



# Switch Form for On Demand Examinations

To request an Examination Switch, please print, complete and fax this form,

Attn: Accounting to 301-576-3742

*\*Denotes required fields.*

Today's Date: \_\_\_\_\_ \*ID Number: \_\_\_\_\_

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_

Home/Cell Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

\*E-mail Address: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_

\*State/Province \_\_\_\_\_ \*Zip Code: \_\_\_\_\_ \*Country: \_\_\_\_\_

*Original Examination(s) Applied For:	*Examination(s) to Switch to:
<input type="checkbox"/> Abdomen <input type="checkbox"/> Adult Echocardiography <input type="checkbox"/> Breast <input type="checkbox"/> Obstetrics & Gynecology <input type="checkbox"/> Vascular Technology <input type="checkbox"/> Sonography Principles & Instrumentation	<input type="checkbox"/> Abdomen <input type="checkbox"/> Adult Echocardiography <input type="checkbox"/> Breast <input type="checkbox"/> Obstetrics & Gynecology <input type="checkbox"/> Vascular Technology <input type="checkbox"/> Sonography Principles & Instrumentation

**Specialty to Specialty = \$ 100 USD**  
**Sonography Principles & Instrumentation to Specialty = \$125 USD**  
**Specialty to Sonography Principles & Instrumentation = \$ 75 USD**

**Select your payment type:**

- Pay by Credit Card**     VISA     MASTERCARD     DISCOVER     AMEX

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Signature \_\_\_\_\_

- Check Enclosed (make payable to INTELEOS)

Mail check to: ARDMS Attn. Accounts Receivable, 1401 Rockville Pike Ste.600 Rockville, MD 20852

**Total Enclosed/Charge: \$** \_\_\_\_\_

**ARDMS Examination Switch Rules & Regulations**

- The Examination Switch Form cannot be used after an examination has already been taken.
- The Examination Switch Form cannot be used for Windowed Examinations; please contact ARDMS for further assistance.
- If the application has already been approved and an eligibility period has been set, the new examination will retain the same eligibility period as provided for the incorrect exam (in other words: the eligibility will not be reset to provide a new ninety-day eligibility period).
- ARDMS offers a one-time 60-day extension for each on demand examination; if you have already requested an extension for the first examination, you will not be able to request an additional extension.
- ARDMS is not responsible if an examination cannot be scheduled within the eligibility period due to test center availability; the entire examination fee will be forfeited if an appointment is not scheduled, an appointment is not cancelled, or the Applicant does not keep a scheduled appointment.
- A valid Clinical Verification form must also be submitted if the new examination is a specialty and the applicant does not already have a valid form on file.

**Please check the box below before submitting this form.**

- I have read and understood the ARDMS Examination Switch Rules & Regulations.**