

Sample Letter
For Physicians Who Are Less Than 3-years out of Training

ABC Hospital
123 Main Street, New York, NY 54321 (212) 555-5432

Date

National Board of Echocardiography, Inc.
1500 Sunday Drive, Suite 102
Raleigh, NC 27607

RE: *Physician's Full Name:*
 Physician's Date of Birth:
 ACGME Program Number:

To Whom It May Concern:

Requirement 4:

This letter serves to confirm that Dr. _____ successfully completed a minimum of 24 months of clinical cardiology training at our institution between _____ and _____ including completion of Level II echocardiography training and at least 6 months of specific training in the Echocardiography laboratory. This letter further confirms that this program is an accredited ACGME training program or other nationally accredited cardiovascular disease training program.

Requirement 5:

Our laboratory records indicate that _____ performed and interpreted echoes during training as follows:

Transthoracic Echoes (2-D and Doppler) Performed _____
Transthoracic Echoes (2-D and Doppler) Interpreted _____
Transesophageal Echoes Performed and Interpreted _____
Stress Echoes Participated In and Interpreted _____

In my opinion Dr. _____ has the clinical competence and professional qualities necessary to perform as an independent echocardiographer.

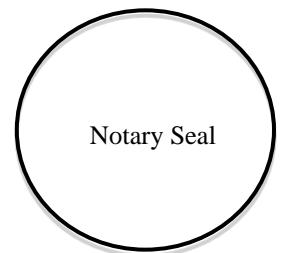
I certify that the number of studies provided above are exact numbers and are not rounded and/or estimates. (***Please check box.***)

Sincerely,

(signature)

Name

Title (Division or Department Head or Fellowship Training Director)



Sworn and subscribed to before me on *(date)*: _____

Signature of Notary Public

*** NOTE: For the purpose of Certification, a study performed and/or interpreted may be counted only once and must be counted under the code that it was billed. Example: Even though a full TTE is performed as part of a Stress Echo with only a single bill being submitted (93350), the study must be counted as a Stress Echo and cannot be counted as both a TTE and a Stress.**

The EXACT number of studies performed and interpreted MUST be provided. Applications containing approximated and/or rounded numbers will no longer be reviewed by the Certification Committee. Letters documenting training must be on appropriate letterhead and MUST be notarized.