How to AIRP:

Submission recommendations for people who need clear directions

YOU need an AIRP case!

- But can't I just pay a $500 waiver?

Dear residents,

Since this has come up in increasing frequency, I wanted to send out this email to clarify our policy.

With regard to AIRP, our policy is that residents submit a case in preparation for the rad-path course.

Our department generously pays for your registration, and we would like your full participation.

Submitting a waiver fee in lieu of a case is strongly discouraged and would require our approval, considered on a case-by-case basis.

Should we grant a waiver, the fee will not be reimbursed by our program.

Extension of the deadline for case submission is usually allowed, and we can facilitate that on your behalf if needed.

Best,
Andrew

1/23/2024 email

YOU need an AIRP case!

When?

- By 1 month before you attend the AIRP conference in your R3 year (likely in the spring, but this can vary)

What?

- Pick a case (any case) with good radiologic findings + GOOD PATHOLOGIC findings
- In fact, you might ask a pathologist for a case (will need both gross and histologic images): this is the Rate Limiting Step

How much time?

- Getting the materials together for the case: emails, follow up emails, going to the Pathology Department... this can take A WHILE
- Actually putting together the submission: 4-6 hours

And?

- You will need ...

Things you need for your AIRP case

Radiology Studies:

- De-identified DICOM images of the any relevant imaging studies

- Representative images to highlight the important points
  - JPEGs with the arrow sign, (see right)

- Radiology report (as a PDF)

Lovely arrows for people who don't want to scroll through the image stack

A brief sidenote on Representative Images...
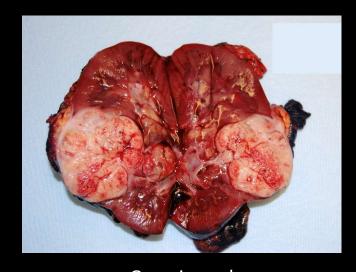
You will need 2 of each:

A "clean" copy

A copy with annotations

Things you need for your AIRP case

Pathology Studies:

- De-identified gross pathology images (as JPEG)
- De-identified slides
  - Can physically send glass slides,
  - Or virtual slides (.svs, .ndpi, .mrxs, .bif or .vsi format)
- Representative images to highlight the important points
  - JPEGs with the arrows
  - Know stain and magnification
- Pathology report (as a PDF)
- Signed verification form from pathologist

Gross image!
Pathology doesn't always save gross images – check to make sure they have this for your case (otherwise you need a special waiver from AIRP for a case with no gross)

Things you need for your AIRP case

- **HPI**: as a report in **PDF** format

- **Operative and/or Procedural report**: as a report in **PDF** format

- A brief report on disease entity (see "**Case Features**" on submission portal slides

- **Literature references** (3+)

- Other things you can have, but don't need:
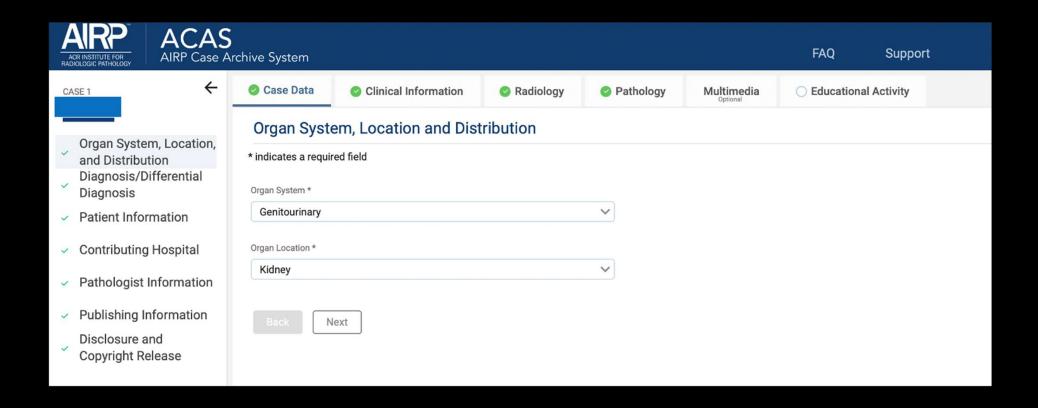 - Discharge summary
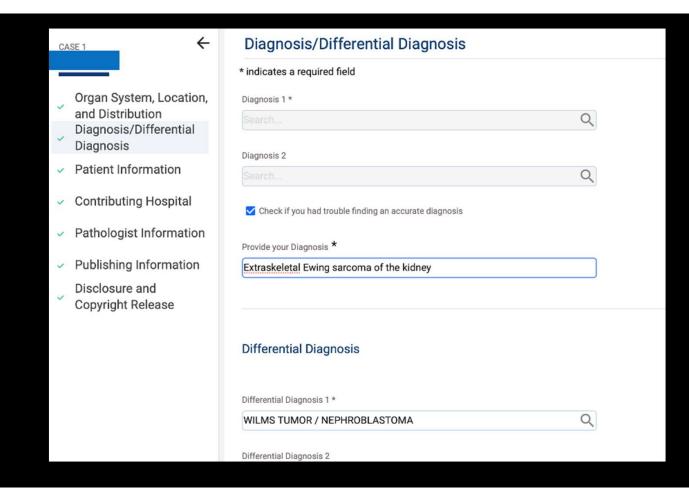 - Illustrations
  - Videos

Cells: lots and lots of cells
Maybe have a path friend (or the actual pathologist) briefly walk you through the cell types before you caption it

These AIRP websites can tell you more

- https://www.acr.org/Lifelong-Learning-and-CME/AIRP/Four-Week-Course/Case-Submission

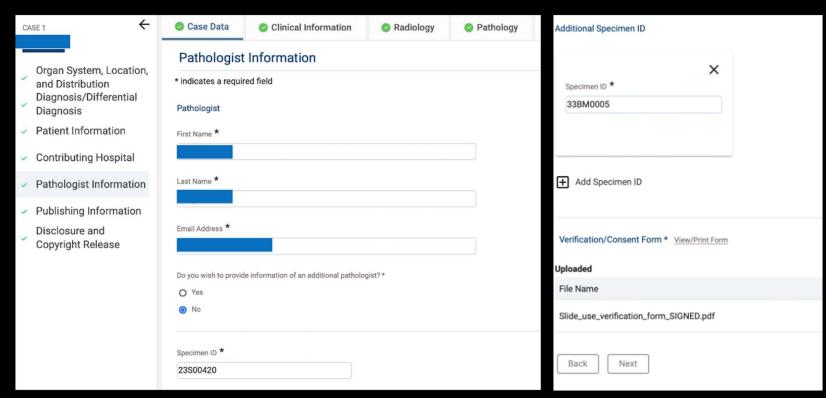- https://www.acr.org/Lifelong-Learning-and-CME/AIRP/Four-Week-Course/Case-Submission/FAQ
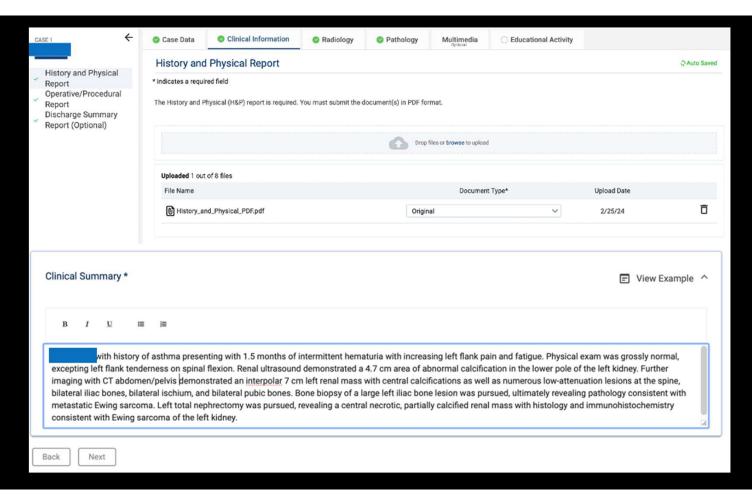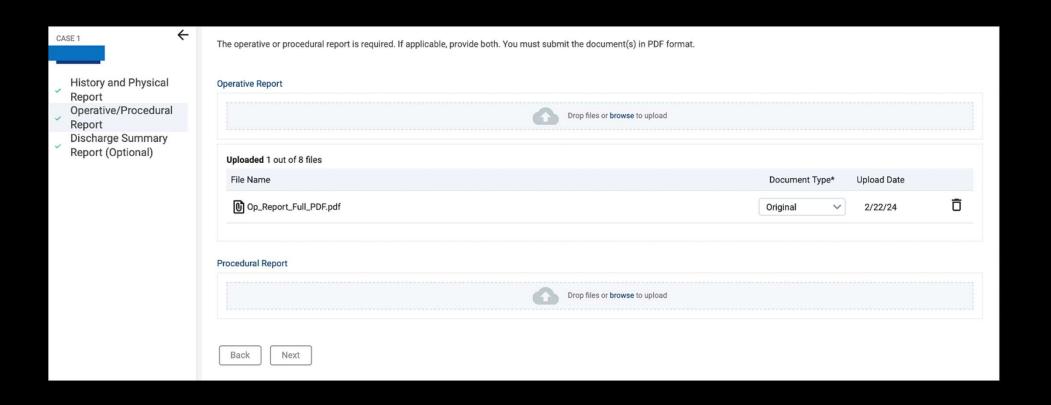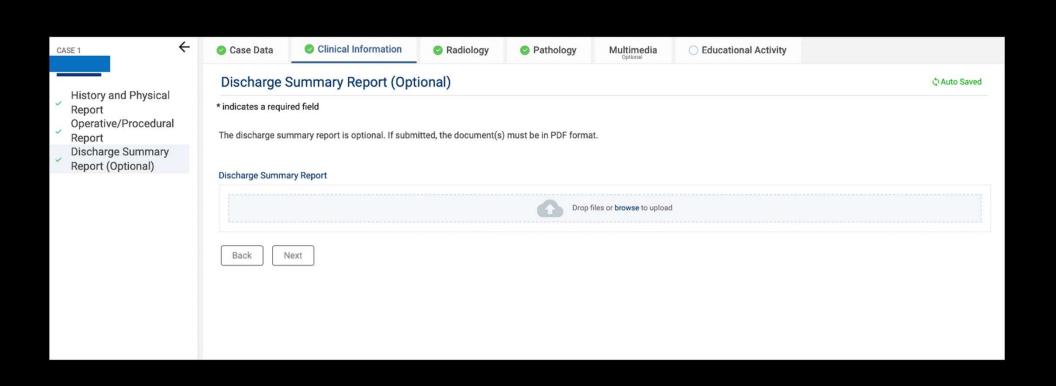
Case submission portal

Case submission portal portal

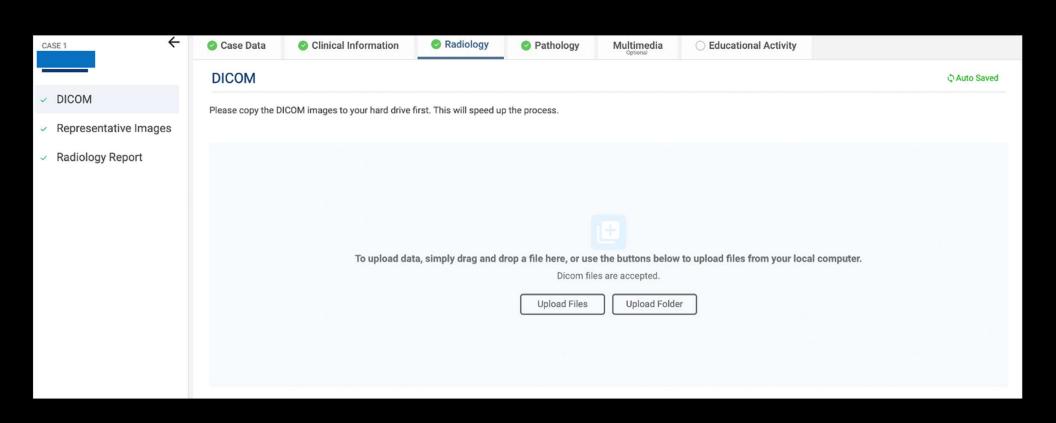# Case submission portal

Case submission portal
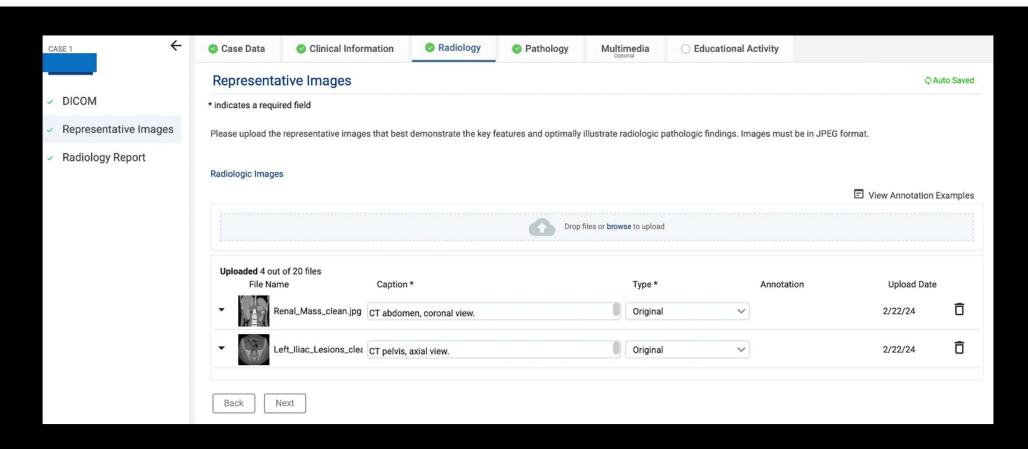
Case submission portal

Note: The verification form comes as both a link and a .pdf file --- a pathologist signs it attesting that the slides belong to the case that you're submitting.
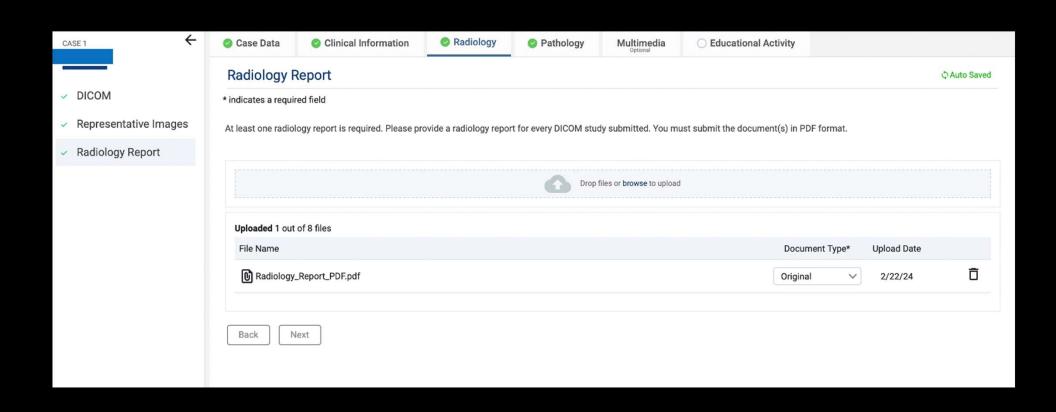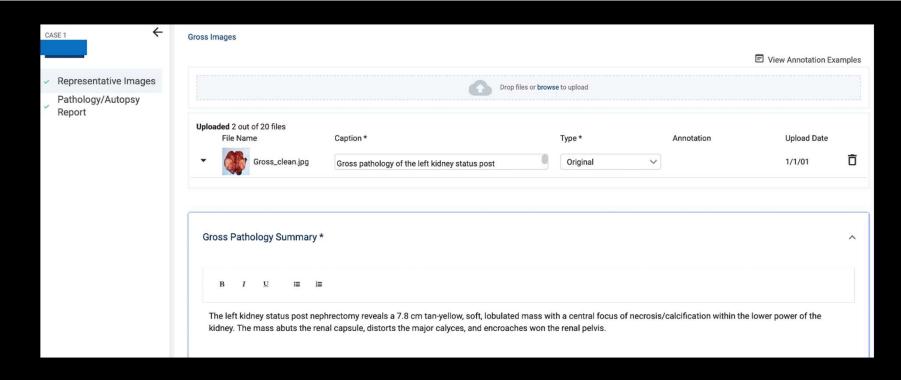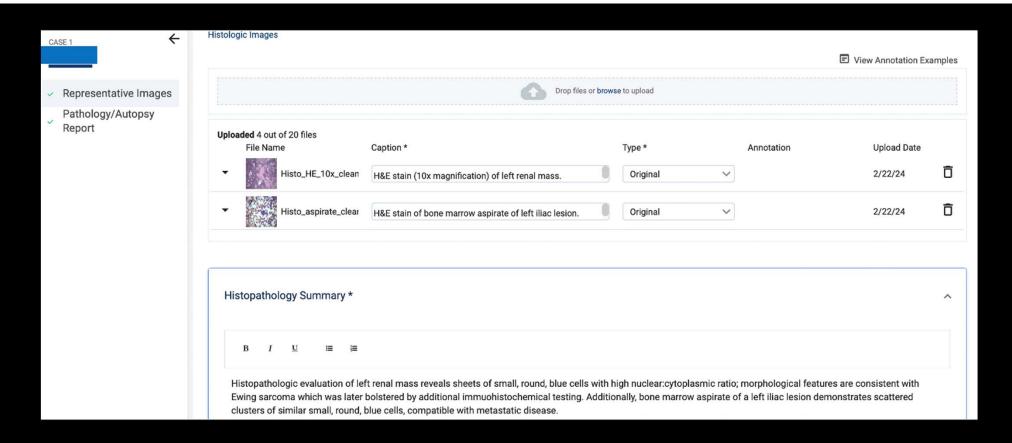
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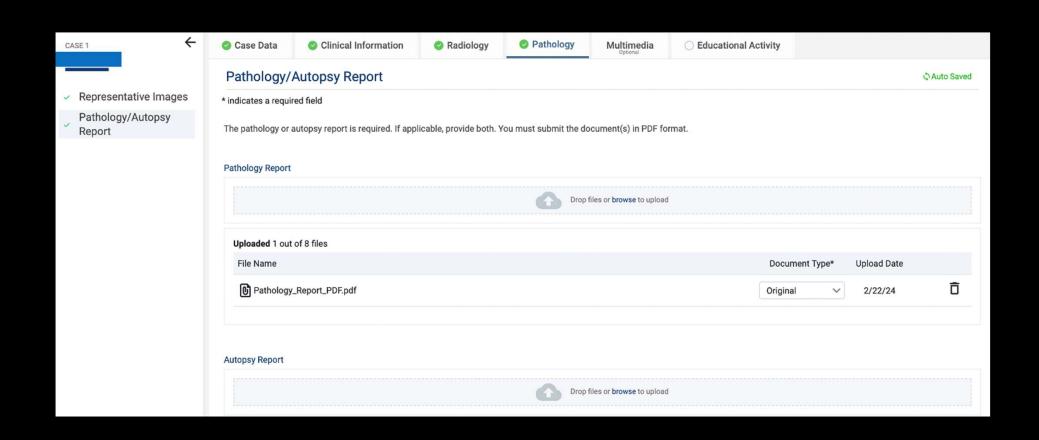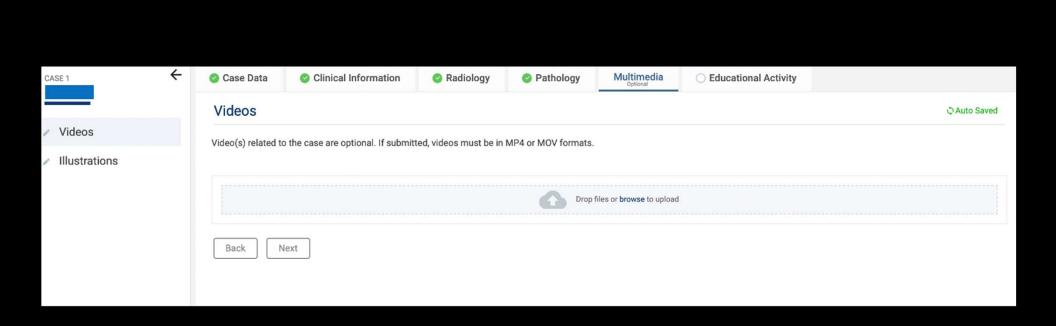# Case submission portal

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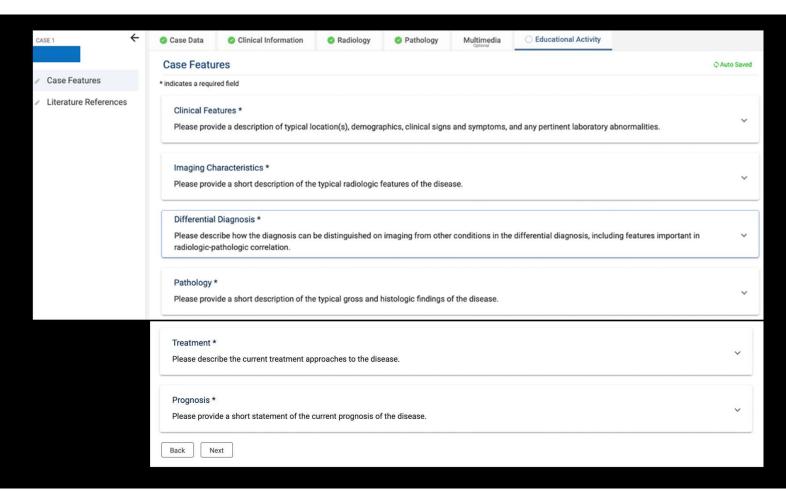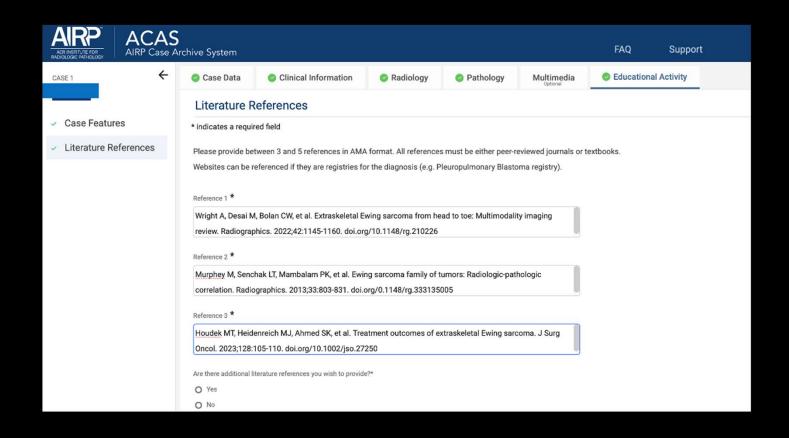

Note: For uploading virtual slides, you will contact AIRP via email and they will send you a link to a folder that can handle large (1+ GB) files

Case submission portal

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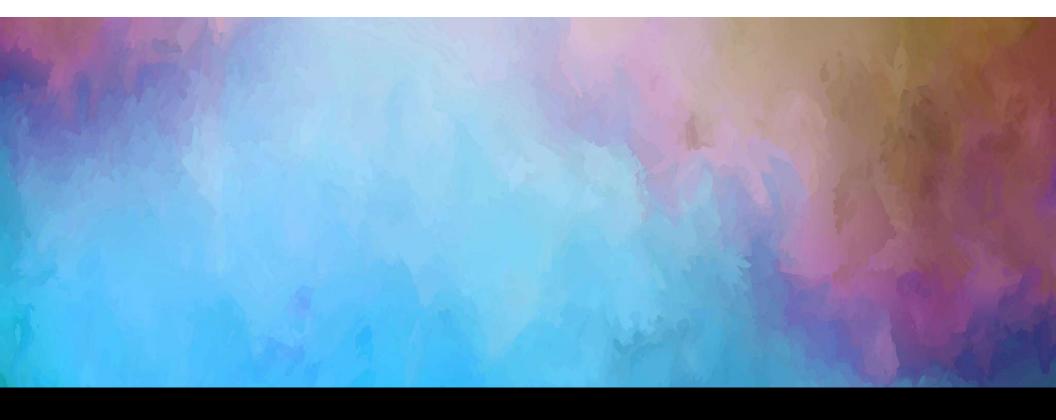
Case submission portal

Good luck!

Reach out to any seniors with questions or concerns!

Feel free to pick up a case in R1 or R2 years!