

Application Checklist

Complete and sign this checklist, and submit it with the supporting documentation needed to complete your application. Please make note of your application number for future reference:

Application # _____

Please initial each item when required documentation is complete and ready for submission.

- _____ 2 signed copies of the Accreditation Agreement.
- _____ Completed Payment Form and the appropriate accreditation fee, payable by check or credit card.
- _____ Current medical licenses for all interpreting physicians
- _____ Residency and/or fellowship certificates for all interpreting physicians who have not been listed on a prior application for AIUM ultrasound practice accreditation
- _____ Certificates for any CME activity not entirely dedicated to ultrasound if a portion of the credits are being claimed to meet a physician's CME requirement
- _____ Current registry cards for all sonographers and other non-physicians performing sonograms
- _____ Preventive maintenance records or signed service agreements verifying at least annual preventive maintenance and calibration for each ultrasound machine
- _____ Written protocols listing the images and measurements required for each type of ultrasound exam in which the practice seeks accreditation (not required if there has been no change in protocols since prior application)
- _____ Three copies of each case study and its corresponding report. **Case studies should be sent in protective packing, using a service that enables tracking of the shipment.**
 - _____ Each report is labeled with the practice's application number, type of study, and, for practices with multiple sites and/or mobile units, the site or mobile unit.
 - _____ The case studies meet the specifications listed in the Case Study Submission Requirements and the relevant Practice Guidelines.
 - _____ **The practice has retained all original case studies and reports.**

I have reviewed the application prior to submission and attest that

1. The information and documents provided are complete and accurate
2. All interpreting physicians and sonographers understand and agree to comply with *AIUM Standards and Guidelines for the Accreditation of Ultrasound Practices*.

Print Name

Title

Signature

Date