

Echo Quality Improvement Program:

Checklist for Required Documents

Required for Process	
Facility Agreement	

Section 1: Standards regarding the Echocardiographic Examination	
Requirements for Performing Complete Transthoracic Echocardiograms (TTE)	
Process for Adult Transthoracic Echocardiogram	
Protocol for Echocardiographic Imaging and Measurements	
Protocol for Echocardiographic Measurements and Doppler	
Protocol for the Addition of Contrast to Echocardiography Studies	
Agitated Saline Echocardiography Protocol	
TTE Additional Imaging Views for Pathology (Adult)	

Section 2: Standards Regarding Echocardiographic Facilities, Equipment and Standard Operating Procedures Required Documents	
Echocardiography Equipment List	
Provide a diagram of TTE echocardiography floor plan(s)	
Site Policy for Record Retention	
Site Policy for Communication of High Risk Findings	

Section 2.4: Additional Considerations for Laboratories Providing Stress	
Requirements for Performing Stress Echocardiography Examinations	
Treadmill Exercise Stress Echocardiography Procedure	
Protocol for Bicycle Stress Echocardiogram	
Comprehensive Dobutamine Stress Echo Procedure	
Provide a diagram of Stress echocardiography floor plan(s)	

Section 2.5: Additional Considerations for Laboratories Providing Transesophageal Echocardiographic Examinations	
Requirements for Performing Transesophageal Echocardiography (TEE) Examinations	
Provide a diagram of TEE Echocardiography floor plan(s)	
Protocol for Transesophageal Echocardiography	

Section 3: Standards for Reporting of Echocardiographic Examinations	
Standardized Report for Adult Transthoracic Echo	
Site Policy for Validation by Study Comparison	

Section 4: Standards Regarding Laboratory Type and Personnel Involved in Echocardiographic Examinations

Reporting responsibilities	
Signed Physician Attestation Forms for Medical Director all Medical Staff Interpreting Echocardiographic Examinations	
<i>Role Profile of Medical Director & Medical Staff will be reviewed on site.</i>	
<i>CME record of Medical Director & Medical Staff will be reviewed on site.</i>	
Credentials/Registration for the Technical Director and all Technical Staff	
<i>Role Profile of Technical Director & Technical Staff will be reviewed on site.</i>	
<i>CME record of all Technical Director & Technical Staff will be reviewed on site.</i>	
Staff Organizational Chart	

Section 5: Indications for Echocardiographic Examinations

Site Policy for processing requisitions without indication codes	
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Section 6: Continuing Quality Assurance in the Echocardiographic Laboratory

Site Policy for Review of Study Acquisition	
Site Policy for Review of Study Interpretation	
Site Policy for External Reviews	
Annual statistics with monthly subtotals, for every echocardiography modality performed as follows: TTE inpatient/outpatient/emergency; TEE inpatient/outpatient/emergency; DSE inpatient/outpatient/emergency; and ESE inpatient/outpatient/emergency	