**CTC Registry Start-up Check List**

|  |  |  |
| --- | --- | --- |
| **Item** | | **Notes** |
| **Identify CTC Team Members** | | |
|  | Physician Champion |  |
|  | Data Coordinator |  |
|  | NRDR Administrator(s) |  |
| **For Facilities Already Participating in the NRDR** | | |
|  | [CTC Registry is added to your facility's NRDR registration.](https://nrdrsupport.acr.org/support/solutions/articles/11000037321) (Facilities already participating in the DIR or GRID can join the CTC Registry at no additional cost.) |  |
| **For Facilities New to NRDR** (Review the article [Items You’ll Need to Register](https://nrdrsupport.acr.org/support/solutions/articles/11000029003-items-you-ll-need-to-register) to carry out the items in this section.) | | |
|  | [Create a corporate account](https://nrdrsupport.acr.org/support/solutions/articles/11000029007-create-a-corporate-account) |  |
|  | Create a [facility account](https://nrdrsupport.acr.org/support/solutions/articles/11000029008-create-a-facility-account-) for each site that will contribute data |  |
|  | Review, sign and submit the [NRDR Participation Agreement and Business Associate Agreement](https://nrdrsupport.acr.org/support/solutions/articles/11000058928-sign-and-submit-a-participation-agreement-and-baa) |  |
|  | [Submit your application and payment](https://nrdrsupport.acr.org/support/solutions/articles/11000058928-sign-and-submit-a-participation-agreement-and-baa) |  |
| **Confirm Staff Who Require NRDR Portal Access Have Set Up an** [**ACR Login and MFA**](https://nrdrsupport.acr.org/support/solutions/articles/11000097455-acr-login-and-multifactor-authentication) | | |
|  | All persons who need access can successfully log in to the NRDR portal |  |
| **Choose a Your Data Submission Method (select one of the below) and Enter Data** | | |
|  | [Manual Data Entry](https://nrdrsupport.acr.org/support/solutions/articles/11000031598) |  |
|  | [CTC Data File Upload](https://nrdrsupport.acr.org/support/solutions/articles/11000066362-ctc-data-file-upload) |  |
|  | [Web-based Data Transmission](https://nrdrsupport.acr.org/support/solutions/articles/11000032922-web-based-data-transmission-certification) |  |
| [**Review Your Reports**](https://nrdrsupport.acr.org/support/solutions/articles/11000039163-ctc-available-reports) | | |
|  | Develop a plan for who retrieves and reviews the reports and the frequency of review. |  |