



General Requirements for the Submission of Case Studies

We no longer accept anything by mail.

1. Cases must adhere to the file size, file type, and content requirements as instructed in the documents below:
 - [General File Requirements](#)
 - [How to Prepare Your Documents for Upload](#)
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 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 2nd or 3rd 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. Select the relevant specialty icon at the link below to access case study requirements:
 - <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.