



General Requirements for the Submission of Case Studies

1. Cases must adhere to the file size, file type, and content requirements in as instructed in **General File Requirements** (<http://www.aium.org/accreditation/genfilereq.pdf>) and **How to Prepare Your Documents for Upload** (<http://www.aium.org/accreditation/prepareUpload.pdf>).
2. Case studies must have been performed within 12 months of the date they are uploaded.
3. Case studies must be performed and interpreted by a representative sample of the practice's interpreting physicians and sonographers. A single physician should not submit multiple cases unless all physicians have been represented at least once.
4. For the purpose of accreditation, a "study" consists of images performed on a single date only and a corresponding final report.
5. In order to assess timeliness of the final report, physician signatures must be dated.
6. All anatomy must be appropriately labeled. While the Ultrasound Practice Accreditation Council (UPAC) understands that physicians reading the scans are clearly aware of what each image demonstrates, the protocol for practice evaluation is uniform and must cover a broad spectrum of practices. In order to ensure that the appropriate structure is being identified, labeling is required for cases which are submitted to UPAC.
7. Unless specifically stated, limited or follow-up studies are not acceptable for submission. Do not submit limited or follow-up studies for 2nd or 3rd trimester OB cases.
8. Case studies submitted for review must comply with the following:
 - must follow the **AIUM Practice Parameter for the Documentation of an Ultrasound Exam** (<http://www.aium.org/resources/guidelines/documentation.pdf>)
 - must follow the **Practice Parameter for the Performance of an Ultrasound Examination** for each specialty (<http://www.aium.org/resources/guidelines.aspx>)
 - For Adjunct in Detailed Fetal Anatomic Ultrasound (76811), follow [76811 Task Force - Consensus Report on the Detailed Fetal Anatomic Ultrasound Examination](#).
 - must adhere to the **Case Submission Requirements** for each specialty:
 - **Abdomen/General:**
<http://www.aium.org/accreditation/caseStudyRequirements/abdominal.pdf>
 - **Breast:**
<http://www.aium.org/accreditation/caseStudyRequirements/breast.pdf>
 - **Dedicated Thyroid/Parathyroid:**
<http://www.aium.org/accreditation/caseStudyRequirements/thyroid.pdf>
 - **Fetal Echocardiography:**
<http://www.aium.org/accreditation/caseStudyRequirements/fetalEcho.pdf>
 - **Gynecologic (with or without 3D):**
<http://www.aium.org/accreditation/caseStudyRequirements/gynecologic.pdf>
 - **Head and Neck:**
<http://www.aium.org/accreditation/caseStudyRequirements/headNeck.pdf>

- **Musculoskeletal** (2 separate specialties offered):
 - **MSK - Diagnostic:**
<http://www.aium.org/accreditation/caseStudyRequirements/mskDiagnostic.pdf>
 - **MSK - Ultrasound-Guided Interventional Procedures:**
<http://www.aium.org/accreditation/caseStudyRequirements/mskUsGuided.pdf>
 - **Obstetric (or Trimester-Specific Obstetric):**
<http://www.aium.org/accreditation/caseStudyRequirements/obstetric.pdf>
 - **If seeking OB and Adjunct Detailed Fetal Anatomic Ultrasound (76811) – follow the Case Submission Requirements below:**
<http://www.aium.org/accreditation/caseStudyRequirements/76811.pdf>
 - **Ultrasound-Guided Regional Anesthesia:**
<http://www.aium.org/accreditation/caseStudyRequirements/usGuidedAnesthesia.pdf>
 - **Urologic:**
<http://www.aium.org/accreditation/caseStudyRequirements/urologic.pdf>
9. Only optimal cases showing an entire comprehensive exam should be submitted. This includes images to represent all reported anatomy and measurements:
- There must be still, labeled images of all required anatomy (refer to the relevant [Practice Parameters](#)). We do not require multiple images of the same structure unless multiple views are needed to demonstrate the anatomy appropriately or demonstrate relevant pathology.
 - Anything reported must have accompanying images to support the interpretation. This includes, but is not limited to measurements of organs and pathology.
 - Please do not submit video clips unless you are applying for accreditation in fetal echocardiography or musculoskeletal. All other specialties can adequately display the required anatomy in still images. If submitting short video clips, labeling is required. Post-process labeling is acceptable.
 - Although in practice there are cases when the full anatomy is not seen, these are not acceptable for submission. Reporting a structure as “suboptimal” may clarify appropriately why anatomy was not clearly seen; however, this case would not be considered suitable for submission.

NOTE

- 1.) All supporting documents and case studies must be uploaded. Only digitally uploaded images are accepted. If thermal images are obtained, they may be scanned and uploaded, however, they must be diagnostic-quality scans. **We no longer accept anything by mail.**
- 2.) Case studies and supporting documents should be put together before submitting the online application because you will only have 1 week to upload your documents upon submission. **The upload feature is not accessible until your online application has been submitted.**

If you have questions, concerns, or need assistance with uploading – please contact us at accreditation@aium.org.