



Texas Department of State Health Services

MAMMOGRAPHY CERTIFICATION APPLICATION

TEXAS DEPARTMENT OF STATE HEALTH SERVICES
RADIATION SECTION - REGISTRATION UNIT
Mail Code 2003
P.O. Box 149347
Austin, Texas 78714-9347

Phone #: (737) 218-7087
Fax #: (512) 206-3787
Email: MammographyBranch@dshs.texas.gov

NEW OR RENEWAL ONLY

- See instructions starting on page 6 for completion of application.
Retain a completed copy of the application for your records.

SECTION 1: FACILITY INFORMATION

1. TYPE OF ACTION: [ ] New Certification
[ ] Renewal of Certification # M \_\_\_\_\_

2. MQSA FACILITY IDENTIFICATION NUMBER: (6 digits) \_\_\_\_\_

3. ACCREDITATION BODY: [ ] State of Texas [ ] American College of Radiology

4. LEGAL BUSINESS NAME as filed with the Texas Secretary of State:
\_\_\_\_\_

5. ASSUMED NAME (dba), if applicable.:
\_\_\_\_\_

6. PHYSICAL USE LOCATION:
Phone #: \_\_\_\_\_ Facility Fax #: \_\_\_\_\_
Street Address: \_\_\_\_\_ City: \_\_\_\_\_
State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

7. BUSINESS MAILING ADDRESS:
Phone #: \_\_\_\_\_ Business Fax #: \_\_\_\_\_
Street Address: \_\_\_\_\_ City: \_\_\_\_\_
State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

8. BILLING MAILING ADDRESS: [ ] Same as business mailing address
Phone #: \_\_\_\_\_ Billing Fax #: \_\_\_\_\_
Street Address: \_\_\_\_\_ City: \_\_\_\_\_
State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

9. FACILITY CONTACT:
Name: \_\_\_\_\_ Title: \_\_\_\_\_
Phone #: \_\_\_\_\_ Extension #: \_\_\_\_\_
Email address: \_\_\_\_\_

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**SECTION 2: FACILITY POLICIES & PROCEDURES:**

*Refer to 25 TAC §289.230 for specific details*

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**IMAGE QUALITY PROCEDURES:**

Submit policy and procedures for:

- EQUIP policy and procedure.
  - Lead Interpreting Physician (LIP) oversight policy and procedure.
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**MEDICAL RECORDS AND MAMMOGRAPHY FILM RETENTION POLICIES:**

Submit policy and procedures for:

- Mammography film or digital retention under normal circumstances.
  - The disposition/retention of medical records, including films or digital images, in the event of termination, failure to renew, or bankruptcy.
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**SELF REFERRAL AUTHORIZATION:**

*Self-referral authorization must be obtained prior to providing self-referral mammography services.*

*Complete the section below and submit required documentation:*

Number of views for a typical mammogram: \_\_\_\_\_

Type of views for a typical mammogram: \_\_\_\_\_

The age range of the population that will be examined: \_\_\_\_\_

The frequency of the exam: \_\_\_\_\_

**Submit procedures for the following:**

- Recommending a physician to patients who do not have physician.
  - Notifying patients and private physicians of the mammography results within the required time frames.
  - Description of the methods for educating patients in breast self-examination techniques and on the necessity for follow-up by a physician.
  - Follow-up with patients and physicians of the mammography results for patient with positive findings and needing repeat exams.
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**MOBILE SERVICE AUTHORIZATION:**

*Approval must be obtained prior to providing mobile mammography services. Operating outside of Texas is not allowed with Texas Certification.*

*Complete and submit required documentation requested below:*

List the street address where the mobile van and records will be maintained for inspection.

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Street	City	State	Zip
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**SUBMIT THE FOLLOWING:**

- A sketch or description of the normal configuration of the mammography unit's use including the operator's position and any ancillary personnel's location during exposures. If a mobile van is used with a fixed unit inside, furnish the floor plan indicating protective shielding and the operator's location.
- A current copy of the facility's Operating and Safety Procedures regarding radiological practices for protection of patients, operators, employees, and the general public.



**SECTION 4: MAMMOGRAPHY UNIT INFORMATION**

*Make copies of this page, if needed for additional units.*

- Complete applicable sections and check all appropriate boxes.
- Include a copy of the current complete medical physicist’s survey report for each mammography unit.
  - Medical physicist surveys for new facilities or new mammography units must be dated within 6 months of application.
  - Medical physicist surveys for renewals must be dated within 14 months of application.
  - If there are any failures and/or deficiencies on the report include copies of service/work invoices with the description of corrective actions.

MAMMOGRAPHY UNIT INFORMATION										
Location		Manufacturer	Model Name	Control Panel Serial #	Type of Imaging System				Additional Services	
Onsite	Mobile Van				FSM	CRm	FFD M	FFDM DBT	Biopsy	NL

**SECTION 5: REVIEW WORKSTATION INFORMATION: *New Facility***

*You must verify the locations of the review workstations where the interpreting physicians interpret mammograms for your facility. List all review workstations where mammograms are interpreted, including private residences. If necessary, attach an additional page.*

*If you add a new mammography unit, the medical physicist is required to survey the connection between the new unit and **all** RWS and provide you with a report.*

RWS Manufacturer	RWS Location		If you checked 'Different', provide facility name and address. <i>(Note: this includes private residences)</i>
	Same as DM unit	Different	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

**SECTION 7: SIGNATURES**

*This application is to be signed by the Authorized Representative of the Applicant, an individual with the capacity and authority to legally bind the Applicant.*

*Certification must be made by the person completing the application.*

I certify that all information submitted with this application is true and correct to the best of my knowledge.

\_\_\_\_\_  
Typed or printed name Title

\_\_\_\_\_  
Signature Date

*Certification must be made by the Administrator, President, Chief Executive Officer, Owner or Partner of the facility.*

I certify that all of the information provided herein is true, correct, and complete. I certify that the Applicant has read, understands, and will comply with applicable provisions of the Chapter 401 of the Texas Health and Safety Code, titled *Texas Radiation Control Act*, and with all applicable provisions or Title 25, Texas Administrative Code, Chapter 289, titled *Radiation Control*.

\_\_\_\_\_  
Typed or printed name Title

\_\_\_\_\_  
Signature Date

*Certification must be made by the Lead Interpreting Physician.*

I certify that I have read and understand Title 25, Texas Administrative Code, Section 289.230, titled *Certification of Mammography Systems and Mammography Machines Used for Interventional Breast Radiography*. I certify that I am qualified to serve, agree to serve, and will carry out those duties and responsibilities of the Lead Interpreting Physician of the Applicant, pursuant to 25 TAC §289.230.

\_\_\_\_\_  
Typed or printed name Title

\_\_\_\_\_  
Signature Date

*Certification must be made by the Radiation Safety Officer.*

I certify that I have read and understand and will comply with applicable provisions of the Chapter 401 of the Texas Health and Safety Code, titled *Texas Radiation Control Act*, and with all applicable provisions or Title 25, Texas Administrative Code, Section 289, titled *Radiation Control*. I certify that I am qualified to serve, agree to serve, and will carry out those duties and responsibilities of the Radiation Safety Officer of the Applicant, as set forth in the Radiation Control rules, 25 TAC §289.226.

\_\_\_\_\_  
Typed or printed name Title

\_\_\_\_\_  
Signature Date

**Correspondence, including certificates, is sent by email only to the Accreditation contact or Radiation Safety Officer (for certification). Ensure that the email address provided is monitored.**

Visit our website to download the appropriate documents listed below:

<https://www.dshs.state.tx.us/radiation/mammography/accreditation.aspx>

**\* ADDITIONAL FORMS TO SUBMIT WITH APPLICATION:**

- RC 226-01 Business Information form
- RC 42-R Radiation Safety Officer form

**APPROPRIATE FEES MUST BE INCLUDED WITH ALL APPLICATIONS**

Contact the Program for fee information.