



IMAGE REVIEW APPEALS PROCESS

Introduction

Through its program of education, training, and interactive film review, the Fetal Medicine Foundation USA strives to assist providers in offering the highest quality first trimester screening test possible. At the same time we make every effort to insure the above process is transparent, accessible, and fair to all.

Eligibility

The Fetal Medicine Foundation USA's Image Review Appeals Process is open to those trying to earn accreditation for the first time or to those who are undergoing reaccreditation. The participants are strongly encouraged to initiate this process after more than one (e.g. three) unsuccessful submissions. This allows the examiners to not only be able to evaluate the most recent submission but also look for improvement over time.

A person, who has not succeeded in becoming accredited/reaccredited and does not agree with the results of the image review process, may take the following steps:

- 1) A registered letter requesting a Special Review should be sent to the Fetal Medicine Foundation USA office (2350 Miami Valley Drive, Suite 410, Centerville, Ohio, 45459).
- 2) The letter should contain the provider's name, FMF ID number, mailing address, e-mail address, and daytime phone number.
- 3) A short paragraph outlining the provider's objections may also be included.

Upon receipt of this request, the combined images and reports for the appealing provider, minus his or her name, will be presented to a Senior Reviewer thus insuring the anonymity of the provider. The Senior Reviewer will have a period of one week to review all materials and come to a decision. The results of this Review will be final. If the Senior Reviewer disagrees with the primary review, then accreditation/reaccreditation will be granted immediately. If the Senior Reviewer concurs with the primary review, then the provider will be required to follow the instructions given after his or her most recent image review.

The appealing provider will be informed of the results of the Senior Reviewer's decision by US mail and e-mail.