

## Administrator MR Screening Form

**Altus Customer Support Information:** [Client.support@altuscampus.com](mailto:Client.support@altuscampus.com)

Below is a step-by-step process guide on how you, as an administrator, can use the MR Screening Form to help your team!

Additionally, you can watch our video tutorial by following this link:  
<https://youtu.be/ha1vQQTm4Sc>

### How to get set up as an admin for my campus?

1. Make sure you have an account on the [CAMPUSNAME] 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.
2. To be designated as a site administrator, please notify an Altus team member by sending an email, using the email address associated with your account, to this address:  
[lvilavong@AltusCampus.com](mailto:lvilavong@AltusCampus.com)

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

### How do I customize the MR Screening Form for my facility?

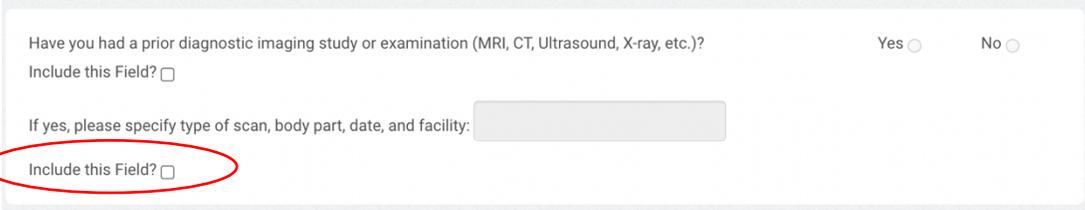
Before your employees complete the form, make sure it includes the exact questions you will need them to answer. To do this, please follow these steps:

3. Make sure you're logged in to your account.
4. Go to the screening form on your campus. The screening is conveniently located on your campus at the following link:
  - a. [\[SITE-URL\].com/mr-screening-form/](#)

5. 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.
6. Click this button to begin making changes to the form.

A blue rectangular button with rounded corners and a white border, containing the text "Make Changes to Form Structure" in white.

7. Review the questions on the Screening Form.
  - a. To add a question, check the box under the question that says, “[Include this Field?](#)”

A screenshot of a form question. The question text is "Have you had a prior diagnostic imaging study or examination (MRI, CT, Ultrasound, X-ray, etc.)?". To the right of the question are two radio buttons labeled "Yes" and "No". Below the question is a text input field with the placeholder text "If yes, please specify type of scan, body part, date, and facility:". Below the input field is a checkbox labeled "Include this Field?". The checkbox is circled in red in the original image.

Have you had a prior diagnostic imaging study or examination (MRI, CT, Ultrasound, X-ray, etc.)? Yes  No

Include this Field?

If yes, please specify type of scan, body part, date, and facility:

Include this Field?

8. 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.](#)”

A blue rectangular button with rounded corners and a white border, containing the text "Save Changes to Form Structure" in white.

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 I approve the forms that employees complete and how can I 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]

- The admin password is different from your Log In password and has been provided to you by Altus. If you need access to this password, please reach out to your Altus Representative.

PROTECTED: ADMINISTRATION

This content is password protected. To view it please enter your password below:

Password:

1. From the administration page, please click the tab labeled, “MR Screening Form.”

PROTECTED: ADMINISTRATION

Campus User Management Reporting Campus FAQs **MR Screening Form**

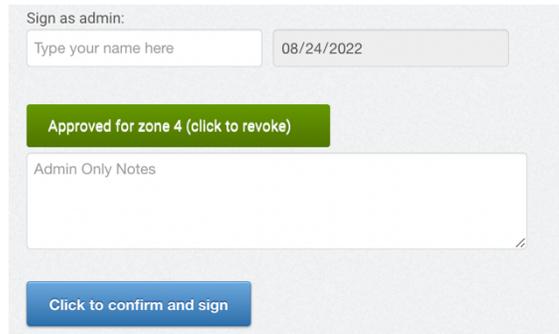
Once a verification is removed. A user must re-verify by entering the verification code into their profile.

2. From there, you will see a list of employees active on the campus and their form completion status.
3. 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.”

Form Expires (UTC)	Last Admin Signature	Zone Four Approved
Expires on Mar 9th, 2023	Signed On Mar 9th, 2022	Approved
Expires on Mar 9th, 2023	Needs Your Signature	Not Approved
Expires on Mar 9th, 2023	Needs Your Signature	Not Approved
No Signature Yet	User must sign first	Not Approved

4. 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.

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



7. 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 Four Approved” column will indicate that the employee is approved.

#### How will my 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 they need to resign it.

#### How will my employees complete the form in the first place?

- We have included a handy MR Screening Form instructions sheet that will guide you 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 Altus support contact ([CONTACTNAME], [CONTACTEMAIL]) and we will happily assist you.

### What if I have ideas for making the form even better?

- We'd love to hear them! Please reach out to your Altus support contact ([CONTACTNAME], [CONTACTEMAIL]) with ideas or suggestions for this process or other compliance tools that would make your life easier.

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

#### MR Screening

All Non-MR Personnel needing to enter Zone III must first pass an MR safety screening process. Before Non-MR Personnel enter Zone III, final authorization must originate from Level 2 MR Personnel.

Nonemergent patients should be MR safety screened at least twice prior to being granted access to the MR environment. At least 1 of these screens should be performed by Level 2 MR Personnel verbally and/or interactively. For example, the patient (or their health care proxy) may complete a screening form and subsequently have the responses and contents of that form reviewed together with a Level 2 MR Technologist.

Emergent patients and their accompanying Non-MR Personnel may be screened only once, provided that the screening individual has Level 2 MR Personnel status. Any exceptions to this (such as but not limited to cases where a screening induced delay may result in imminent patient paralysis, blindness, and/or death) must be with the mutual agreement of the ordering physician and covering Level 2 MR Physician, who specifically acknowledge the potential risks of a decision NOT to screen prior to granting that patient MR access.

The screening process and forms for patients, Non-MR Personnel, and MR Personnel should be essentially identical. Specifically, one should assume that screened Non-MR Personnel, health care practitioners, or MR Personnel might enter the bore of the MR system and be exposed to the static and/or time-varying magnetic fields at any time.

Examples of this include if a pediatric patient cries for his mother, who then leans into the bore of the scanner, or if an anesthesiologist leans into the bore to manually ventilate a patient in the event of a problem.

Careful screening for ferromagnetic materials by direct inspection and use of a ferromagnetic detector is recommended prior to entering Zone IV. MR Conditional devices may be ferrous, which can lead to activation of ferromagnetic detectors prior to entry into Zone IV. The manufacturers of ferromagnetic detectors today do not claim utility or sensitivity for screening of implants or foreign bodies within patients, although if sufficiently large and/or superficial, implant detection may be possible.

### Staff/Personnel Screening

All MR Personnel are to undergo an MR screening process as part of their employment agreement to ensure their safety in the MR environment. For their own protection and for the protection of the Non-MR Personnel under their supervision, all MR Personnel must immediately report to the MRMD any trauma, procedure, or surgery they experience or undergo where a ferromagnetic object or device may have become introduced within or on them. This will permit appropriate screening of the employee to determine the safety of permitting that employee into Zones III and/or IV.