

CASE OF THE YEAR SUBMISSION CHECKLIST

BACKGROUND INFORMATION

Case of the Year Title: _____

Primary Author and Credentials: _____

Hospital Affiliation: _____

City, State/Province: _____

Email Address: _____

Daytime Phone Number: _____ Cell Phone Number: _____

MANDATORY ELEMENTS – CHECK THAT YOU HAVE COMPLETED EACH ITEM

- One abstract WITH author-identifying information (name, degree, professional affiliation)
- Abstract is clean and “camera ready” for potential publication. Proofread carefully for spelling, punctuation, and grammar. Submit as a Microsoft Word Document (.doc or .docx).
- Abstract is one page (not including bibliography). Word count is less than 750 words. Use the word count function of Microsoft Word and upload [here](#).
- Case information includes gestational age, chronological age, birthweight and relevant background.
- Pertinent positives findings from the maternal history are highlighted.
- Infant’s clinical presentation is briefly described (history, physical, laboratory, radiology and other diagnostic information).
- Differential diagnostic possibilities are listed.
- Diagnostic work-up and clinical findings are described. Note: Please do not use local abbreviations (i.e. chem 1, chem 7, etc.) when describing diagnostic tests performed.
- Method for confirmation of final diagnosis is stated.
- Treatment and any associated complications are described.
- Unique features of this case are outlined.
- Implications for clinical practice are addressed.
- Review of literature for primary diagnosis, and relevant diagnoses excluded, highlighting clinical controversies and scientific rationale for practice (in bibliography form for abstract).
- Case is de-identified per [HIPAA guidelines](#).

SUBMISSION CHECKLIST – CHECK IF APPLICABLE TO YOUR CASE

- Not all of the following elements are relevant to all types of cases. Review the following questions and check all that apply:
- Abstract and case have been peer reviewed by one or more Advanced Practice Providers
- Abstract and case have been peer reviewed by one or more Neonatologists
- Case has been presented at morbidity/mortality meeting or other professional forum
- Case has been submitted to or published in a peer reviewed journal

If published, identify journal citation below:

Check all that apply that will be presented:

- Pictures of the patient(s) at presentation
- Pictures of the patient(s) at discharge or follow-up
- Radiologic studies (List type)
- Neuroimaging studies (List type)
- Laboratory findings (List type)
- Pathology and/or post-mortem findings (List type)
- Echocardiograms
- Relevant anatomy, physiology, pathophysiology, and pharmacological concepts will be reviewed
- Post-discharge outcome data (i.e. Bayley, school performance, developmental issues, family integration)
- Other:

Submission Deadline: June 3rd, 2019

NOTE: All of the following documents MUST be uploaded via the NAPP Case of the Year Submission Portal

- Submission Checklist (2 Pages)
- Abstract (1 Page)
- Bibliography (1 Page)

QUESTIONS OR COACHING: Victoria.A.Flanagan@Hitchcock.org