



# Ultrasound Practice Accreditation

# Application Overview

**Applying for AIUM Ultrasound Practice Accreditation is the same for both new and returning applicants.**

Collect the documentation and case studies listed on the Application Checklist to supplement your online application. **You will need to upload these items into the online application as you fill it in.** Refer to the [Application Instructions](#) page and the [Accreditation FAQs](#) for additional relevant information.

***Your application will not be considered complete nor undergo review until we receive:***

- 1.) your completed online application***
- 2.) payment for the application fee, and***
- 3.) a completed/signed “Accreditation Agreement MSA/BAA”***

## Quick links:

- [Application Checklist](#)
- [General File Requirements](#)
- [How to Prepare Your Documents for Upload](#)
  - How to Combine Multiple Files into a Single PDF with Adobe Acrobat
  - How to Make a single ZIP file out of multiple files
  - How to Import Multiple Images into PowerPoint by Creating a Photo Album
- [General Requirements for the Submission of Case Studies](#)

## Accreditation Application Fee:

To **estimate the cost of applying for accreditation**, refer to our [current fee schedule](#) and download the Excel file here to estimate the application fee. The application fee will be calculated for you automatically at the end of the online application.

You will be prompted to enter payment information just before the final submission of your online application. You may do either of the following to submit your application:

- pay online by credit card (Visa, MC, AmEx, Discover), **or** indicate payment by check/money order to proceed

If paying by check/money order:

- include your **application submittal #** on or with the check – **failure to provide this # may cause a delay in your application review**
- make check payable to **AIUM** or **American Institute of Ultrasound in Medicine** and mail to:  
**Attn: Accreditation**  
**P.O. Box 79862**  
**Baltimore, MD 21279-0862**



# Application Checklist

## ☐ A completed [Accreditation Agreement MSA/BAA](#) (legal document)

- If no changes need to be made to the existing language of the document, please fill in the blanks and have the appropriate person sign page 8 (must be someone who is authorized to sign a contract on behalf of the practice, like the Physician Director of Ultrasound, an officer of the corporation, or contract specialist, for example). Email the completed document in its entirety to [accreditation@aium.org](mailto:accreditation@aium.org) along with the your submittal # and practice name.
- **Note:** proposed amendments to the existing language of the document may be submitted for consideration, but an additional \$300 administrative fee applies. Email redlined document to [accreditation@aium.org](mailto:accreditation@aium.org)

*The following items must be **uploaded into your online application**.*

## ☐ For each physician:

- copy of current medical license, or a printout of license verification from your [state website](#)
- copy of residency AND/OR fellowship certificate(s) – **not required for physicians on a prior application unless interpreting in a specialty not previously identified**
- verification of [ABOG certification](#) (if applicable)
- certificates for any ultrasound CME credits **that were not earned through the AIUM**, obtained in the specialties they interpret for your practice in which accreditation is sought:
  - **Total and enter # of all non-AIUM CME into a single entry under each physician's CME section.**
  - OB/GYN & MFM – [Refer to FAQs](#) about how to claim ABOG MOC (Maintenance of Certification) credits

## ☐ A copy of each sonographers' current ARDMS or ARRT (sonography) registry card or printed [verification from the ARDMS](#) or ARRT website.

## ☐ Proof of purchase of the low-level and high-level disinfectant(s) for your ultrasound transducers.

- This can be a clear photograph of the disinfectant(s) at your actual practice; not a picture pulled from the internet.

## ☐ The most recent ultrasound Quality Assurance report for each ultrasound machine

- However, keep record of the machine QA reports performed for the past 3 years; AIUM may ask for these in an audit.

## ☐ Case studies for the specialties in which accreditation is sought. Refer to the "General Requirements for the Submission of Case Studies".

## ☐ For practices applying in "Limited OB for Advanced Clinical Providers", submit the following for each ACP who performs and interprets limited OB ultrasounds:

- copy of current state license
- proof of completion of advanced clinical program
- proof of board certification (NCC, NCCPA, AMCB)
- proof of OB ultrasound CME credits - *AMA PRA Category 1™* (AIUM CME does not need to be uploaded)
- ARDMS (sonography) registrycard showing active certification in "OB/GYN" or a "Midwife Sonography Certificate", if relevant

## ☐ For practices applying in "MSK - Diagnostic", submit the following for each Physical Therapist or Physician Assistant performing and/or interpreting diagnostic MSK ultrasounds:

- copy of current state license
- proof of completion of accredited DPT / tDPT program or accredited PA program
- proof of MSK ultrasound CME - *AMA PRA Category 1™* (AIUM CME does not need to be uploaded)

# General File Requirements

## **Acceptable File Size:** 50 MB limit per file

- The biggest files are usually case studies. An easy way to keep the file size down is to export images from your ultrasound machine as JPEGs rather than BMP or TIFF files. Those exported files should then be put into an acceptable format as described below.

## **Acceptable File Types:** *(please label files in an organized fashion)*

- **PDF** (Portable Document Format)
  - Requires: [Adobe Acrobat](#) or other 3<sup>rd</sup> party software with the ability to combine multiple files of varying types into a single PDF.
- **PPT or PPTX** (PowerPoint Presentation)
  - Requires: Microsoft Office or Microsoft PowerPoint
- **ZIP**
  - Requires: Microsoft Windows or 3<sup>rd</sup> party software (like WinZip or 7-Zip)
- **Video clips: MP4, M4V, and AVI only**
  - Note: Keep clips short with only relevant information that cannot be demonstrated on a still image (i.e. required video clips for fetal echo or MSK dynamic views). **Please do not send video clips unless you are applying for fetal echo or musculoskeletal.**

# How to Prepare Your Documents for Upload

## Case Studies:

- Each case study **must be put together as a single PDF, PowerPoint, or ZIP file.**
  - Combine multiple images exported from ultrasound machine (JPEG, TIFF, BMP, etc.) with its corresponding final report to make a single file (helpful instructions below and on the following pages).
  - You will be required to enter the case number, name of the interpreting provider, and the performing sonographer (if sonographer is used) prior to uploading the case study. All files for one case will be uploaded at the same time.
- Case files must be titled appropriately with the following information:
  - site location/identifier
  - type of exam/specialty
  - case # (case # can just be consecutive)
  - last name of person who performed exam
  - last name of person who interpreted exam

### Examples:

- *Main Site (Avalon) – Detailed 2nd - Case 1 – Smith & Young*
- *Smithtown location – Thyroid with FNA – Case 4 – Bob & Ross*
- *Site @ 225 S. Greene St. – Knee aspiration – Case 2 – Coulson & Phillips*

## Physician Documents:

- Each physician has a page to upload different files; therefore, **a separate file is necessary for each required documentation.**
  - Example:
    - *Dr. Smith license.pdf*
    - *Dr. Smith proof of fellowship.jpg*

## Sonographer Documents:

- Each sonographer has a page to upload different files; therefore, **a separate file is necessary for each required documentation.**
  - Example:
    - *JenK\_ARDMS.jpg*
    - *JenK\_CollegeCert.pdf*

## Ultrasound Machine Quality Assurance Reports:

- Each machine has an upload page; therefore, **a separate file is necessary for each unit.**
  - Example:
    - *GE\_1\_Sixe X.pdf*

## Accreditation Master Services and Business Associate Agreement (MSA/BAA):

- Must be printed out, completed, signed/dated, and then scanned back in:  
Title the file appropriately.
  - Example:
    - *Agreement\_Submittal249.pdf*

## **How to Combine Multiple Files into a Single PDF with Adobe Acrobat**

*(note: do not combine any videos because the videos will no longer work)*

- Please refer to the link that applies to your specific version of Adobe Acrobat:
  - Adobe Acrobat 9: <https://goo.gl/kwaLF1>
  - Adobe Acrobat 10: <https://goo.gl/vcd1BA>
  - Adobe Acrobat 11: <https://goo.gl/HG2JUE>
  - Adobe Acrobat DC (current version): <https://goo.gl/3Qp2VP>

## **How to Make a single ZIP file out of multiple files with Windows**

1. Make a folder in Windows and put all the files inside you want to merge into a single file (JPEGs or PDFs for example)
2. Right-click on the folder
3. Choose "Send to" > "Compressed (zipped) folder."
4. Name the ZIP file and press Enter

## **How to Import Multiple Images into PowerPoint by Creating a Photo Album**

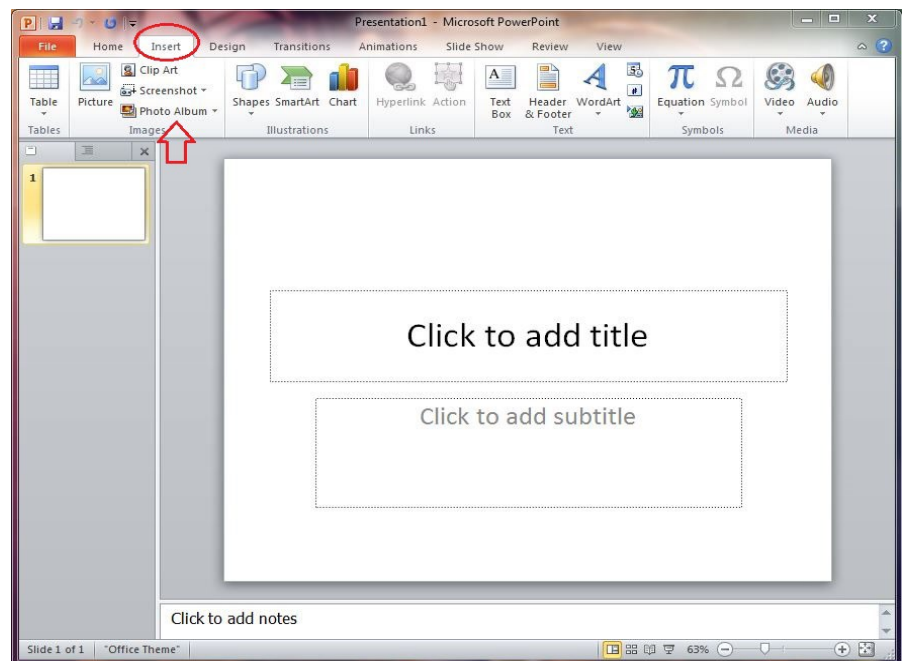
Insert images as a batch using PowerPoint's Photo Album tool.

Photo Album is useful for creating a series of slides that are primarily images.

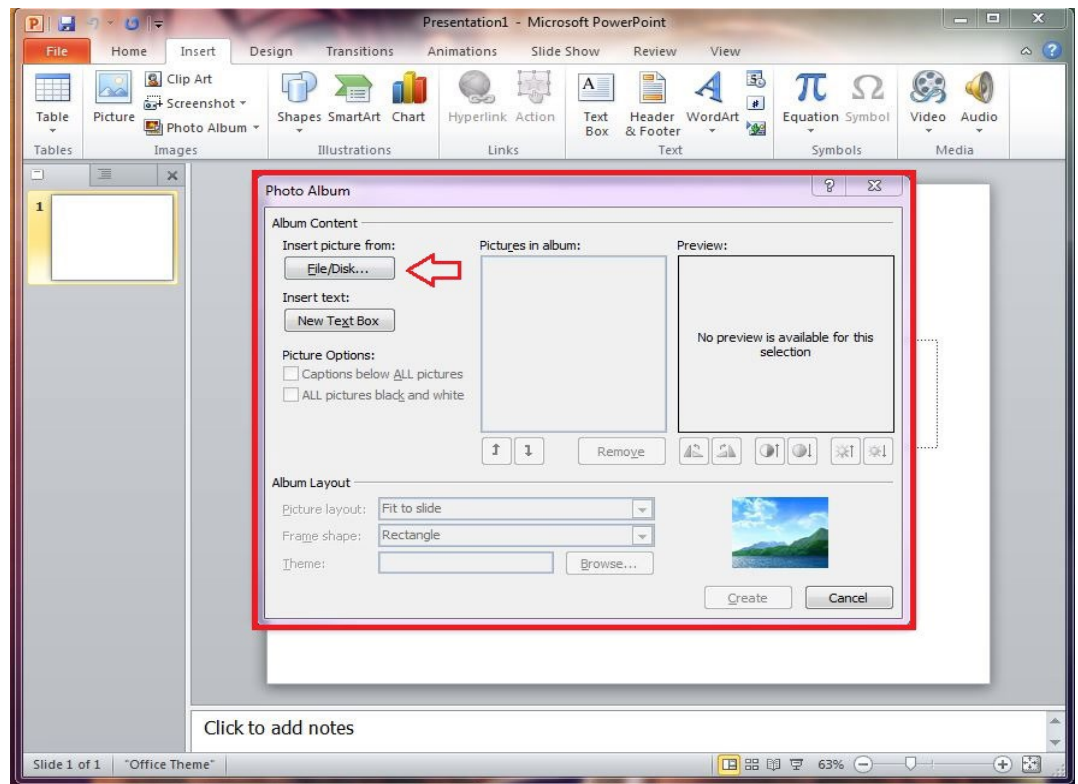
*This process may differ slightly depending on the version of PowerPoint you are using.*

### **Create a Photo Album**

1. On the "Insert" tab, click on "Photo Album":



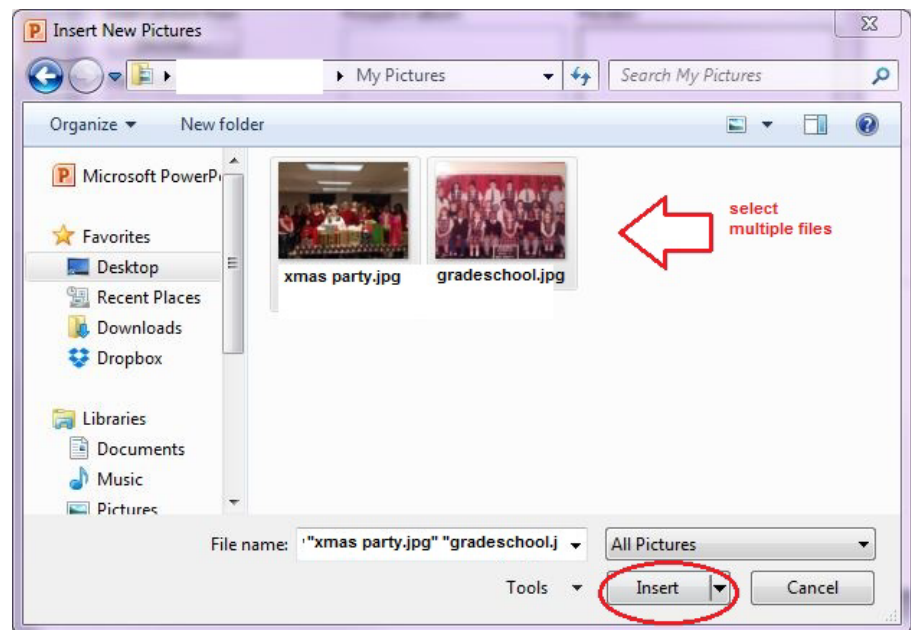
2. In the Photo Album dialogue box, click on "Insert Picture from File/Disk":



3. Navigate to the folder where your images are stored:

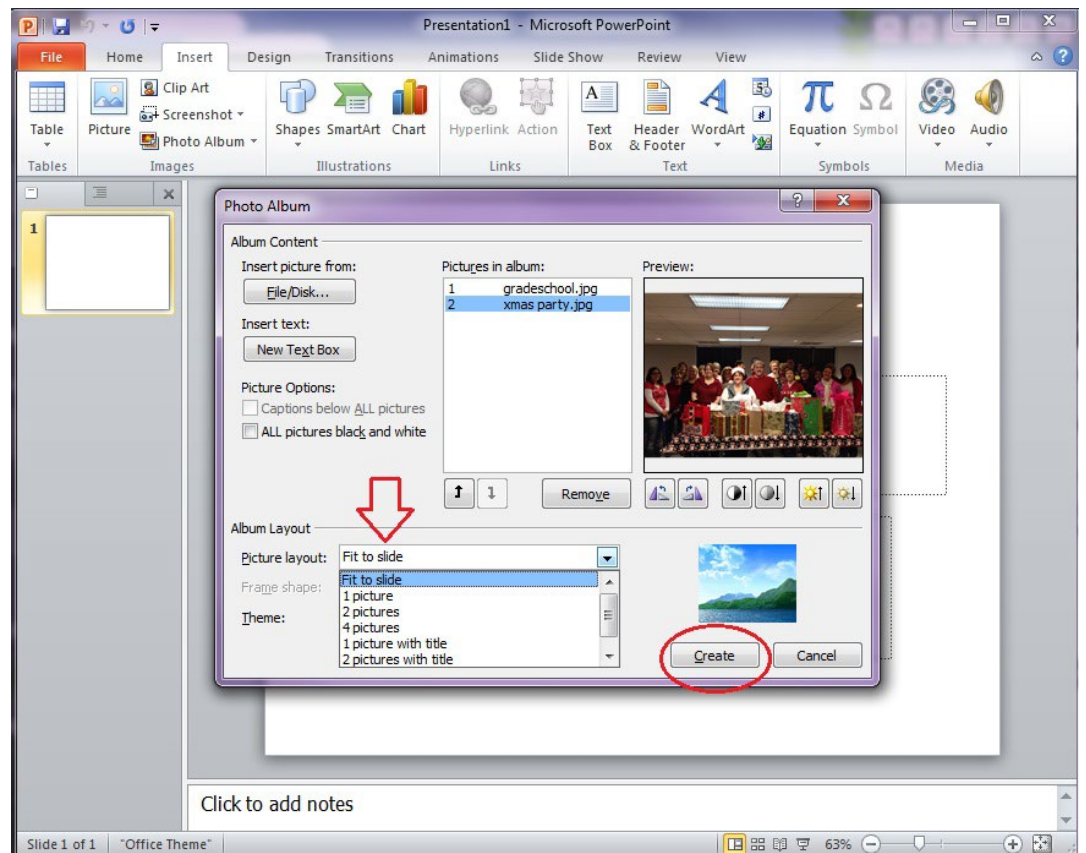
- Holding the buttons "CTRL" and "A" together will select all files in the folder, or, you can select multiple files by holding down the "CTRL" button and clicking your mouse on each picture

4. Once you have selected all of the pictures you want to add to your presentation, click "insert". Repeat this step for as many pictures as you want to add to the photo album:



5. The files you selected will now be listed under "Pictures in album" in the photo album dialogue box. Under "album layout" in the Photo Album dialogue box, click on the drop down list for "Picture Layout". Choose how you would like the pictures displayed:
- If you want the pictures to stretch so they fill an entire slide, make sure to choose "fit to page"
  - If you need to add text to the slides with pictures on them, choose "1 picture with title"

6. In the Photo Album dialogue box, click on "Create". All of the pictures you selected will now be inserted as individual slides.





# General Requirements for Case Study Submission

**We no longer accept anything by mail.**

1. Cases must adhere to the file size, file type, and content requirements as instructed on pages 3 and 4.
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 providers and sonographers. A single provider should not submit multiple cases unless all providers have been represented at least once. **Do not upload a case study from personnel no longer employed at the time of submission.**
4. For the purpose of accreditation, a "case study" consists of images performed on **a single date only** and a corresponding final report. If you have a required abnormal submission and the case could not be completed on a single day due to difficult fetal position, please contact [accreditation@aium.org](mailto:accreditation@aium.org) to ask for approval prior to uploading the case study.
5. In order to assess timeliness of the final report, provider signatures must be dated. Printed name must be next to the signature if the signature is illegible. If using an EMR, screenshots with proof of a dated signature is required.
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 the appropriate structure is being identified, labeling is required. Post-process labeling is acceptable.
7. Unless specifically stated, limited or follow-up studies are not acceptable for submission. Do not submit limited or follow-up studies for 2<sup>nd</sup> or 3<sup>rd</sup> trimester OB cases.
8. Case studies submitted for review must follow the AIUM [Practice Parameter for Documentation of an Ultrasound Exam](#), and the relevant AIUM [Practice Parameters for the Performance of an Ultrasound Exam](#) for each specialty.



9. Cases must adhere to the case study submission requirements for each specialty, which can be found on the Application Instructions page linked below (scroll down and click on relevant specialty icon):

- <https://www.aium.org/accreditation/accreditation.aspx>

10. 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 ([Practice Parameters](#)). We do not require multiple images of the same structure unless needed to demonstrate the anatomy appropriately or demonstrate relevant pathology.
- Anything reported must have accompanying images to support the interpretation.
- **Do not submit video clips unless you are applying in fetal echocardiography or musculoskeletal (dynamic views).** If short video clips are required, please label accordingly.
- 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.

If you have questions or need assistance, email us at [accreditation@aium.org](mailto:accreditation@aium.org).