

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.
3915 Beryl Rd. Suite 130
Raleigh, NC 27607-5609

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

To Whom It May Concern:

Requirement 4:

This letter serves to confirm that Dr. (Applicant's name) successfully completed a minimum of 24 months of clinical cardiology training at our institution between (Start date - MM/DD/YYYY) and (End date - MM/DD/YYYY) 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 (Applicant's name) 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. (Applicant's name) 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.

Sincerely,

(Original signature required)

Typed name

Title (Division or Department Head or Fellowship Training Director)

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

Signature of Notary Public

Notary Seal

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.