

# 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.  
3739 National Drive, Suite 202  
Raleigh, NC 27612

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.

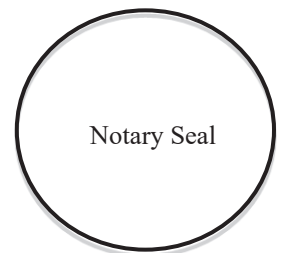
I certify that the number of studies provided above are exact numbers and are not rounded and/or estimates. **(Please check box.)**

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*

**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.**