Case Log Instructions for Osteopathic Neuromusculoskeletal Medicine

This instructional guide was created to specifically assist residents in correctly logging patient encounters and procedures in the ACGME Case Log System for Osteopathic Neuromusculoskeletal Medicine (ONMM). For general information and instructions, a user guide is available within the Case Log System, under the Reference Materials menu.

Each ONMM patient encounter that occurs during active training in an ACGME-accredited ONMM program must be entered into the Case Log System. The Review Committee uses the information in the System to determine whether ONMM residents’ experiences meet expectations, as outlined in the Program Requirements. Residents and program directors should also use Case Log System to monitor resident progress in the required ONMM patient encounters and procedures throughout the educational program.

CASE LOG SYSTEM ACCESS

Programs and residents access the ACGME Case Log System through the Accreditation Data System (ADS). Programs must grant residents access before they can log patient encounters. Residents only have access to the System while actively training in an ACGME-accredited ONMM program.

Access the System via www.acgme.org/connect. Once logged in, click on the “Case Log System” link.
On the case entry screen, enter the necessary patient encounter information.

**ENTERING PATIENT ENCOUNTERS – BASIC INFORMATION**

All logged patient encounters should include the following basic information: Case ID; the resident's year in the program; the supervising attending physician; the date patient was seen; setting (inpatient/outpatient); the patient’s age; and patient type if applicable (continuity clinic panel patient, OB, pediatric, surgical).
Resident
The system will autofill the resident’s name. If the name in this field is incorrect, log out of the system and log back in with the correct credentials.

Case ID
The Case ID should be a unique patient identifier, but must not be patient identifiable information such as a patient name or Social Security Number.

Resident Year
The system will autofill the resident’s current year in the program. If the patient encounter occurred in a prior year of the program, select the correct year from the drop-down menu.

Note: residents who enter the program at the ONMM2 level will only log patient encounters at “resident year 2” in the Case Log System.

Attending
Select the name of the attending physician who supervised the ONMM patient encounter from the drop-down menu. Contact the program to add an attending physician’s name if it is not listed.

Date Patient Seen
The System will autofill to the date of entry (not the date of the patient encounter), and will need to be changed if the patient encounter occurred previously.

Setting
Select the setting, inpatient or outpatient, in which the patient was seen.

Patient Age
Select the age range (>= 18 yrs and <=65; <= 18 yrs; or >65) for the patient at the time of the encounter being logged.

Patient Type
- Continuity clinic panel patient
- OB
- Pediatric
- Surgical

Check all applicable patient types for the patient encounter. Skip this step if none apply

Comments
Enter any additional basic patient information for the encounter. This field is optional and comments will only be visible in the Full Detail Report.
ENTRY OF PATIENT ENCOUNTERS – SEGMENTAL AND SOMATIC DYSFUNCTION

To enter segmental and somatic dysfunction, click on the Area and Type tab.

Select Segmental and Somatic Dysfunction from the drop-down menu under Type and click Go.
Click Add next to each relevant region for the patient encounter.

A confirmation message will appear on the screen.
To verify what has been logged for the encounter, click Selected Codes.

If an item needs to be removed, click the red “X.”

**ENTERING PATIENT ENCOUNTERS – TREATMENT TECHNIQUE**

Select Treatment Technique from the drop-down menu under Type and click Go.
Click Add next to each relevant technique for the patient encounter.

As above, a confirmation message will appear on the screen.

To verify what has been logged for the encounter, click Selected Codes, and to remove a selection, click the red X.

ENTERING PATIENT ENCOUNTERS – PROCEDURES

If an additional procedure is performed it should be entered as one patient encounter with the Segmental and Somatic Dysfunction and Treatment Technique. The Review Committee will only track injection procedures as outlined in Osteopathic Neuromusculoskeletal Medicine Case Log Announcement available on the Documents and Resources page of the ONMM section of the ACGME website. For instructions on how to log procedures other than those being tracked by the Review Committee, refer to the Resident User Guide in ADS.
To log tracked procedures, select Injection Procedures from the drop-down menu under Type menu and click Go.

Click Add next to each procedure relevant to the patient encounter.

A confirmation message indicating “Code “20###” added to this case” will appear.

As above, to verify what has been logged for the encounter, click Selected Codes. and to remove a selected item, click the red X.
SUBMISSION OF PATIENT ENCOUNTER AND PROCEDURES

Prior to saving the patient encounter, thoroughly review the information entered. Each patient encounter logged should have include a segmental and somatic dysfunction and a treatment technique. If a procedure other than a treatment technique is performed, it must be entered at the same time. It should not be entered separately. The patient encounter and procedures are only logged and saved once the “submit” button has been clicked.

The basic patient encounter information should also be reviewed. Once all information has been reviewed, click Submit to log and save the patient encounter and procedure(s).
CASE LOG SYSTEM – DOWNLOADING LOGGED CASES

Download cases logged in the system by clicking Download Cases from the Quick Links menu.

Enter the Start and End dates for the cases you want to download and click Search.
A message will appear identifying how many cases were found in the system for the date range selected. Click Save to Excel to download the case data to a spreadsheet.

CASE LOG SYSTEM – REPORTS

A number of reports are available in the Reports Menu, accessible through the Quick Links menu.
Additional parameters can be set to customize available reports.

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<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Patient Summary Report</td>
<td>Patient Summary Report based on Case Type &amp; Setting</td>
</tr>
<tr>
<td>Experience Report by Year</td>
<td>ACGME categorized summary report by the year on the case.</td>
</tr>
<tr>
<td>Activity Report</td>
<td>Latest case activity for residents. Lists number of cases/procedures, most recent case date &amp; last time an update was made</td>
</tr>
<tr>
<td>Case Brief Report</td>
<td>Generates case level data by case date, including case ID, institution, role, attending initials, code &amp; code description, if applicable</td>
</tr>
<tr>
<td>Full Detail Report</td>
<td>Provides case level detail for individual resident, including Institution, comments, attending/supervisor, rotation, and role, if applicable. A detailed list of procedures completed per each case is also displayed</td>
</tr>
<tr>
<td>Code Summary Report</td>
<td>Counts of procedures by CPT code</td>
</tr>
</tbody>
</table>

Direct questions related to Case Log requirements to Executive Director Tiffany Moss, MBA: tmos@acgme.org. Direct questions specific to the System itself to ADS@acgme.org.