

AIRP CASE PACKAGE SUBMISSION INSTRUCTIONS

Cases are due 30 days prior to course start date.

(Instructions for submitting slides at the course are posted in a separate document.)

Help with case submission questions and technical assistance: AIRPCasePackageHelp@acr.org

Thank you for participating in the AIRP Case Package Submission program. You are helping to build a global teaching and research repository that is changing the face of radiologic-pathology education. Your contribution may be viewed by thousands of radiologists and pathologists in training and practice; please exercise care to ensure the quality in your submission. Program directors have review access to cases submitted by their program registrants to AIRP.

IMPORTANT

Submission of **ONE** pathologically proven case illustrating a radiologic-pathology correlation is a prerequisite for the AIRP Radiologic Pathology Correlation course. If a course participant chooses to submit **TWO** pathologically proven cases, the participant will receive a complimentary second year of digital access to the AIRP Radiologic Pathology Syllabus.

AIRP has started our selection process for publication in our virtual learning projects. If your case has an excellent case summary and radiologic-pathologic correlation, AIRP may contact you to author your case. Publishing a case with AIRP not only enables you to teach current and future radiologists and pathologists, but also supports the publication requirement for residency programs and helps you build your CV.

If you decline or do not respond to our request and your case is not being published elsewhere, a separate author may write a new case summary with the patient history and images provided. In this event, you will not be an author but you will be credited as the contributor with submitting the images. Please note during the case submission process if your case is being or will be considered for publication outside of AIRP.

Eight prestigious “Best Case Awards” available at each course!

All cases will be reviewed by AIRP section heads for the “[Best Case Award](#)”. **ALL case packages MUST be submitted electronically through AIRP. Students may not bring their case package(s) to the course. Late submission WILL NOT be considered for the Best Case Award.**

Online submission computer requirements:

- **Download and install Microsoft Silverlight** - <http://www.microsoft.com/silverlight/> for a free download.
- **De-identifying application.** Professionally remove all patient identifiers, medical doctor

names, institution names/addresses, and phone and report numbers from PDF and JPEG images, with Microsoft Paint, Adobe Photoshop or Pro, or MAC Preview. The specimen ID# will only appear on the pathology report only.

- **Desktop or wired internet connection.** The size of uploads is less functioning with a WI-FI connection. Uploading images can be time consuming, please plan ahead.

Important requirements for case package submission:

- **ALL documents and images:** Redact **ALL** protected health information (PHI) before beginning the case submission process.
 - **EXCEPTION:** The specimen ID# must appear on the autopsy and pathology reports. The specimen ID# must also match the slides submitted with your case. There may be multiple pathology report submissions but each report and specimen ID# **MUST MATCH!** An arbitrary specimen ID# may be assigned to a pathology report and the slides, but they must also match.
- **Please Review:** Radiologists and radiation oncologists should not claim as their intellectual property that which is not theirs. Plagiarism or the use of others' work without attribution is unethical. Please review the [American College of Radiology - Code of Ethics](#).
- **DICOM studies:** Each case will have complete DICOM image studies submitted. Zip files are not accepted format for DICOM submission.
- **“Save” and “Confirm Page Requirements”:** Please execute and pass all validation checks before you can print the Case Data Entry verification/consent form or submit your case package.
- **International reports:** Original language reports **MUST** be submitted with a translated English-translated version of the same report with appropriate redaction of PHI.

*Instructional Video <https://youtu.be/Y16gUfshfBM>