AIUM ACCREDITATION TOOLKIT

Easy, Step-by-Step Guide to
The AIUM's Accreditation Application Submission Process

WHAT IS AIUM ACCREDITATION?

AIUM ultrasound practice accreditation is a voluntary peer-review process that allows practices to demonstrate that they meet or exceed nationally recognized standards in the performance and interpretation of diagnostic ultrasound examinations.

The accreditation process encourages providers of diagnostic ultrasound services to assess their strengths and weaknesses and initiate changes to improve their practices.

Practices accredited by the American Institute of Ultrasound in Medicine (AIUM) have demonstrated competency in every aspect of their operation, including:

» Personnel education, training, and experience
» Document storage and record keeping
» Policies and procedures safeguarding patients, ultrasound personnel, and equipment
» Instrumentation
» Quality assurance
» Case studies

Approximately 4–6 weeks from the day an application is considered "complete," the practice will receive the results of their application and case studies (also called Audit results). They then have 30 days to respond to all comments and findings.

BENEFITS OF AIUM ACCREDITATION
(FOR YOUR PRACTICE AND YOUR PATIENTS!)

» Improve your ultrasound practice.

» Exhibit your commitment to clinical excellence.

» Display your commitment to the highest quality patient care.

» Provide credibility to peers and patients.

» Demonstrate that your practice meets the quality assurance requirements of a growing number of insurance companies.

» **Your competitors are accredited... Why aren't you?**

WELCOME TO THE AIUM ACCREDITATION APPLICATION PROCESS

Before you begin, please acquaint yourself with the ultrasound specialties we accredit. Each specialty link has valuable information to reference during the process.

ACCREDITATION SPECIALTIES

Click on the Specialties below for more information

OB Standard
(all 3 trimesters)

OB Trimester Specific
(Only 1 or 2 trimesters,
not all 3)

Detailed First Trimester OB Ultrasound
(Specific to MFM practices in conjunction with OB Standard/Detailed Second Trimester)

Detailed Second Trimester OB Ultrasound

Limited OB for Advanced Clinical Providers

Fetal Echocardiography

Gynecologic Ultrasound

Gynecologic Ultrasound with Adjunct Competence in 3D

Reproductive Endocrinology and Infertility (REI)

Reproductive Endocrinology and Infertility (REI) with Adjunct Competence in 3D

Female Pelvic Floor (Urogynecology)

Diagnostic Breast

Breast - Ultrasound-Guided Interventional Procedures

Thyroid, Parathyroid, and Neck Ultrasound

Abdominal/General Ultrasound

Contrast-Enhanced Ultrasound

Urologic Ultrasound

Diagnostic MSK Ultrasound

MSK - Ultrasound-Guided Interventional Procedures

Diagnostic Ultrasound of Peripheral Nerves

Ultrasound-Guided Regional Anesthesia

Point-of-Care Ultrasound

STEP-BY-STEP ACCREDITATION APPLICATION

This step-by-step guide will help guide you through the process of accrediting your practice for the first time or for reaccreditation.

The application process is broken down into several steps. It is recommended that you finish each step before moving on to the next.

STEPS TO APPLYING FOR ACCREDITATION

1 How to Log Into Your Account and Start the Application

2 Practice Information/Quality/Reporting/Infection Control

3 Manage Facilities

4 Manage Personnel

5 Submission/Payment

STEP 1:
HOW TO LOG INTO YOUR ACCOUNT AND START THE APPLICATION

In order to work on a new application OR a reaccreditation application you must log into your AIUM account.

1. New/Initial Accreditation

2. Reaccreditation

> **PRO TIP:**
> The AIUM introduced a new software system in 2022; do NOT log in to your historical Health System account, you must log into your own AIUM account to have access to the renewal application. Refer to the links above.

Congratulations!
You have successfully created an application for accreditation.

1. Before beginning the application, STOP and print or open the Accreditation Manual for reference.

2. All sections with a red * need to be completed to move forward.

3. To save information you have filled out, you need to click on the "Next" button.

4. The Application will save all information filled out, so you can go in and out of the application at any time.

5. Click on the "Next" button to begin Step 2: Practice Information/Quality/ Reporting/Infection Control

> **PRO TIP:**
> This next section of the application will tell us all about your practice. If you are getting reaccredited, you will need to answer the questions again; historical applications are no longer available.

STEP 2:
PRACTICE INFORMATION/QUALITY/ REPORTING/INFECTION CONTROL

Overview and Agreement:

The Accreditation Agreement is a separate document that will need to be filled out and emailed back to accreditation@aium.org. Please ensure you submit it before completing the application.

PRO TIP:
Most practices can omit page 9 ("Appendix A"), but all other pages are required. Appendix A is only for large health systems that have multiple separate applications under it; each separate application will complete Appendix A. If you have a large health system but only 1 application, you DO NOT need Appendix A.

Specialties:

When choosing your specialties, please refer to the links on page 3 to ensure you are choosing the correct specialties.

PRO TIPS:

1. For Gynecology, choose ONLY one: Gynecologic Ultrasound OR Gynecologic with 3D

2. OB Standard = all three trimesters.

3. Detailed Second Trimester Ultrasound includes OB standard and both specialties must be selected.

4. Detailed First Trimester OB ultrasound is for those practices applying in OB standard and Detailed Second Trimester. This specialty is MFM specific. Do not choose this specialty if you are not applying in those specialties.

5. OB Trimester Specific is ONLY for practices that do 1st, 2nd, or 3rd trimester, but NOT all 3. Example: the practice only scans 1st trimester and 3rd trimester growth ultrasounds - not 2nd trimester. Example 2: the practice only scans 1st trimester.

Reporting:

Please answer the questions on the application form in as much detail as possible.

PRO TIPS:

Communication - If you are a practice that does self referrals, please explain your process; what happens if there is an abnormal exam? Using a daily timeline is a good way to explain how results are communicated.

The AIUM is looking for a response in years for how long images are stored that aligns with your state's regulations.

Safety:

Please answer the questions on the application form in as much detail as possible.

PRO TIPS:

The AIUM is looking for a response to "What does your practice do to prevent work-related musculoskeletal disorders?" in reference to the staff performing the ultrasound examination. The AIUM recently published the AIUM Practice Principles for Work-Related Musculoskeletal Disorder. This document is helpful for reference.

Ultrasound safety is very important in performing examinations. Please take your time to review the recommended links in the application regarding Medical Ultrasound Safety, ALARA, and Doppler use. Relying on Manufacturer settings only is not an acceptable practice.

Quality Assurance:

Please answer the questions on the application form in as much detail as possible.

PRO TIP:

Retrospective reviews - The practice must show ongoing evaluation and improvement of the clinical ultrasound personnel performance, including all interpreting providers and sonographers through regular, retrospective peer review. This includes systematic review of performance, documentation, and reporting, as well as diagnostic comparison across modalities. Example: Do you have regular meetings to discuss outcomes, abnormal exams, missed anomalies? Do you pull random exams quarterly from each sonographer to review? Do you have an annual check list of performance goals and expectations? Does the practice have a new employee program for image quality?

(If applicable) Invasive Procedures Detail/Invasive Specimen Process:

Please answer the questions on the application form in as much detail as possible.

PRO TIP:
Under invasive procedures detail, we are looking for an image or purchase order receipt for a Low Level Disinfectant wipe or spray, not transducer covers. The LLD must be effective against mycobacteria (TB) and bloodborne pathogens (Hep. B, C, and HIV). Please double check your LLD to ensure it complies with infection control. Many cleaning wipes/sprays do not kill mycobacteria.

Attestation to Training Guidelines is where you will check off that your providers have met applicable training requirements. We no longer request uploaded paper copies; however, you should save them for future reference in case of audit.

Congratulations on Completing Step 2 of the Application process!

STOP   **Please review your answers to ensure they are complete before moving on to Step 3: Manage Facilities**

STEP 3:
MANAGE FACILITIES

In this section, you will add your facilities to the application. All facilities previously accredited are searchable in the database; there is no need to input new information.

Add the Facility

1. Click on "Select Facility"
2. Click on the three dots and lines to search for a facility

   PRO TIP: If you do not know the name of the facility, try searching by city or address.

3. If you do not find your facility, click on "Enter New Facility Information"
4. Once selected it will populate in the pop up window; scroll down and click "save" in the pop-up window.

PRO TIP:
If you believe your facility should be in the system but can't find it, please send a detailed email with your Health System information to accreditation@aium.org. You will receive a prompt response.

The next step is to complete the information specific to the facility. In the application, click on **Details**.

Within the facility, you'll find a specific menu for that facility. This menu refers to this facility only. Input the information specific to each facility in this section.

1. Facility Information
2. **Equipment -** click on "add". Enter your machines one by one. Each machine will have equipment details - upload the detailed preventative maintenance record.

> **PRO TIP:** The AIUM will not accept a work order, Excel list of maintenance, or report of completed service. The AIUM is looking for an itemized or detailed QA report. Refer to the document, AIUM Routine Quality Assurance of Clinical Ultrasound Equipment (Especially Section B): http://aium.s3.amazonaws.com/resourceLibrary/rqa2.pdf

3. Please check "save".
4. When you are finished uploading equipment information, click on "next".

Specialties:

1. Check off which specialties the facility you are working within performs.
2. On the left menu, your speciality will now be listed with "Case Studies" after the specialty.
3. Next, click on "Case Studies" to upload your case studies for that facility. You must upload case studies into the correct facilities.

> **PRO TIP:**
> You can number your case studies however you want, however, make sure they are labeled in a way you will be able to review once the case study review is complete.
> Example: OB standard - 1st trimester (1) 2nd trimester 1 (1) 2nd trimester (2) 3rd trimester (1);
> Example 2: Breast Abnormal 1, 2, 3, 4.

Case Studies:

1. Please refer to links on page 3 to ensure you are uploading the correct number of case studies. Incomplete exams will require a resubmission.

2. Case studies should follow the requirements and practice parameters for each specialty. To review these requirements, visit the links on page 3 for review. Only case studies with an ultrasound indication, listed in the relevant practice parameters, will be accepted. (Non-indicated exams will not be accepted.)

3. Do not forget to include the report with the case study; it is acceptable to upload the corresponding report in a separate file. Reports should follow AIUM Documentation of an Ultrasound Examination.

PRO TIPS:
Please reference your previous case study/audit report from your previous accreditation to ensure you have complied with the corrective actions regarding imaging and reporting deficiencies.

AIUM practice parameters state anything reported must have accompanying images to support the interpretation. Please submit the entire exam.

Case Studies should be the very best example of exams being performed in the practice.

Facility Attestation - Before marking this box, please review your case study uploads.

Summary - You will complete the facility by clicking on the summary.

Congratulations on completing Step 3: Manage Facilities!

STOP Please ensure you have completed all steps in Step 3 before moving on to Step 4: Manage Personnel

STEP 4:
MANAGE PERSONNEL

In this section, you will add your personnel to the application. Many personnel are already in our database; please search for their name before creating a new profile.

1. Click on Add Personnel

2. Click on Select Personnel

3. Click on the box with 3 dots and 3 lines to search.

4. Once you see the personnel, click on the name and it will populate the pop-up box; scroll down and click on Relationship type to select: Physician, Sonographer, or Other Licensed Provider.

PRO TIPS:

The addresses that populate are those associated with the personnel and their AIUM accounts; they might not match the office address—that is OK.

Before adding new personnel, it's important to check the database for their name, as even individuals who are new to your facility or application may already have an existing AIUM account.

Once the personnel is added, they will be listed on the application.

PRO TIPS:

All staff currently working at the practice need to be listed under personnel. Please ensure all staff are listed on the application under Manage Personnel.

If you believe a member of your staff should be in the system but can't find them, please send a detailed email with your Health System information to accreditation@aium.org. You'll receive a prompt response.

The next step is to complete the information specific to each individual - In the application, click on Details.

The link below will help you understand the Training Guidelines for Physicians and other Licensed Medical Providers that perform or interpret ultrasound.

Training Guidelines

Maintenance of Competence **(CME requirements)** is required every 3 years once initial training is completed. Below is the link to see the requirements.

Maintenance of Competence

Physicians:

Specialties - Click on the Specialties the physician performs. Select only the specialties that pertain to them (performs/interprets).

Personnel Information -

5. Check off the Certifications of the Physician.

6. Enter the Physician NPI (National Provider ID). This number is associated with insurance reimbursement and is now a requirement for AIUM accreditation.

7. Residency/Fellowship Certification. You are only required to add this if proof of training has never been reviewed and approved by the AIUM.

8. **Medical License** - Please upload a copy of your CURRENT medical license.

Employment Information - Please ensure you designate a Director of Ultrasound - only one physician in the practice can serve in this role.

CMEs - Please read the CME Disclaimer. The AIUM will not accept CME credits that do not follow the CME Disclaimer Criteria. **Credits earned through the AIUM do not need to be uploaded to the application.**

PRO TIPS:
The AIUM does not accept SDMS certificates for CME credit. We only accept *AMA PRA Category 1™* credits.

AIUM Accreditation **only accepts 1 *AMA PRA Category 1™* credit per approved ultrasound article within the ABOG MOC.** For accreditation purposes, each physician must upload supporting documentation as to which article was completed. This can be a screen-shot from the completed article page. Note that only those articles that say ultrasound on the completion report, apply. For the purpose of accreditation, 25 credits earned through the Maintenance of Certification are NOT applicable, and MOC incentivized articles are 1 credit each.

Sonographers:

Specialties - Select the specialties the sonographer performs.

Personnel Information - Upload their current ARDMS card or ARRT Certificate.

Employment Information - Click on all that apply.

PRO TIPS:
Sonographers must have appropriate training for the ultrasound examinations they perform. All sonographers must be certified in the specialty or specialties in which they perform ultrasound evaluations or must become certified before the next reaccreditation application.

Sonographers are not required to submit proof of CME credits to the AIUM at this time.

Congratulations on completing Step 4: Manage Personnel!

STOP Please ensure you have completed all steps in Step 4 before moving on to 5: Submission/Payment

STEP 5:
SUBMISSION/PAYMENT

Application Summary

Please double-check to make sure all sections are complete. If the sections are not complete, you will have an "x". Please return to that section to complete it.

After submitting, you will move on to Payment (for reference, see the Fee Schedule)

Once you have made payment, the application will now move on for review. The initial review process will take approximately 4–6 weeks for a response. Once the initial review process is complete, you will receive an email guiding you through the response process.

THANK YOU!

Congratulations on Completing the
AIUM Accreditation/Reaccreditation Application!

If you have any questions please contact us at: accreditation@aium.org

ABOUT THE AIUM

[The American Institute of Ultrasound in Medicine](#) is a multidisciplinary medical association of more than 8,000 physicians, sonographers, scientists, students, and other healthcare professionals. Established in the early 1950s, the AIUM is dedicated to empowering and cultivating a global multidisciplinary community engaged in the use of medical ultrasound through raising awareness, education, sharing information, and research.

ABOUT AIUM ACCREDITATION

AIUM Accreditation is a voluntary peer-review process that allows practices to demonstrate that they meet or exceed nationally recognized standards in the performance and interpretation of diagnostic ultrasound examinations. The AIUM accredits or reaccredits a growing number of practices annually, signaling a commitment to quality patient care to those seeking medical treatment across the U.S.