

# – SAMPLE LETTER –

For physicians who work in a hospital setting

Letter Must be Typed on Appropriate Letterhead

*Date*

National Board of Echocardiography, Inc.  
3739 National Drive, Suite 202  
Raleigh, NC 27612

RE: *Applicant's Full Name*  
*Applicant's Date of Birth*

To Whom It May Concern:

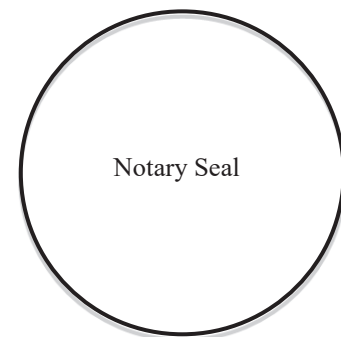
This letter serves to confirm that Dr.     (Applicant's name)     is a practicing cardiologist working in our Echocardiography Lab. Our records indicate that     (he/she)     has performed and interpreted echoes as follows:

	2020	2021	2022
Transthoracic (93303-93308) *	####	####	####
Transesophageal (93312-93317)*	####	####	####
Stress Echo (93350-93351)*	####	####	####

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 (President, CEO, or Business Manager)



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 (93350-93351), the study must be counted as a Stress Echo and cannot be counted as both a TTE and a Stress.**

**The EXACT number of cases performed and interpreted must be provided. Applications containing approximated and/or rounded numbers will NOT be reviewed by the Certification Committee. Letters documenting level of service MUST be on appropriate letterhead and MUST BE NOTARIZED. Committee decisions will be determined using the numbers provided in this letter.**

**Note: The numbers provided must be in parallel, consecutive years, but need not be calendar years. If documenting fiscal years, exact dates are required. For Example: MM/DD/YYYY-MM/DD/YYYY. The end of the most recent year for which credit is requested must fall within the 12-months prior to receipt of the complete application.**