



# IAC Accreditation Checklist for Echocardiography

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*A guide to applying for IAC Echocardiography accreditation.*

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## Step 1: Getting Started

Review the *IAC Standards and Guidelines for Echocardiography Accreditation*

The *Standards* are the basis for the IAC Echocardiography accreditation program and can be downloaded at [www.intersocietal.org/echo/seeking/echo\\_standards.htm](http://www.intersocietal.org/echo/seeking/echo_standards.htm).

Perform a Thorough Facility Self-Assessment

Prior to completing the online application, facilities should ensure policies, protocols, images and final reports comply with the *IAC Standards*.

Create or Access Existing IAC Online Accreditation Account

To apply for IAC accreditation, login to your existing account ([iaconlineaccreditation.org](http://iaconlineaccreditation.org)) or create a new IAC Online Accreditation account. To learn more about accessing or creating an Online Accreditation account, please visit [iaconlineaccreditation.org/webdriver/AcctAssistance.aspx](http://iaconlineaccreditation.org/webdriver/AcctAssistance.aspx).

For facilities applying for reaccreditation, the IAC QuickFill Reaccreditation ([www.intersocietal.org/QuickFill](http://www.intersocietal.org/QuickFill)) feature retains previous application data (answers and attachments) and copies the information into your reaccreditation application, making reaccreditation easier than ever.

## Step 2: Gather Information for Submission

**Equipment Information** (manufacturer, model and year)

**Procedure Volumes** (estimated annual facility and staff procedure volume information)

**Training/Experience Qualification Pathways for Physicians and Sonographers**

**Certificate/Credential Information** (i.e., ABIM certificate(s) for physicians, RDCS, RCCS or RCS for sonographers [including dates and certificate/registry numbers])

**Physician Medical License** (for each state the interpreting physician is licensed to practice must be kept on file)

**An Estimate of the Number of Studies Interpreted by the Medical Director and Every Medical Staff Member**

**CME Information for All Staff:** Medical Directors are required to have 30 continuing medical education (CME) relevant to echocardiography over a period of three years; even if they are new to the facility. All other staff are required to have 15 CME relevant to echocardiography over a period of three years. Yearly accumulated CME must be kept on file and available for submission to the IAC upon request.

## Policies and Protocols

- Primary Source Verification Policy** - A policy for verifying all medical and technical staff member credentials through the applicable issuing agencies.
- Patient Complaint Policy** - A policy that outlines the process for patients to issue a complaint/ grievance in reference to the care/services they received at your facility.
- Personnel Safety Policy (Ergonomics)** - A policy must be in place to address technical staff safety, comfort and avoidance of work-related musculoskeletal disorders (MSD).
- Preliminary vs. Final Report Policy (if applicable)** - A policy that explains what steps are taken regarding notification of the referring physician or other medical personnel when there is a difference between the preliminary and final reports.
- Facility-Specific, Step-by-Step Technical Protocols** - For all modalities (TTE, TEE, SE and Fetal) the facility is applying for accreditation.
- Quality Improvement (QI) Policy** - A written policy regarding QI that includes all procedures (TTE, TEE, SE and Fetal) performed in the facility.

## QI Measures

- Test Appropriateness** - A minimum of two cases per modality (TTE, TEE, SE) per quarter must be evaluated for the appropriateness of the test performed and categorized as: appropriate/usually appropriate; may be appropriate; or rarely appropriate/usually not appropriate.
- Interpretive Quality Review (Physician Interpretation Variability)** - A minimum of two cases per modality (TTE, TEE, SE, Fetal) per quarter must be evaluated for the quality and accuracy of the interpretation based on the acquired images. The cases must represent as many physicians as possible. Differences in interpretation must be reconciled to achieve uniform examination interpretation.
- Technical Quality Review (Sonographer Performance Variability)** - Two cases per modality (TTE, TEE, SE, Fetal) per quarter must be reviewed for image quality, completeness of the study and adherence to the facility protocol to be reviewed in QI meetings. The cases must represent as many sonographers as possible. Discrepancies in acquisition quality and variability must be reconciled to achieve uniform examination quality.
- Final Report Completeness and Timeliness** - A minimum of two cases per modality (TTE, TEE, SE, Fetal) per quarter must be evaluated for completeness and timeliness of the final report as required in the Standards (refer to Standards 3.2A, 3.2.4A for report completeness and Standards 3.3A through 3.6A for report timeliness). The reports must represent as many physicians as possible.
- Correlation** (for pediatric only) - Must be performed with any appropriate imaging modality, surgical findings or clinical outcomes for a minimum of four cases annually with at least two cases per relevant testing area to be reviewed in QI meetings.

Sample versions of policies and protocols can be found at [www.intersocietal.org/echo/seeking/sample\\_documents.htm](http://www.intersocietal.org/echo/seeking/sample_documents.htm). For more information about the IAC Quality Improvement Tool, visit [www.intersocietal.org/QITool](http://www.intersocietal.org/QITool).

## Case Study Requirements

Case study submissions are required to assess the interpretative and technical quality of the facility. All details of the cardiac anatomy should be visualized adequately. It is understood that technical limitations will occasionally limit the sonographer's ability to adequately define cardiac structures and visualize the myocardium when performing transthoracic echocardiograms; however, the representative transthoracic cases submitted for review should demonstrate all appropriate views of the facility's protocol and be of above-average examination quality. All cases must be complete examinations; limited exams are not acceptable.

### **Adult Transthoracic:**

5 or fewer staff = 4 cases per facility (2 AS, 2 LV)\*  
6 to 8 staff = 6 cases per facility (3 AS, 3 LV)\*  
9 to 15 staff = 8 cases per facility (4 AS, 4 LV)\*  
16 to 25 staff = 10 cases per facility (5 AS, 5 LV)\*  
Greater than 25 staff = 12 cases per facility (6 AS, 6 LV)\*

*\*LV are cases of regional wall motion abnormalities due to coronary artery disease or myocardial infarction, not global LV dysfunction or diastolic dysfunction cases. Cases demonstrating Takotsubo cardiomyopathy (stress cardiomyopathy) with regional abnormalities will also be accepted. AS cases must be native valvular AS with a velocity of at least 2 m/sec.*

- When submitting case studies, try to represent as many CURRENT staff members as possible without duplicating.
- Cases submitted with the application must not be independently performed by sonographer or physician trainees.
- One case study must be submitted from the Technical Director.

- Medical Director must be represented.
- All cases must be complete examinations; limited exams are not acceptable.
- All cases must be selected from within the past 12 months from the date of application filing.
- The same case may not be submitted twice within a testing section.

### **Adult Stress:**

The required stress case studies are based on the total number of staff (medical and technical) that perform/interpret stress echo in the applicant facility. The following are the required number of stress case studies per base facility:

5 or fewer staff = 4 cases per facility  
6 to 8 staff = 6 cases per facility  
9 to 15 staff = 8 cases per facility  
16 to 25 staff = 10 cases per facility  
Greater than 25 staff = 12 cases per facility

- Any one of the following types of cases is acceptable for submission: (1) abnormal wall motion at rest due to coronary artery disease or myocardial infarction, OR (2) inducible wall motion abnormality due to coronary artery disease or myocardial infarction, OR (3) a stress case using contrast (may be normal or abnormal).
- When submitting case studies try to represent as many CURRENT staff members as possible without duplicating.
- Cases submitted with the application must not be independently performed by sonographer or physician trainees.

- One case study must be submitted from the Technical Director.
- Medical Director must be represented.
- All cases must be selected from within the past 36 months from the date of application filing.
- The same case may not be submitted twice within a testing section.



### Adult Transesophageal

- One complete Adult TEE case (that includes all standard views and Doppler assessments) for each physician that performs TEE.
- Cases submitted with the application must not be independently performed by physician trainees.
- TEE representative cases must have an indication or finding of significant mitral regurgitation or suspected cardiac source of embolus. At least one representative case from the facility must have a finding of significant mitral regurgitation.
- All cases must be selected from within the past 12 months from the date of application filing.
- The same case may not be submitted twice within a testing section.

**Note:** Although “limited” or shorter pathology-directed TEE exams may be appropriate in some circumstances, these are not the types of cases that should be submitted for the purpose of facility accreditation review. Intraoperative TEE may be submitted if the facility physician performed the entire study including:

- Passing the probe
- Image acquisition and documentation
- Reporting
- Imaging archiving on echocardiography laboratory archiving system



### Pediatric Transthoracic:

The required pediatric TTE case studies are based on the total number of staff (medical and technical that perform and interpret pediatric transthoracic echocardiograms) in an applicant facility. The following are the required number of pediatric TTE case studies per base facility:

- 5 or fewer = 4 cases per facility (2 shunts, 1 simple obstruction, 1 complex defect)
- 6 to 8 staff = 6 cases per facility (2 shunts, 2 simple obstructions, 2 complex defects)
- 9 to 15 staff = 8 cases per facility (4 shunts, 2 simple obstructions, 2 complex defects)
- 16 to 25 staff = 10 cases per facility (4 shunts, 3 simple obstructions, 3 complex defects)
- >25 staff = 12 cases per facility (4 shunts, 4 simple obstructions, 4 complex defects)

- All cases must be abnormal.
- When submitting case studies try to represent as many CURRENT staff members as possible without duplicating.
- Cases submitted with the application must not be independently performed by sonographer or physician trainees.
- If the Technical Director performs pediatric echocardiograms in the facility; one case study must be submitted from the Technical Director.
- Medical Director must be represented.
- All cases must be complete examinations.
- Initial studies demonstrating un-repaired defects are preferred. However, repaired defects will be accepted if the facility is unable to submit initial studies.
- All cases must be selected from within the past 12 months from the date of application filing.
- The same case may not be submitted twice within a testing section.

#### Types of Cases to be Submitted:

- Shunt lesions (i.e., atrial septal defects, ventricular septal defects or patent ductus arteriosus)
- Complex defects (i.e., shunt lesions plus an obstruction, mitral or tricuspid atresia, atrioventricular canal defect, Tetralogy of Fallot, ventricular hypoplasia, anomalous coronary artery, truncus arteriosus, interrupted aortic arch)
- Simple obstruction (i.e., aortic and/or pulmonary valve stenosis, coarctation of the aorta)



### Pediatric Transesophageal:

#### First-Time Application:

1 case per physician that includes a complete examination (not focused/limited) including all the views listed in the *Standards*.

- Cases submitted with the application must not be independently performed by physician trainees.

#### Reaccreditation Application:

It is recognized that many TEEs are performed in situations (i.e., in the OR or interventional catheterization suite) that may limit or prevent complete evaluation due to time constraints or are focused studies to answer specific clinical questions. For these reasons, physicians in facilities that are applying for reaccreditation may submit:

- All cases must be selected from within the past 36 months from the date of application filing.
- The same case may not be submitted twice within a testing section.

- 1 case per physician which may be a focused examination, (if represented with a complete examination on the previous application) or
- 1 case per physician which must be a complete examination (if physician is new to the facility and not represented with a complete examination performed in the facility as part of a previous application)
- All cases must be selected from within the past 36 months from the date of application filing.



### Fetal

The required fetal case studies are based on the total number of staff (medical and technical) in an applicant facility. The following are the required number of fetal case studies per facility:

5 or fewer = 4 cases per facility (1 shunt, 1 simple obstruction, 1 case with an indication or finding of fetal arrhythmia and 1 case of hypoplastic ventricle)

6 to 8 staff = 6 cases per facility (2 shunts, 2 simple obstructions, 1 case with indication or finding of fetal arrhythmia and 1 case of hypoplastic ventricle)

9 to 15 staff = 8 cases per facility (4 shunts, 2 simple obstructions, 1 case with an indication or finding of fetal arrhythmia and 1 case of hypoplastic ventricle)

16 to 25 staff = 10 cases per facility (4 shunts, 3 simple obstructions, 1 complex defect, 1 case with an indication or finding of fetal arrhythmia and 1 case of hypoplastic ventricle)

>25 staff = 12 cases per facility (4 shunts, 4 simple obstructions, 2 complex defects, 1 case with an indication or finding of fetal arrhythmia and 1 case of hypoplastic ventricle)

- Cases submitted with the application must not be independently performed by sonographer or physician trainees.
- All cases must be selected from within the past 12 months from the date of application filing.
- The same case may not be submitted twice within a testing section.



### Multiple Sites:

If an application includes one or more multiple sites, the following cases are required in addition to the base facility case studies outlined for each testing area:

#### Adult Facility:

- 1 abnormal TTE (AS or LV case\*) from each site.
- 1 representative Adult TEE case and its final report for each physician that performs TEE at the multiple site, unless previously represented at the main site (if applicable).
- 1 stress echocardiogram from each site. Any one of the following types cases is acceptable for submission; abnormal wall motion at rest due to coronary artery disease or myocardial infarction, inducible wall motion abnormality due to coronary artery disease or myocardial infarction or a stress case using contrast (may be normal or abnormal).

*\*LV are cases of regional wall motion abnormalities due to coronary artery disease or myocardial infarction, not global LV dysfunction or diastolic dysfunction cases. Cases demonstrating Takotsubo cardiomyopathy (stress cardiomyopathy) with regional abnormalities will also be accepted. AS cases must be native valvular AS with a velocity of at least 2 m/sec.*

#### Pediatric Facility:

- 1 abnormal PTTE; any one of the following types cases is acceptable for submission; shunt, simple obstruction or complex defect.
- 1 representative PTEE case and its final report for each physician that performs PTEE at the multiple site, unless previously represented at the main site.
- 1 abnormal fetal case study from each site (if applicable); any one of the following case types is acceptable for submission; complex defect, fetal arrhythmia, shunt, simple obstruction, or hypoplastic ventricle.

For details on case study submission, please visit [www.intersocietal.org/echo/seeking/case\\_studies.htm](http://www.intersocietal.org/echo/seeking/case_studies.htm).

### Step 3: Complete Online Application

- IAC Online Accreditation has two major aspects: an account profile and an application questionnaire.** After completing required fields and sections of the account profile (Manage Staff, Manage Sites and Manage Equipment), proceed to the questionnaire by clicking the *Applications* tab.
- It is within the questionnaire that applicant facilities will provide detailed information about the facility and upload the supporting documentation (detailed above in Step 2). For facilities applying for reaccreditation, the IAC QuickFill Reaccreditation feature retains and copies previous application data into your reaccreditation application.
- When the questionnaire is completed, the [Begin Pre-submission Check] button is presented on the Conclusion screen. Once the pre-submission case requirements check is initiated, changes to the application are not permitted unless the IAC staff find errors in the case selection.

### Step 4: Pre-Submission Case Study Requirements Check

- About two weeks prior to the expected final submission date, the pre-submission case study requirements check must be initiated. IAC staff will review case study documentation in the application to ensure accurate case study selection, staff and site representation.
- Facilities will receive an e-mail from the IAC, within two business days, to update their case study documentation, as requested or proceed to final submission.
- The check is performed to provide a more efficient application submission and review process for the facility. **Case study images should not be uploaded until the pre-submission case study check is complete.**
- Once the pre-submission case study requirements check has been completed and any errors rectified, you will proceed to final submission via the conclusion screen of the online application (see Step 5).

### Step 5: Submitting the Application

- During final submission, the payment method will be selected, and you will be instructed to upload the case study images and fee\* (if paid by check) within 5 business days.
- Effective January 1, 2021, shipped case study materials are no longer accepted.** Facilities are now required to upload all materials through IAC's HIPAA-compliant, secure medical imaging sharing service. [View Instructions»](#)  
  
For more details on uploading cases, please visit [www.intersocietal.org/case-uploads](http://www.intersocietal.org/case-uploads).

*\*The application fee paid during final submission covers the three-year accreditation cycle. View the complete fee structure at [www.intersocietal.org/echo/seeking/fees.htm](http://www.intersocietal.org/echo/seeking/fees.htm).*

## Step 6: After You Submit

- After submission, the application is locked and becomes your final application submission. A read-only copy of the submitted application questionnaire is accessible by using the Applications link (click on Online Application Tools icon) in your Online Accreditation account.
- Upon submission of the application and case studies the IAC will begin the internal review process. The internal review, peer review and board review are conducted prior to a decision being rendered.
- The application review process takes approximately 8 to 10 weeks\* to complete. The accreditation decision will be provided to the facility via a notification letter that may be downloaded from the Online Accreditation account.

*\*For expedited applications, ensure that the case study images are received by the IAC within two business days after final submission of the application.*

## Quick Links

- Sample Documents ([www.intersocietal.org/echo/seeking/sample\\_documents.htm](http://www.intersocietal.org/echo/seeking/sample_documents.htm))
- Upcoming Webinars ([www.intersocietal.org/echo/main/upcoming\\_events.htm](http://www.intersocietal.org/echo/main/upcoming_events.htm))
- On Demand Webcasts ([www.intersocietal.org/echo/main/on\\_demand.htm](http://www.intersocietal.org/echo/main/on_demand.htm))
- Frequently Asked Questions ([www.intersocietal.org/echo/main/faq.htm](http://www.intersocietal.org/echo/main/faq.htm))
- CME Resources ([www.intersocietal.org/echo/main/cme\\_resources.htm](http://www.intersocietal.org/echo/main/cme_resources.htm))
- Quality Improvement (QI) Self-Assessment Tool ([www.intersocietal.org/QITool/](http://www.intersocietal.org/QITool/))

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