



**RESIDENT CASE LOG SYSTEM
ANESTHESIOLOGY**

DATA ENTRY MANUAL

November 2003

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INTRODUCTION

The Resident Case Log System is an Internet-based data collection system utilizing CPT codes. The system was designed to permit residents to enter procedure data on a regular basis at their convenience. However, some programs may prefer to have residents report their procedures to one individual who will enter all procedures for all residents. Data may be entered from any PC connected to the World Wide Web.

The site is secured by an encryption certificate obtained through the Verisign Corporation.

GETTING STARTED

The ACGME provides each program director with a User ID and Password to access the collection. The program enters program specific information such as residents, institutions, and users.

Access to the system is available through most commonly used Internet browsers and providers, such as Microsoft Internet Explorer 5.0, Netscape 4.7, AOL, and Prodigy. No special download is required.

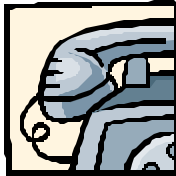


TECHNICAL NOTE: Cookies are small pieces of information stored on a web browser that improve computer performance. In order for the Resident Case Log System to work properly, your computer must be set up so that Cookies are *NOT* disabled. Contact your local technical support staff if your computer's default settings need to be changed.

When running reports the system will ask you to download the Crystal Smart Viewer. This is a Seagate Crystal Report application, which allows you to search and print reports. Please answer yes to the download.

CONTACT US

As you use this application, please do not hesitate to contact the ACGME Help Desk (312/755-7464) when you have questions or suggestions. Additionally, you can contact us via e-mail at oplog@acgme.org



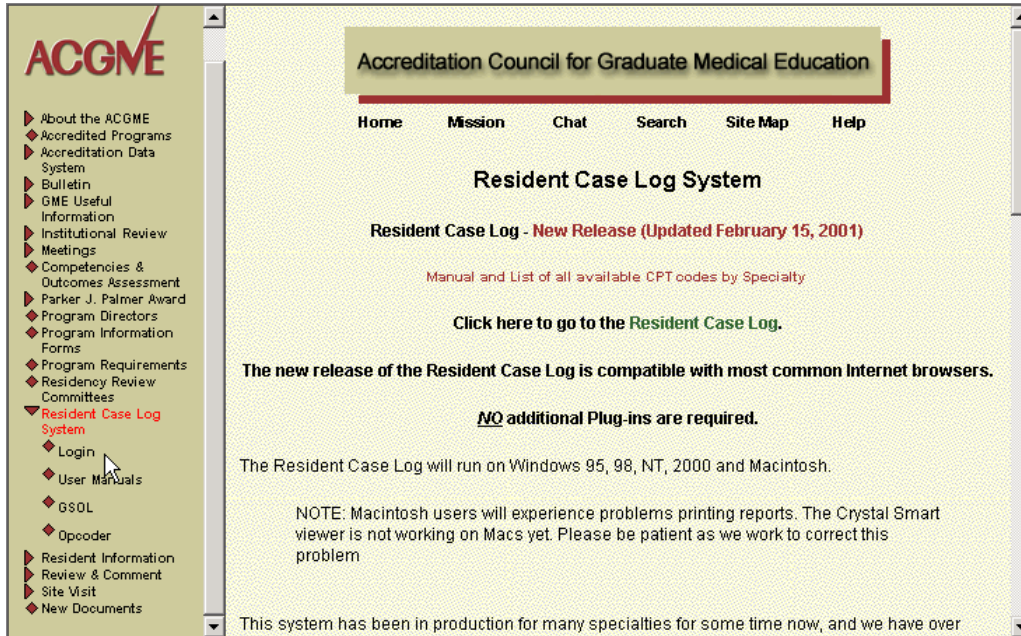
312.755.7464



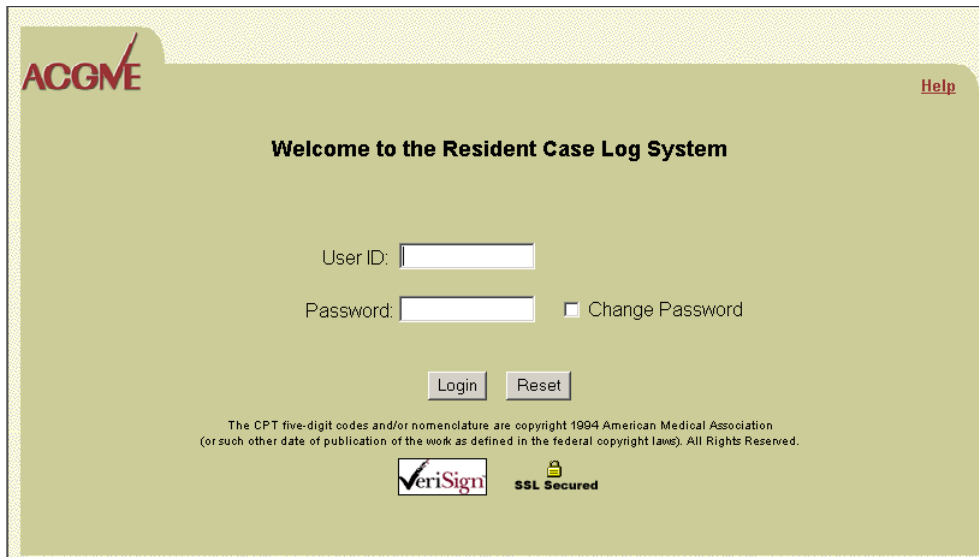
oplog@acgme.org

LOGGING ON

Using your Internet browser, go to the ACGME homepage at www.acgme.org. Select Resident Case Log System, and then click on Login.



The screenshot shows the ACGME homepage. On the left is a navigation menu with categories like 'About the ACGME', 'Accredited Programs', and 'Resident Case Log System'. The 'Resident Case Log System' category is expanded, showing 'Login' as a sub-option. The main content area features the ACGME logo and the title 'Accreditation Council for Graduate Medical Education'. Below this are navigation links: Home, Mission, Chat, Search, Site Map, and Help. The central heading is 'Resident Case Log System', followed by a sub-heading 'Resident Case Log - New Release (Updated February 15, 2001)'. A link is provided for a 'Manual and List of all available CPT codes by Specialty'. A prominent green link says 'Click here to go to the Resident Case Log.' Below this, text states 'The new release of the Resident Case Log is compatible with most common Internet browsers.' and 'NO additional Plug-ins are required.' A note mentions compatibility with Windows 95, 98, NT, 2000, and Macintosh. A disclaimer note states: 'NOTE: Macintosh users will experience problems printing reports. The Crystal Smart viewer is not working on Macs yet. Please be patient as we work to correct this problem.' At the bottom, it says 'This system has been in production for many specialties for some time now, and we have over'.

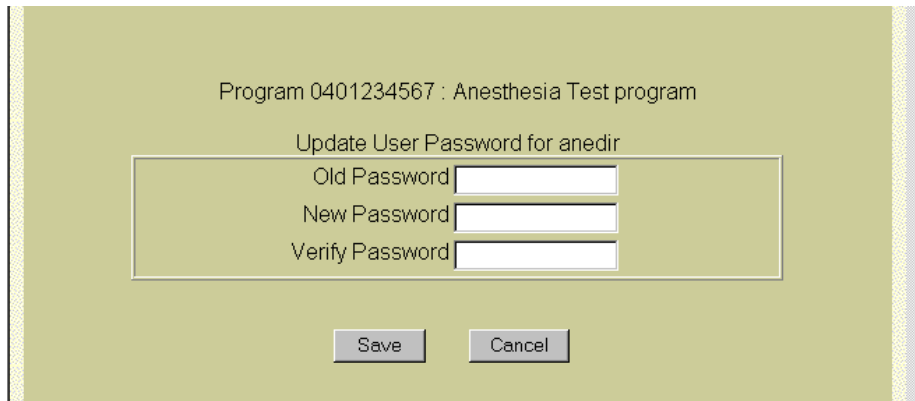


The screenshot shows the login page for the Resident Case Log System. It features the ACGME logo in the top left and a 'Help' link in the top right. The main heading is 'Welcome to the Resident Case Log System'. Below this are two input fields: 'User ID:' and 'Password:'. To the right of the password field is a checkbox labeled 'Change Password'. Below the input fields are two buttons: 'Login' and 'Reset'. At the bottom, there is a small copyright notice: 'The CPT five-digit codes and/or nomenclature are copyright 1994 American Medical Association (or such other date of publication of the work as defined in the federal copyright laws). All Rights Reserved.' Below the notice are two logos: 'VeriSign' and 'SSL Secured'.

Enter the User ID and Password (provided by your program's system coordinator) and click on the Login button.

CHANGING YOUR PASSWORD

Enter your User ID and Password, click on the Change Password check box, and press the Login button. A new window will open to request your password and confirm the new one. If you forget your password, your program's system coordinator is the only person who can assign you a new one. Enter the required data and press the save button. If you decide you don't want to change the password press the Cancel button. You will still be logged on to the system.



Program 0401234567 : Anesthesia Test program

Update User Password for anedir

Old Password

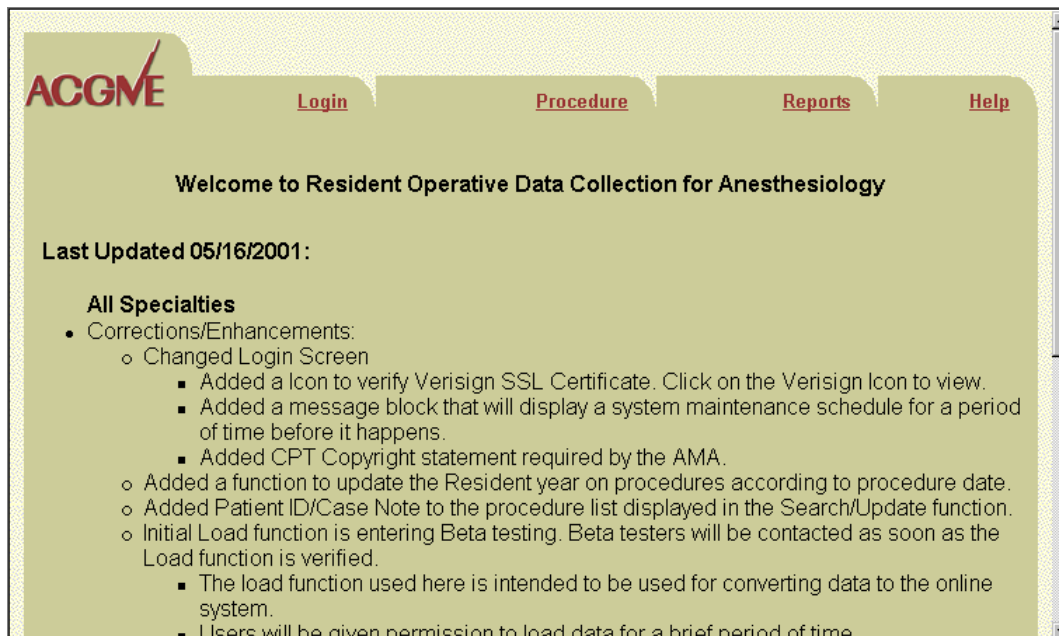
New Password

Verify Password

Save Cancel

WELCOME PAGE

The Welcome Page will be the starting point of any login. It will confirm that you are logged on and keep you abreast of changes or issues. It will also provide you with the necessary tabs to perform your entry. The Welcome Page below is what you will see after logging in.



ACGME Login Procedure Reports Help

Welcome to Resident Operative Data Collection for Anesthesiology

Last Updated 05/16/2001:

All Specialties

- Corrections/Enhancements:
 - Changed Login Screen
 - Added a Icon to verify Verisign SSL Certificate. Click on the Verisign Icon to view.
 - Added a message block that will display a system maintenance schedule for a period of time before it happens.
 - Added CPT Copyright statement required by the AMA.
 - Added a function to update the Resident year on procedures according to procedure date.
 - Added Patient ID/Case Note to the procedure list displayed in the Search/Update function.
 - Initial Load function is entering Beta testing. Beta testers will be contacted as soon as the Load function is verified.
 - The load function used here is intended to be used for converting data to the online system.
 - Users will be given permission to load data for a brief period of time

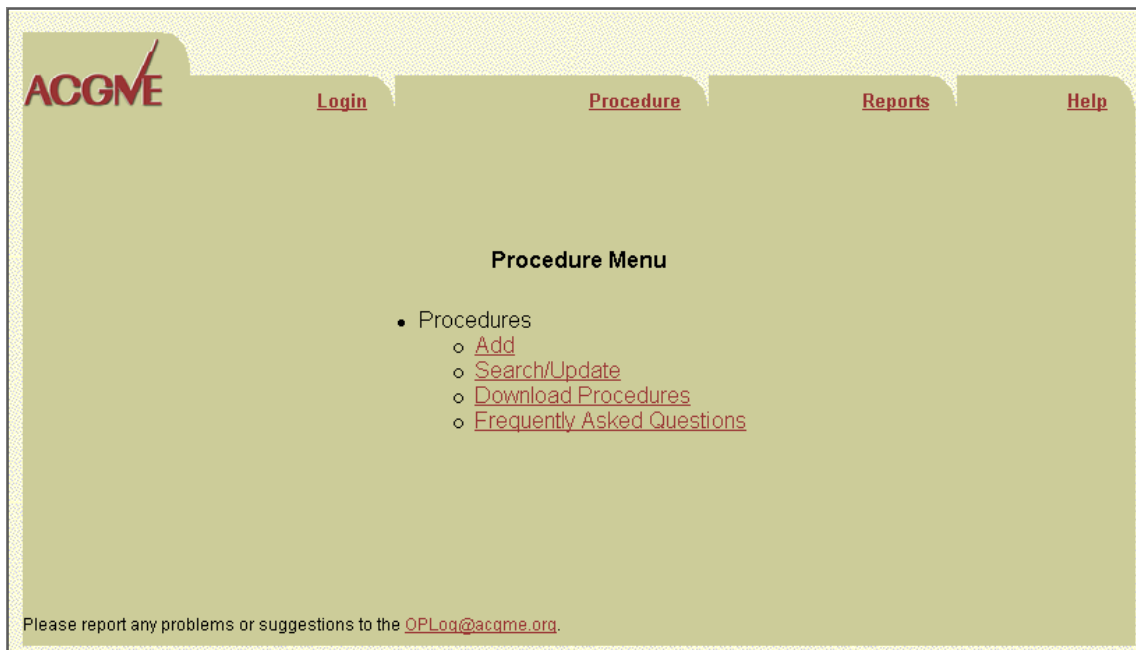
LIST OF OPTIONS

The Welcome Page has a group of tabs listed across the top of the Page.

1. **Login** will place you on the Login page and permit you to log onto the system. (At this point, however, you are already logged on.)
2. **Procedure** will allow you to add, edit, delete, and view.
3. **Reports** allows you to view and print:
 - a. Resident Operative report (lists total procedures by area and type, which can be filtered by date range, year in program, etc);
 - b. Resident Full Detail report (an itemized, chronological list of all your entries, which can be filtered by date range year, etc.); or
 - c. Resident Activity report allows the program to monitor how often residents enter data..
4. **Help** will provide you with an index of topics and information about the system.

PROCEDURES

Click on the Procedure tab on the Welcome Screen and the Procedure Menu will display. To add new procedures, click on Add. To edit, delete or view procedures, click on Search/Update.



ADDING A NEW PROCEDURE

After you click on the **Add** link, the Procedure Entry page will display:

ACGME Login Procedure Reports Help

Add Anesthesia Experience Summary

Resident:

Anesthesia Administration		Year 1	Year2	Year 3	Total
A1 - Region		123	116	0	239
A2 - Situation		30	0	0	30
A3 - Technique for anesthesia (not pain)		14	0	0	14
A4 - Procedures/Techniques		49	0	0	49
A5 - Age group of patient		16	0	0	16
Pain Management		Year 1	Year2	Year 3	Total
B1 - Pain Management		60	46	0	106
Pain Procedures		Year 1	Year2	Year 3	Total
C1 - Pain Procedures		20	0	0	20
A1 + B1 + C1 TOTALS		203	162	0	365

ACGME Login Procedure Reports Help

Anesthesia Administration

Resident: Resident Year:

Date:

A1 - Region	Count
Intra-Thoracic with CPB	<input type="text" value="0"/>
Intra-Thoracic without CPB	<input type="text" value="0"/>
Major Vascular(e.g. carotid, aorta, iliac)	<input type="text" value="0"/>
Intracranial Vascular	<input type="text" value="0"/>
Intracranial Non-vascular	<input type="text" value="0"/>
Vaginal Delivery	<input type="text" value="0"/>
C-Section	<input type="text" value="0"/>
Other	<input type="text" value="0"/>
A2 - Situation	Count
Ambulatory, Same day	<input type="text" value="0"/>

Enter the Resident Year and Date in which you are entering the data. Increase the Count for the necessary categories. When finished entering counts, click on the Save button. Click on Cancel to return to the Experience Summary Section

Search/Update a Procedure

To edit, delete, or view a procedure's details, click on the **Search/Update** link on the Procedure Menu screen. The Search Procedure window will display. Enter any of the search criteria and press the OK button. A list of all the procedures matching the search criteria is displayed.

Search Procedures

Program Id 0401234567

Resident Benton, Mark O.

Date Range [] / [] / [] to [] / [] / []

Procedure Resident Year All

Resident Year All

Area Description All

Type Description All

records per page 12

OK CANCEL

Filters (you may set the following filters)

- Resident:** Defaults to you, the resident that is logged on.
- Date Range:** If you enter the beginning date only, the system will filter procedure data since and including that date. Likewise, if you enter the ending date only, the system will filter procedure data up to and including that date. Of course, entering both the beginning and ending dates yields all procedure data entered between the two dates, inclusively.
- Proc Resident Year:** Select the procedure resident year's data from the drop-down menu.
- Resident Year:** Select the resident year's data from the drop-down menu.
- Area Description:** Select the Area Description from the drop-down menu.
- Type Description:** Select the Type Description from the drop-down menu.
- Records per Page:** How many procedures do you want to appear on one display page? If you want all of the procedures to appear on one page, enter 9999.

EDITING, DELETING, OR VIEWING A PROCEDURE

Locate the procedure entry that you want to edit, delete, or view the details of, and click on the appropriate link. Either the Procedure Edit, Procedure View, or Procedure Delete screen will display.

page 1 of 1

Resident Name	Resident Year	Procedure Date
Smith, Susan L.	1	07-03-2001
edit / view / delete Anesthesia Administration		
A1 - Region	Intra-Thoracic with CPB	1
	Intra-Thoracic without CPB	2
	Major Vascular(e.g. carotid, aorta, iliac)	3
	Intracranial Vascular	4
	Intracranial Non-vascular	5
	Vaginal Delivery	6
	C-Section	7
	Other	8
Smith, Susan L.	1	07-05-2001
edit / view / delete Anesthesia Administration		
A1 - Region	Intra-Thoracic without CPB	5
	Major Vascular(e.g. carotid, aorta, iliac)	4
	Intracranial Vascular	7
	Intracranial Non-vascular	2
	Vaginal Delivery	10
	C-Section	8
	Other	4

Procedure Edit/Update Screen

To **edit**, make the necessary changes on the screen. When you click on the Update button, all changes will be saved and you will be returned to the result list.

Insertion of central venous catheters	<input type="text" value="0"/>
Fiberoptic intubation of the trachea	<input type="text" value="0"/>
Transesophageal echocardiography	<input type="text" value="0"/>
Double lumen endotracheal tube placement	<input type="text" value="0"/>
Laryngeal mask airway	<input type="text" value="0"/>
EEG monitoring	<input type="text" value="0"/>
Evoked potential monitoring	<input type="text" value="0"/>
A5 - Age group of patient	Count
Under 45 weeks post-conceptual age (PCA)	<input type="text" value="0"/>
45 weeks PCA to one year	<input type="text" value="0"/>
>1 year-12 years	<input type="text" value="0"/>
Older than 65 years	<input type="text" value="0"/>

Procedure View Screen

When you **view** the details regarding a procedure, you will not be able to make changes. To return to the result list, click on the Cancel button.

Insertion of central venous catheters	<input type="text" value="0"/>
Fiberoptic intubation of the trachea	<input type="text" value="0"/>
Transesophageal echocardiography	<input type="text" value="0"/>
Double lumen endotracheal tube placement	<input type="text" value="0"/>
Laryngeal mask airway	<input type="text" value="0"/>
EEG monitoring	<input type="text" value="0"/>
Evoked potential monitoring	<input type="text" value="0"/>
A5 - Age group of patient	Count
Under 45 weeks post-conceptual age (PCA)	<input type="text" value="0"/>
45 weeks PCA to one year	<input type="text" value="0"/>
>1 year-12 years	<input type="text" value="0"/>
Older than 65 years	<input type="text" value="0"/>

Procedure Delete Screen

To **delete** a procedure, click on the Delete button. Click on the Cancel button to return to the result list.

Insertion of central venous catheters	<input type="text" value="0"/>
Fiberoptic intubation of the trachea	<input type="text" value="0"/>
Transesophageal echocardiography	<input type="text" value="0"/>
Double lumen endotracheal tube placement	<input type="text" value="0"/>
Laryngeal mask airway	<input type="text" value="0"/>
EEG monitoring	<input type="text" value="0"/>
Evoked potential monitoring	<input type="text" value="0"/>
A5 - Age group of patient	Count
Under 45 weeks post-conceptual age (PCA)	<input type="text" value="0"/>
45 weeks PCA to one year	<input type="text" value="0"/>
>1 year-12 years	<input type="text" value="0"/>
Older than 65 years	<input type="text" value="0"/>

DOWNLOADING PROCEDURES

The Download Procedure section is used to generate a listing of procedures entered for your program. This is a 2-step process; first the file needs to be selected for exporting and then the file will need to be downloaded. The following screen shows a file ready for downloading.

ACGME Login Procedure Program Setup Year End Reports Help

Procedure Export List

Files ready for download *Click on the filename to start the download*

Build Date	Expires	Selection Criteria	Size	Filename
10/8/2003 5:07:41 PM	1/8/2004	All Procedures for Benton II, Mark O.	90 K	0401234567879961594.exe

Request new export file Cancel

To generate the file for exporting, click on the Request new export file button. You can export the data for an individual resident, as well as a particular date range. If you leave the fields blank, a listing of all procedures will be generated. If logged in as a resident, only procedures for that resident can be exported.

ACGME Login Procedure Program Setup Year End Reports Help

Selection Criteria for Export File

Program Id 0401234567

Resident ALL

Date Range []/[]/[] to []/[]/[]

Procedure Type Procedures

OK CANCEL

DOWNLOADING PROCEDURES (CONT.)

ACGME Login Procedure Program Setup Year End Reports Help

Procedure Export List

Files ready for download *Click on the filename to start the download*

Build Date	Expires	Selection Criteria	Size	Filename
10/8/2003 5:07:41 PM	1/8/2004	All Procedures for Benton II, Mark O.	90 K	0401234567879961594.exe

Files waiting for processing

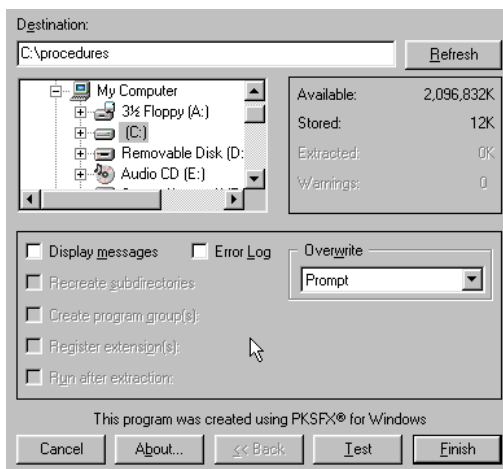
Request Date	Selection Criteria	Status
10/9/2003 3:05:29 PM	All Procedures	Cancel Request

Request new export file Cancel

In the example above, a file for all residents' procedures performed will be generated. To cancel a request, click on Cancel Request before the file is generated. The export requests are processed four times daily at 2:00 a.m., 8:00 a.m., 12:30 p.m., and 5:00 p.m. Central time. Once the file has been generated you will need to download it to your computer.

To download the file to your computer, click on the file name link. A message box will open allowing you to select open this file under current location or save this file to disk. Select Save this File to disk, and specify where you want to save the file on your computer.

The downloaded file is a self-extracting zip file named 'procedures'. Simply double-click on it and a window will pop up. Specify in which directory you want to put the data, and click finish. This will extract the file (the first ten characters of the name will be the program id). The resulting text file is tab-delimited with field names on the first row. It can be imported into Excel, Access, FoxPro, etc.



REPORTS

System reports are written in Crystal Report Writer and viewed with a smart viewer that allows you to search and navigate through groupings while viewing the report. Occasionally, printing reports can be problematic. For example, at times the Netscape browser increases the font size by approximately 50%. The reports do print consistently better on the latest printers which use the Print Control Language 6 (PCL6) drivers.

Currently there are three resident experience reports. The Resident Operative Report is designed for submission to the Residency Review Committee. The Resident Full Detail Report is similar to the Procedure Search Results list, which is a detailed listing of procedures entered. The Resident Activity Report displays the last time data were entered.



There are two view reports: the Java Viewer and the HTML Viewer. These options are listed at the bottom of the report tab. When using the Java Viewer in Netscape you may see unpredictable results, If the Java Viewer is not working right for you, try the HTML Viewer. However, the HTML viewer will only print the current page you are viewing.

RESIDENT OPERATIVE/ RESIDENT DETAIL REPORTS

Select the report you want by clicking on the appropriate link. The selection criteria page displays.

Program Id 0401234567
Resident Benton, Mark O.
Date Range []/[]/[] to []/[]/[]
Resident Year All

OK CANCEL

Use the selection box to filter data, presented on reports, and click the OK button to generate the report.

A new window will open displaying the report. The first time you run a report, the ACGME sends a Java applet called Crystal Report Viewer for Java from Crystal Decisions, Inc. You will see a security warning asking if you want to install and run the viewer. Click the **Yes** button see the report (if you press the No button you will see the report but will not be able to print it in its proper format).



RESIDENT OPERATIVE/ RESIDENT DETAIL REPORTS (CONT.)

Resident Operative Report Example:

powered by crystal

ReportResProcSummary360;1.Year3cnt (Number)

Resident Training Report

Program ID: 0401234567 Program Name: Anesthesia Test program
 For All Attendings at All Institutes
 Mark O. Benton II
 For All CA Years For All Patients
 For All CPTs in All Areas and All Types including All Categories
 As Of 10/14/2003

	CA 1	CA 2	CA 3	Total
Anesthesia Administration				
A1 - Region				
Intra-Thoracic with CPB	20	24	554	598
Intra-Thoracic without CPB	93	10	144	247
Major Vascular(e.g. carotid, aorta, iliac)	100	8	241	349
Intracranial Vascular	103	10	125	238
Intracranial Non-vascular	142	15	95	252
Vaginal Delivery	14	13	121	148
C-Section	28	87	214	329
Other (Region)	26	18	167	211
Total	526	185	1,661	2,372
A2 - Situation				

Resident Full Detail Report Example:

powered by crystal

Benton II, Mark O.

Anesthesia Resident Record Report

Program ID: 0401234567 Program Name: Anesthesia Test program
 For All Attendings at All Institutes
 Mark O. Benton II
 For All CA Years For All Roles For All Patients
 For All CPTs in All Areas and All Types including All Categories
 As Of 10/14/2003

Resident Name: Benton II, Mark O. Current Year: CA3

Entry Date: 6/3/2001 Resident Year: CA1

<u>Area</u>	<u>Type</u>	
B1 - Pain Management	Acute	
B1 - Pain Management	Chronic	
B1 - Pain Management	Cancer	
		Total