

## AIRP How-To

- Once you are registered for AIRP, you should receive an email with a link to the online case submission page and case submission checklist.
- Select a case (months to weeks before your AIRP date). Be aware that the due date for the case is a few weeks before AIRP starts.
  - Must be a case with imaging findings that will go to surgery for excision. Ask attendings for tumor board lists would be the best way to identify potential cases.
  - Request the pathology residents to take gross photos of the specimen **before** the patient goes to surgery (they do not routinely do this and it is required for our AIRP case submission)
    - Include for the pathology resident the patient's MRN and the date/time of their surgery so they can catch the specimen before it is processed. If this info is sent to them at least a day or two in advance of the surgery that would be great.
    - Email them at [pathchiefresident@unchealth.unc.edu](mailto:pathchiefresident@unchealth.unc.edu) **AT LEAST 3 WEEKS BEFORE SUBMISSION DEADLINE**
    - If you cannot find a case prior to surgery, check the media tab to see if gross specimens are available or email the pathology residents to see if they still have the specimen. This is not guaranteed.
- Once the case is selected and the pathology residents are aware of the case, they will collect un-annotated gross and microscopic photos and arrange for collection of recut slides that are mailed to AIRP. Ideally, radiology residents will meet with the pathology resident to review the images together so the radiology resident has the information necessary to annotate and write descriptions for the images themselves. The pathology residents will have to arrange passing off the physical slides once they receive recuts. They do not do digital slides here to upload. To mail your slide, there is an address that they are sent to. I just paid the shipping myself because it was a few dollars, but you may be able to get shipping reimbursed or paid for if you ask Lisa Ussery.
- In the meantime, you can get a disk of your images. You need to request them from the imaging desk or PACS support and have **them deidentified**. Provide the PACS people with the accession number for the study. If a CT or MRI, you want the entire study to be uploaded. This takes some time to upload to the system and requires a CD drive, so plan on doing this at work one day.
  - **2022-2023 note: I think with Sectra you can just download the images deidentified directly from Sectra and don't have to do this step.**
- Use powerpoint or adobe acrobat PDF editor to deidentify the pathology and imaging reports and any key images you choose before uploading to the website.
- Fill out the case summary information on the AIRP case submission page
  - This takes a sneaky amount of time, so be sure to work on this from the beginning.
- Consider getting a Starbucks gift card or just a thank you note/email to the path resident that helps you out with your case.

Let us know if you have updates to this document or have any questions as you're doing the AIRP submission process this year.