



Getting Started with an
ImagingCampus



Welcome

Our team at AltusLearn put together this in-depth guide to answer your questions about the ImagingCampus™ tool. This guide will highlight the strengths of the AltusLearn Campus and what it can do for your team and facility.

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What is an ImagingCampus™ ?

AltusLearn strives to make its web-based ImagingCampus experiences easy-to-use and engaging for Imaging Center administrators and their teams. The ImagingCampus product provides resources to easily meet the required annual compliance and education requirements from Accreditation Organizations (AO). By meeting compliance requirements, imaging centers help protect the safety of patients and staff. While also helping ensure billing reimbursements.

The ImagingCampus experience helps team members, such as ARRT-credentialed imaging technologists who will have access to more than 200-plus on-demand courses that provide ARRT-approved CE credits appropriate for ARRT license renewal. It also includes the MR Screening Compliance Tracking Tool within the CE Wallet.

The CE Wallet stores completed ARRT CE credits and other CE credits needed for license renewal, allowing Imaging Technologists access to easily remember how many courses they have taken. It also serves as a tool to track and check your employees' progress.

Compliance Challenges

An ImagingCampus™ is a straight-forward way for Imaging Department Leaders to ensure: Patient Safety, Team Member Safety and Provider Reimbursement

Meeting compliance requirements can be confusing and difficult. The required compliance education tool serves several purposes. Annual training is not only an important part of ensuring patient safety and the safety of the team members, but it also affects reimbursement from private insurance companies and the Centers for Medicare & Medicaid Services (CMS).

For imaging centers to ensure they qualify for billing reimbursement, they must be accredited by an Accreditation Organization (AO). These include The Joint Commission, American College of Radiology (ACR) or the Intersocietal Accreditation Commission (IAC). Their visits can surprise administrators.

Imaging centers from time to time will receive an unannounced visit from CMS or an Accreditation Organization (AO) that will inspect your equipment, team training records and compliance records. An Accreditation Organization (AO) is required to share its results from site visits with CMS. The ImagingCampus with its tracking and storing of CE credit information already completed makes these visits worry free.



Compliance Challenges

Continued

Imaging Centers Must Meet Annually Required Compliance Education

The Joint Commission, American College of Radiology (ACR), Intersocietal Accreditation Commission (IAC) and some modalities, States and municipalities require annual safety training for Fluoroscopic Radiation, CT Dose Optimization and Reduction, and Magnetic Resonance Imaging (MRI) for Level I and Level II staff.

MR Technologists

MR technologists should comply with the technologist qualifications listed in the ACR MRI.

There are 2 levels of MR Personnel, as described below by the ACR:

Level 1 MR Personnel: Individuals who have passed the facility's MR safety educational requirements (as defined by the facility's MRMD) to ensure that they would not constitute a danger to themselves or others in the MR environment.

Level 2 MR Personnel: Those who have been more extensively trained and educated in the broader aspects of MR safety issues, including but not limited to issues related to the potential for RF-related thermal loading or burns and direct neuromuscular excitation from rapidly changing gradients.

Reference Link:

<https://www.arrt.org/earn-arrt-credentials/ongoing-requirements>

Individual Technologist Must Meet ARRT Educational CE Requirements

There are three options for meeting the CE Requirements. Only one option must be met to satisfy the requirements. The options are: (1) earn 24 CE credits that meet the criteria set forth by ARRT; (2) earn certification and registration in a primary discipline not previously held and for which the individual is eligible and which ARRT recognizes for this purpose; (3) earn post primary certification and registration not previously held and for which the individual is eligible and which the ARRT recognizes for this purpose.

CE Requirements include earning 24 Category A or A+ credits of continuing education evaluated by a Recognized Continuing Education Evaluation Mechanism (RCEEM) or RCEEM+ or completing approved academic courses.

The CE Requirement is not dependent on the number of ARRT credentials held by the R.T. For example, an R.T. certified and registered in both radiography and mammography need earn only 24 credits per biennium for ARRT.

The credits do not have to be specific to radiography or mammography but must be relevant to the radiologic sciences and/or patient care as it relates to the radiologic sciences. This does not address the CE Requirement for the Mammography Quality Standards Act (MQSA) of the Food and Drug Administration (FDA). If you have questions regarding the FDA MQSA requirements, please contact the FDA Mammography Hotline at (800) 838- 7715 or www.fda.gov.

MRI Screening



Track Annual MRI Screening Compliance

The ImagingCampus™ also offers a comprehensive compliance tool that enables tracking for MR Personnel entering Zone III and IV and tracking non-MR Personnel entering Zone III allowing Imaging Centers to easily meet the required annual MR safety screening requirement quickly.

The MRI Screening Compliance Tool is designed to meet the American College of Radiology (ACR) Manual on MRI Safety regarding annual non-MR Staff/Personnel Screening.

Features include:

Reminders for contacts to update their annual MR Screening Form automatically

Notifications for Campus administrators about lapsed MR Screening Forms

Ability to assign courses from Campus User Management

An easy-to-view list of the MR Screening Form's contacts and signatures

Excerpt from the American College of Radiology (ACR) Manual on MR Safety:

<https://www.acr.org/-/media/ACR/Files/Radiology-Safety/MR-Safety/Manual-on-MR-Safety.pdf>

CE Wallet

Stay on Track

Tracks CE Credited employees within the platform who have been issued third-party CE Credits

Expiring Credit Alerts

Tracks the expiration of your CE Credits and licensure renewal

Automated Tracking

Tracks annually required compliance courses in addition to CE Credit tracking



STAY ON TRACK



EXPIRING CREDIT ALERTS



AUTOMATED TRACKING

GETTING STARTED

THE BUYING PROCESS

How do you set up your facility with a web-based training and compliance portal (an ImagingCampus)? You start by calling (608) 292-9356 or visiting www.ImagingCampus.com and submitting your information. An Imaging Campus can be established for a team of five, a department of 100 or an institution with 5,000 team members.

The AltusLearn team will ask how many Imaging technologists will be using your training and compliance portal, referred to as Level I personnel and Level II personnel, both more common for Magnetic Resonance Imaging. These also include non-clinical department staff, emergency responders, etc. Your Imaging Campus pricing will be based on the number of team members (Level I and Level II) and the subscription period (1, 2 or 3 years).

When you provide the AltusLearn team with the number of Level I and Level II team members, we will deliver a quote within 24 hours. Upon approval, your Imaging Campus can be set up and delivered to you within 24 hours.

Payment Options for Your Campus

AltusLearn doesn't require payment upfront, but invoices are due upon receipt. Payment can be made by check, credit or payment card.

On-Boarding My Team

Getting your team on-boarded is simple. When your Campus is ready, a member of the AltusLearn team will send the instructions to the facility's point of contact(s). Those instructions will include the address for your facility's web-based training portal (Campus) and the Verification Code assigned to your Campus. Below is sample language to share the Campus with your team.

EMAIL TEMPLATE

Subject: Annually Required Compliance Training & Access to ARRT CE Credits

Dear Team Member,

We have good news to share!

We recently purchased the AltusLearn Imaging Campus. Our facility's new web-based training portal (the Campus) has our annually required compliance courses and will track our team's MR Screening compliance required to maintain our facility accreditation. The Campus also includes more than 200-plus approved ARRT CE credits that can be used toward your ARRT license renewal. We're excited to deliver this benefit to you!
Create your Campus user by doing the following:

1. Go Here (Link to Campus URL):
2. Click "Log in" and select "Sign Up." If you already have an AltusLearn Network account, you will be asked to login.
3. Use this Campus Verification Code:
4. Complete your individual site profile.

If you have any issues getting your Campus user account set up, please let me know or reach out the AltusLearn's Imaging Campus Support Team at team@imagingcampus.com or call it at at (608) 292-9356. The Campus Support Team is there to help us.

Storing your assigned education and adding ARRT CE credits in the Campus's CE Wallet is important because periodically we're required to pull staff reports on education and completions to share with our Human Resource and Compliance Department.

Good Imaging Center Practices

We recommend selecting a date annually for your Imaging Department. Sometimes this is the end of a particular month or the last day of the calendar quarter like March 31, June 30, September, or December 31.

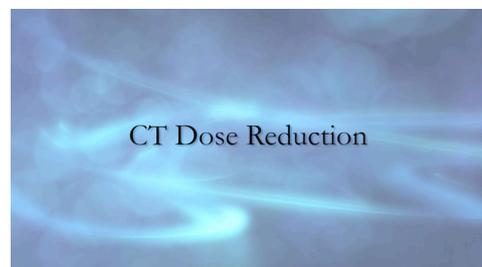
Once you've selected a date to meet your Imaging Centers annual compliance training goal, we recommend sending an email to your team to let them know the date. The notice should be sent 30 to 45 days from the annual education compliance goal date. In the notice you should mention that you will be assigning specific courses to your team to complete, and they will receive notification from the ImagingCampus™ until the assigned courses are completed. The team members can also login to the ImagingCampus™ and see what courses they have assigned to them in their CE Wallet. The entire process is simple and intuitive.

As the Campus Administrators, you can pull reports on the activity of your team on-demand. We've received excellent reviews from users on the courses within the Campuses and recommend engaging your team by assigning them a course to complete each month. We send out an email monthly to our ImagingCampus™ administrators with new courses and other interesting highlights. Bulk assigning a course to your team is simple. A suitable time to do this is when you get the monthly update from our Client Success Team.

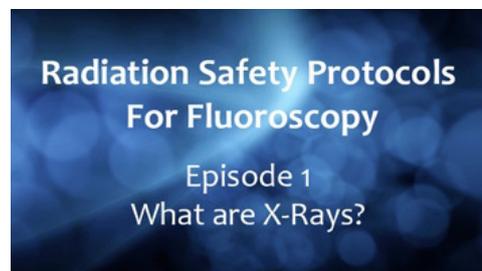
ADDING CUSTOM COURSES FOR YOUR TEAM

If you have a custom course that you would like added to your facility's web-based training portal (Campus). Let us know and we can work with you to get it set up and made available to your team.

Recommended Courses



CT Dose Reduction



Radiation Safety



MR Safety (Level 1 and Level 2)

MR SCREENING COMPLIANCE TOOL™

Instructions for MR Screening Compliance Tool™

Campuses include the MRI Screening Compliance Tool™ a comprehensive compliance tool that enables non-MR employees entering Zone III to complete the required MR safety screening process quickly. It allows you to easily track the employees' completion status.

The following quick guide contains instructions for you as the administrator to authorize and track employees. It also provides an instruction sheet to help employees access and complete the screening form.

How do you become a campus administrator?

AltusLearn needs to add you as an administrator, which we also refer to as an admin. This will give you access to approve the screening form submissions of employees and view their MR Screening approval status. The steps are outlined below: Make sure you have an account set up on the Campus. If you do not have an account yet, you can set one up quickly and easily with help from the User Registration Sheet provided when your campus was deployed. For your convenience, we have attached a copy of the User Registration Sheet in our email along with these instructions.

Notify your AltusLearn Support Team that you need to be designated as a site administrator. Specify the email address associated with your account.

Once AltusLearn has designated you as an admin, you will be able to edit the MR Screening Form and approve employees' Screening Form submissions.

How do you customize the MR Screening Form for your facility?

Make sure the form includes the exact questions you will need employees to answer before they start the tool. To do this, please follow these steps:

- Make sure you are logged in to your account.
- Go to the screening form on your campus. The screening is conveniently located on your campus at the following link:

[CAMPUS-URL].com/mr-screeningform/
- From there, locate the blue button at the top of the page that reads "Make Changes to Form Structure." Only you and other admins have access to this button.
- Click this button to begin making changes to the form.
- Review the questions on the Screening Form.
- To add a question, check the box under the question that says, "Include this Field?"
- Once you have selected the questions you want included, scroll to the bottom of the page, and click the button that says, "Save Changes to Form Structure."

MR SCREENING COMPLIANCE TOOL™ Continued

You have successfully set up the questions that employees will answer to complete the form. You can access this page to edit questions at any time in the future. Please note that if you add questions that you previously hadn't included, you will need to ask employees to resubmit their forms so they can answer the added questions.

How do you approve the forms that employees complete and how can you see who has completed the form?

The admin reporting page for the MR Screening Tool is easily accessed from a tab on the Campus Administrative Dashboard. Follow the link below using the password listed.

Admin Page: [SITE-URL].com/administration/
Page Password: [PASSWORD]

- From the administration page, please click the tab labeled, "MR Screening Form." From there, you will see a list of employees on the campus and their form completion status.
- If the employee has not yet completed the screening form, you will see "No Signature Yet" in the "Form Expires" Column and "User must sign first" in the "Last Admin Signature Column."
- Once an employee has signed the form, a date will appear in the "Form Expires" column. This date will be one year from the day the employee last signed the form. You will also see that the "Last Admin Signature Column" now says "Needs your signature." To approve the form, click the "Needs your signature" text.

- You will now see the answers that the employee indicated on his, her, their form and be able to check for any problems.
- Once you have reviewed the form, type your name into the "Sign as admin" field, indicate whether the employee is approved for Zone IV with the checkbox, and click the button that says, "Click to confirm and sign."

Now you will see the field "Last Admin Signature" has changed to the date on which you signed the form. And if you indicated that the employee is approved for Zone IV, the "Zone IV Approved" column will indicate that the employee is approved.

How will your employees know when they need to re-sign the form?

A month prior to the form's expiration date, employees will receive an email each week reminding them that their form's expiration date is coming up and remind them that they need to re-sign it.

How will your employees know how to complete the form?

We have included a handy MR Screening Form instructions sheet that will guide employees through completion of the form. If you or any employees at your facility have any questions or difficulty with the form, please reach out to your AltusLearn Support Team at team@imagingcampus.com and we will happily assist you.

A large medical imaging machine, likely a CT scanner, is the central focus of the image. The machine is white and has a large circular gantry. A person is visible in the background, sitting at a control console and operating the machine. The image has a blue and pink color gradient overlay.

Questions?

Contact Us!

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