



IAC Accreditation Checklist for Vein Center

A guide to applying for IAC Vein Center accreditation.

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Step 1: Getting Started

Review the *IAC Standards and Guidelines for Vein Center Accreditation*

The *Standards* are the basis for the IAC Vein Center accreditation program and can be downloaded at www.intersocietal.org/vein/seeking/vein_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*.

Verify all Venous Duplex Ultrasound Diagnostic Testing is Performed in an Accredited Facility

Create or Access Existing IAC Online Accreditation Account

To apply for IAC accreditation, login to your existing account (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.

For facilities applying for reaccreditation, the IAC QuickFill Reaccreditation (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

First-Time Applicants

- Facility Procedure Log** – The vein center must submit a log of all patients seen in the vein center for evaluation and/or management. The data for this log can come from appointment scheduling reports or compiled into our sample logs.

The information in the log MUST include the following: patient name/identifier, patient date of birth and date and type of procedure (cpt/ hcpcs codes are acceptable) and operator. All medical staff members, nursing staff members and advanced practice providers who perform procedures must be represented in the log. Submit as many additional months' logs as needed to represent all staff. Pre- and post-procedure patient assessment, outcomes of the procedure and complications are optional.

- If total procedure volume is 100 or greater per month – submit the procedure log from the previous two months
- If total procedure volume is less than 100 per month – submit the procedure logs from the previous three months

- Staff Information** – Enter only staff members who perform the following procedures in the online application: sclerotherapy, ambulatory phlebectomy, saphenous vein ablation and management of chronic venous insufficiency (wound care) and complete questionnaire.

- Protocols** (All procedures that are performed outlining what is done pre, during and post-procedure):

- | | |
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| <ul style="list-style-type: none">• Sclerotherapy• Ambulatory Phlebectomy / Powered Phlebectomy | <ul style="list-style-type: none">• Saphenous Vein Ablation• Non-operative Management of Chronic Venous Insufficiency with Ulceration (CEAP Clinical Classification C6) |
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- Procedure Complications Log**
- QI Meeting Minutes**
- Physicist Report** (if fluoroscopy performed) – A physicist report must be attached for all pieces of equipment used for the purposes of fluoroscopy.

Reaccreditation Applicants

- Staff Information** – Enter or update CURRENT staff members as needed who perform the following procedures in the online application: sclerotherapy, ambulatory phlebectomy, saphenous vein ablation and management of chronic venous insufficiency (wound care) and complete the questionnaire.
- Protocols** (All procedures that are performed outlining what is done pre, during and post-procedure):

<ul style="list-style-type: none"> • Sclerotherapy • Ambulatory Phlebectomy / Powered Phlebectomy 	<ul style="list-style-type: none"> • Saphenous Vein Ablation • Non-operative Management of Chronic Venous Insufficiency with Ulceration (CEAP Clinical Classification C6)
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- Procedure Complications Log**
- QI Meeting Minutes**
- Physicist Report** (if fluoroscopy performed) – A physicist report must be attached for all pieces of equipment used for the purposes of fluoroscopy.

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. For facilities applying for reaccreditation, the IAC QuickFill Reaccreditation feature retains and copies previous application data into your reaccreditation application.

Step 4: Submitting the Application

- Once you have completed the appropriate sections of the Account Profile, the accreditation questionnaire and required uploads, you will submit your facility’s application using the submit button indicated. 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.
- First-Time Applicants - The Medical Director(s) identified in the application will be notified within 10 days that the application and log were received, and which procedures have been selected for submission. Case study information must be entered into the online application questionnaire.

Reaccreditation Applicants: Case study information must be entered into the online application questionnaire.

- Facilities will have three days to submit the selected case study documentation, IAC Accreditation Agreement* (if modified) and fee** (if paid by check).

**It is important to have the appropriate personnel at your facility review the IAC Agreement and decide if changes are needed prior to application submission. Applications submitted to the IAC must be accompanied by a completed modified or unmodified IAC Accreditation Agreement (current published version) to receive an accreditation decision. For complete instructions, please review "Legal, IAC Agreement" at www.intersocietal.org/iac/legal/agreement.htm*

***The application fee paid during final submission covers the three-year accreditation cycle. View the complete fee structure at www.intersocietal.org/vein/seeking/fees.htm.*

Step 5: Case Study / Supporting Documentation Submission & Review

Case Study Supporting Documentation

Once your facility has been notified by the IAC of which three procedures have been selected (first-time applicants), or once your reaccreditation application has been submitted with your three entered cases; follow the below instructions to upload the supporting documentation.

- Log into the [Online Accreditation account](#).
- Proceed to the Applications tab and scroll to the applicable application.
- Beneath the application there will be a 'Case Information' section listing all required case studies; click the [Start] button to the left of each case study to begin uploading the required documentation.
- First Time Applicants: The requested complete diagnostic peripheral venous duplex case study images must be uploaded to our secure server. Instructions for this process will be emailed to your facility once the application is submitted.

All required documentation must be submitted for each procedure before the review of the application can continue.

Pre-Procedure Documentation

- Complete patient history and physical exam documentation, including, but not limited to:

<ul style="list-style-type: none">• History of venous disorders• Past medical history• Family history	<ul style="list-style-type: none">• Current medications• Allergies• Appropriate clinical indication for the procedure
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- Noninvasive diagnostic functional reflux ultrasound final report and worksheets
For first-time accreditation, one case will be identified in case request e-mail that must include diagnostic images in addition to the final report and worksheets.
- VCSS score (bilateral)
- CEAP (bilateral)

Pre-treatment photographs

Treatment plan

Procedure Documentation

Procedure, limb and vessel-specific informed consent

Complete venous procedure summary, including but not limited to:

- | | |
|---|--|
| <ul style="list-style-type: none">• Documentation of correct patient, site and procedure• Anesthesia record• Concentration/amount of tumescent infused• Local anesthetic (if used)• Treatment sites• Start/end time of procedure | <ul style="list-style-type: none">• Length of vessel treated• Catheter insertion site• Energy deposited• Number of stabs (AP)• Complications or lack thereof• Patient status post-procedure |
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Post-Procedure Documentation

Discharge instructions including:

- Dressing management including compression therapy
- Medications
- Follow-up appointments

Follow-Up Documentation

Follow-up clinical notes, including any patient satisfaction comments

Follow-up diagnostic ultrasound report

Case Study Review Process

Once the case study documentation has been received in the IAC office, the IAC Vein Center staff will continue the review process and evaluate the submitted case studies.

Step 6: After You Submit

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/vein/seeking/sample_documents.htm)
- Upcoming Webinars (www.intersocietal.org/vein/main/upcoming_events.htm)
- On Demand Webcasts (www.intersocietal.org/vein/main/on_demand.htm)
- Frequently Asked Questions (www.intersocietal.org/vein/main/faq.htm)
- CME Resources (www.intersocietal.org/vein/main/cme_resources.htm)
- Quality Improvement (QI) Self-Assessment Tool (www.intersocietal.org/QITool)

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your IAC accreditation?

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