



# The Right Choice™

## INITIAL ACCREDITATION CHECKLIST

### PREPARING FOR THE ACCREDITATION PROCESS

- Budget for the [application fee](#).
- Create an accreditation team to lead the process including at least one radiation oncologist, medical physicist and radiation therapist.
- Review the [Application Process](#) webpage.
- Collect information required for the application:
  - Facilities in your network;
  - Names and contact information for key personnel;
  - Average number of new patients per year;
  - Equipment, including initial external validation where applicable; and
  - Treatment techniques/modalities used at each facility.
- Designate a member of the accreditation team as the APEX Administrator to be responsible for completing the application in the APEX Portal. The remaining team members may be added once you gain access to the Self-Assessment.

### START YOUR APPLICATION

- Create your portal profile using the [Registration and Application Guide](#).
- Click the **Start Now** button in the APEX Portal to begin the application.
- Download a copy of the legal agreements to send to your legal representatives.  
*Note: Starting the legal review early expedites the application process.*
- Enter your facility(s) information, complete legal agreements and submit payment.

### COMPLETE THE SELF-ASSESSMENT

- Review the Self-Assessment Guide and other resources, located in the Resources Tab of the APEX Portal, to assist with completing the Self-Assessment.
- Complete the APEX Self-Assessment in the portal.
  - Sections of the Self-Assessment can be completed in any order; however, the most efficient way is to start them simultaneously or start with Document Uploads as this section includes a 4-week external review process which you can use to complete the rest of the Self-Assessment.
  - Each section offers multiple attempts to meet the 85% compliance requirement and feedback reports so results can be assessed.

### SCHEDULE A FACILITY VISIT

- Provide potential dates when key personnel and a majority of staff are available.
- Assess potential APEX Surveyors for any perceived conflicts.
- Participate in a preparation call with ASTRO to go over logistics for the day.