

## **Case Submission Checklist**

Please use our checklist to review the key requirements for AIRP online case submission.

### **Case Data Entry:**

- ☐ Have you selected the correct organ system and diagnosis?
- ☐ Have you checked the appropriate modality boxes? In particular, the Gross and/or Cyto/Histology modality boxes?
- ☐ Have you selected 'save' and 'confirm page requirements' to complete the submission of this page?

### **Upload Documents:**

- ☐ Have you redacted all of the patient health information (PHI) from the documents collected for your case? In particular, have you redacted the patient information, medical doctors, institution names, address, phone numbers, locations, or report numbers? Please request the documents anonymized if you are unsure how to remove patient information.
- ☐ Is the Specimen ID# on your pathology report clearly visible? Does it match the specimen ID# on your slides?
- ☐ Have you uploaded:
  - a) An autopsy report, pathology report, or if applicable, both?
  - b) An operative report, procedural report, or if applicable, both?
  - c) Radiology reports
  - d) Discharge reports (Optional)

### **Upload Images:**

- ☐ Did you upload complete DICOM series/studies? Selected or single files are unacceptable.
- ☐ Are your DICOM images anonymized? Ultrasound images are the only images that have 'burned in' patient data that cannot be removed. They will be accepted in original format and handled appropriately by AIRP.
- ☐ Have you removed the Specimen ID# and PHI from **ALL** gross and histologic images?

### **Case Summary:**

- ☐ Have you uploaded representative gross, histologic, and radiologic images? Did you use the annotation tool to mark the pathological significance of each image?
- ☐ Have you removed all PHI and specimen ID# from all images?
- ☐ Are the case summary sections complete and meet the minimum requirements?

**Please contact the AIRP Case Archivist, Claire Martinez, if you have additional questions or comments. [airpcasepackagehelp@acr.org](mailto:airpcasepackagehelp@acr.org) or 703-390-9872, 7 a.m. – 3 p.m. Monday – Friday.**