



MAMMOGRAPHY MACHINE AUTHORIZATION APPLICATION ATTESTATION

A radiation machine may not be used to perform mammography until it is registered and authorized for such use by the Department.

1. INFORMATION

The lead interpreting physician(s) that will be listed in the for the Mammography Machine Authorization Application to be submitted online must complete the Attestation and Signature of the Lead Interpreting Physician form. Once completed, the page with the Attestation and Signature of the Lead Interpreting Physician section should be uploaded online as an attachment to the application. See next page for uploading directions.

2. DIRECTIONS

To submit a Mammography Machine Authorization Application a temporary record number for the application must be issued by the Radiation Safety Section. This will be provided after review of a mammography machine added during an initial Facility Application, Amendment, or Renewal Application. The temporary record number will be sent to the Attention Contact listed in the Facility Record or Application. Please allow one week for processing for the temporary record number to be issued.

3. ATTESTATION AND SIGNATURE OF THE LEAD INTERPRETING PHYSICIAN

As the lead interpreting physician(s) for this facility, I certify the following items meet the requirements of Part 14 of the *Ionizing Radiation Rules Governing the Use of Radiation Machines*:

- The credentials of each interpreting physician, radiologic technologist, and medical physicist involved in mammography
- The equipment quality control and the medical outcomes audit quality assurance programs
- The mammography equipment at the facility

_____	_____
Name of the mammography lead interpreting physician (type or print)	Title
_____	_____
Signature of the lead interpreting physician	Date
_____	_____
Name of the stereotactic breast biopsy lead interpreting physician (if applicable and different from above)	Title
_____	_____
Signature of the stereotactic breast biopsy lead interpreting physician (if applicable and different from above)	Date

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HOW TO SUBMIT ATTESTATION AND SIGNATURE WHEN COMPLETING APPLICATION:

1. Scan or take a photo of the page with the Attestation and Signature of the Lead Interpreting Physician section and save it as a PDF or image file on your computer.
2. Access the authorization application online at aca3.accela.com/MIHS by signing into your account. After login, select "Advanced Search -> Search Records/Applications -> Registrations". from the menu. *NOTE: Authorization records are initially created as temporary records that have a two-digit year & TMP as the first five digits of the record number. The search box that contains "Search..." with the magnifying glass does not work for temporary records.*
3. The "Records" list will appear. Scroll down to the "General Search" section.
4. In the "Record Number" field enter the temporary record number, then select the "Search" button. Underneath the "General Search" section the search results will appear.
5. In the search results in the "Action" column select "Resume Application". Begin completing the application.
6. When the "ACCREDITATION DOCUMENTATION" section appears. Select the "Add" button and the File Upload popup will display.
7. Select the "Add" button in the File Upload popup and this will open a File Explorer window. Navigate to the file saved in step one. Select the file to upload it.
8. After the file has completed uploading select "Continue". Additional dropdowns and entry boxes will display. In the "Type" dropdown select "Attestation and Signature of the Lead Interpreting Physician". In the "Description" comment box enter "Attestation and Signature of the Lead Interpreting Physician".
9. Select the "Save" button and the "Attestation and Signature of the Lead Interpreting Physician" will be attached to the application. Add any other additional documentation as appropriate.

If questions: Please call (517) 284-7820 or e-mail rssinfo@michigan.gov

HOW TO SUBMIT ATTESTATION AND SIGNATURE AFTER APPLICATION SUBMISSION:

1. Scan or take a photo of the page with the Attestation and Signature of the Lead Interpreting Physician section and save it as a PDF or image file on your computer.
2. Access the authorization application online at aca3.accela.com/MIHS by signing into your account. After login, enter the authorization record number in the search box that contains "Search..." and press enter or select the magnifying glass to search for the authorization record. The authorization record will display.
3. Select the menu item "Record Info" and in the dropdown menu that displays select "Attachments". The Attachments screen will then display.
4. Select the "Add" button on the Attachments screen and the File Upload popup will display.
5. Select the "Add" button on the File Upload screen and this will open a File Explorer window on your computer. Navigate to the file saved in step one. Select the file to upload it.
6. After the file has completed uploading select "Continue". Additional dropdowns and entry boxes will display. In the "Type" dropdown select "Attestation and Signature of the Lead Interpreting Physician". In the "Description" comment box enter "Attestation and Signature of the Lead Interpreting Physician".
7. Select the "Save" button and your submission will have been uploaded and will be routed for review. The file will not be visible until it has been assigned to review staff. After assignment, review details will be visible in the Attachments screen.