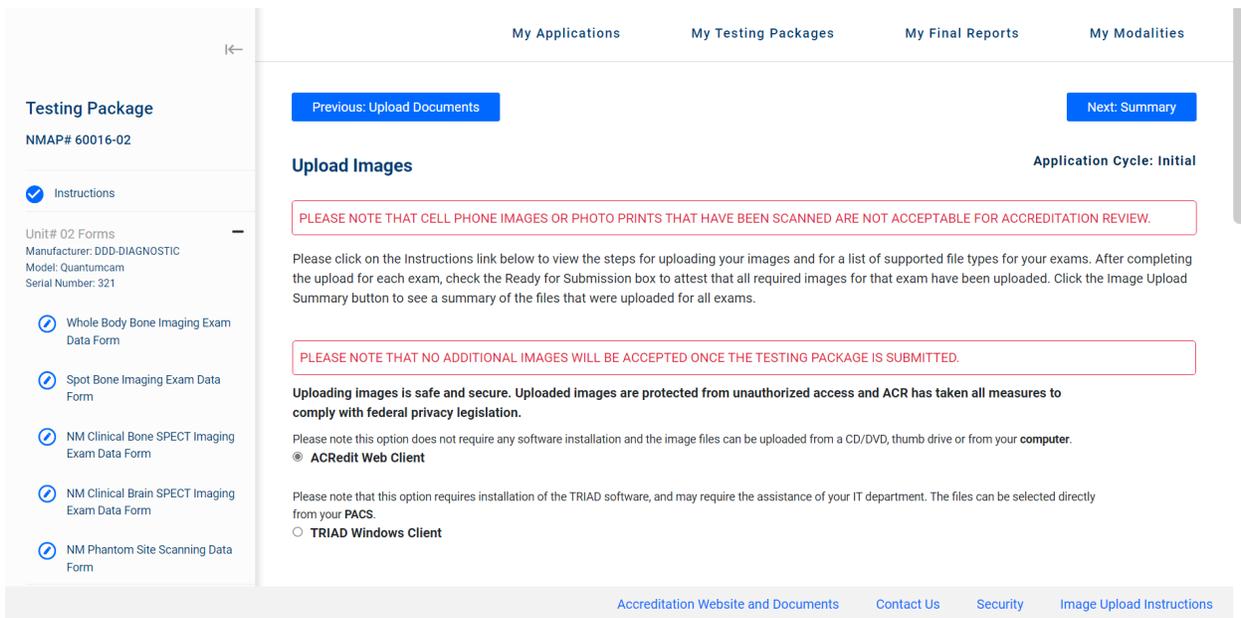
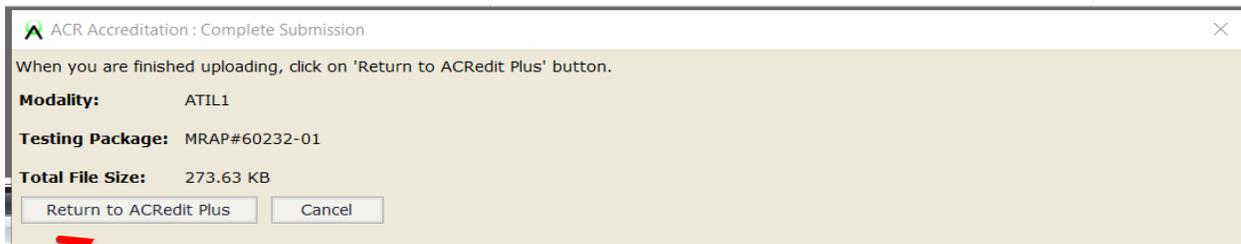
View images & Submit testing package ATL1 | MRAP#60232-01-Initial

>	Thoracic Spine	DICOM files: 2	View Images	Ready For Submission: <input checked="" type="checkbox"/>
>	Hepatobiliary	DICOM files: 1	View Images	Ready For Submission: <input checked="" type="checkbox"/>
>	Shoulder	DICOM files: 3	View Images	Ready For Submission: <input checked="" type="checkbox"/>
>	Elbow	DICOM files: 19	View Images	Ready For Submission: <input checked="" type="checkbox"/>
>	Small Phantom	DICOM files: 1	View Images	Ready For Submission: <input checked="" type="checkbox"/>

[Next](#)

ACR Accreditation

Click on “Return to ACRedit Plus”, it will redirect to the web portal from where we do submit the testing packages and the Windows Client will be closed automatically.



IV. Viewing your images after submission

Once all the testing materials have been uploaded and all items are marked with a check mark on the left navigation menu in the testing package, you are then able to submit your testing package. Once the testing packet is submitted, you are not able to make any changes to the uploaded images, however you will be able to view them. Please note that it may take several hours for submitted images to become available for you to review.

Once available, uploaded images submitted for accreditation may be viewed by clicking on “My Testing Packages” and then “View Uploaded Images”. You can see all the submitted images under “Image Upload Summary”.

- My Dashboard
- Add
 - Facility
 - Modality
 - Unit
 - Module/Isotope/Patient Type
- Change/Update
 - Facility Name/Owner/EIN#
 - Facility Location Address
 - Facility Supervising Physician
 - Internal Equipment Location
 - Mammography Lead Interpreting Physician
 - Modality Name
 - Modality User Login

My Testing Packages

i In order for the page to be saved, you must complete all information on the page and click "Next" prior to logging out or moving to another screen.

Show Withdrawn Units

Total number of Records: 39 Page 4 of 4 Number of records in each page: 10

Modality Name	Last Save Date	Modality# - Unit#	Cycle	Due Date	Status	Action
ATIL3		SBBAP# 60340 - 02	Initial	10/9/2022	Late	Modify
ATIL1	8/31/2022	BUAP# 60495	Initial	10/9/2022	Late	Modify
ATIL3	8/31/2022	BUAP# 60497	Initial	10/9/2022	Late	Modify
ATI	8/26/2022	CTAP# 60001 - 01	Initial	8/13/2022	Submitted	View Submitted Testing Package Summary View Uploaded Images View Submitted Forms
ATIL1	9/1/2022	MRAP# 60232 - 03	Initial	10/9/2022	Submitted	View Submitted Testing Package Summary View Uploaded Images View Submitted Forms
ATIL3	9/2/2022	MRAP# 60235 - 02	Initial	10/9/2022	Submitted	View Submitted Testing Package Summary View Uploaded Images View Submitted Forms

You can view submitted images for each exam by clicking on the exam name and then clicking the "View All DICOM images" link to view all the studies uploaded for that exam or the "View Images" link to view each study.

Image Upload Summary MRAP#60232-03

^ **Wrist** Total Files 20

Type
DICOM

[View All DICOM Images](#)

Study Description
Generated by Laurel Bridge Study Generator in DIMSE mode

Study Date
8252022

[View Images](#)

Series Description	Number	Modality	File Size	Series Date	No of Files
	5	MR	4.77 MB	8252022	1
	2	MR	4.77 MB	8252022	1
	6	MR	4.77 MB	8252022	1
	1	MR	4.77 MB	8252022	1
	10	MR	4.77 MB	8252022	1
	3	MR	4.77 MB	8252022	1
	7	MR	4.77 MB	8252022	1
	8	MR	4.77 MB	8252022	1
	4	MR	4.77 MB	8252022	1
	9	MR	4.77 MB	8252022	1

Generated by Laurel Bridge Study Generator in DIMSE mode

Study Date
8252022

[View Images](#)

Series Description	Number	Modality	File Size	Series Date	No of Files
	8	MR	4.77 MB	8252022	1