



ACGME

RESIDENT CASE LOG SYSTEM

NEUROLOGY

DATA ENTRY MANUAL

November 2003

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INTRODUCTION

The Resident Case Log System is an Internet-based data collection system utilizing ICD9 codes.

The system was designed to permit residents to enter procedures 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 RRC office provides each program director with a User ID and Password to access the collection. The program enters program specific information such as residents, attending physicians, institutions, and users.

Access to the system is available through most commonly used Internet browsers and providers, such as Microsoft Internet Explorer 4.01, Netscape 4.0, AOL, and Prodigy. No special download is required.

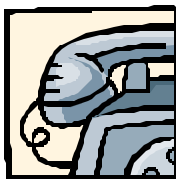


TECHNICAL NOTE: Cookies are small pieces of information stored on a web browser that improve computer performance. In order for the Resident Case Log System to work properly, your computer must be set up so that Cookies are *NOT* disabled. Contact your local technical support staff if your computer's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



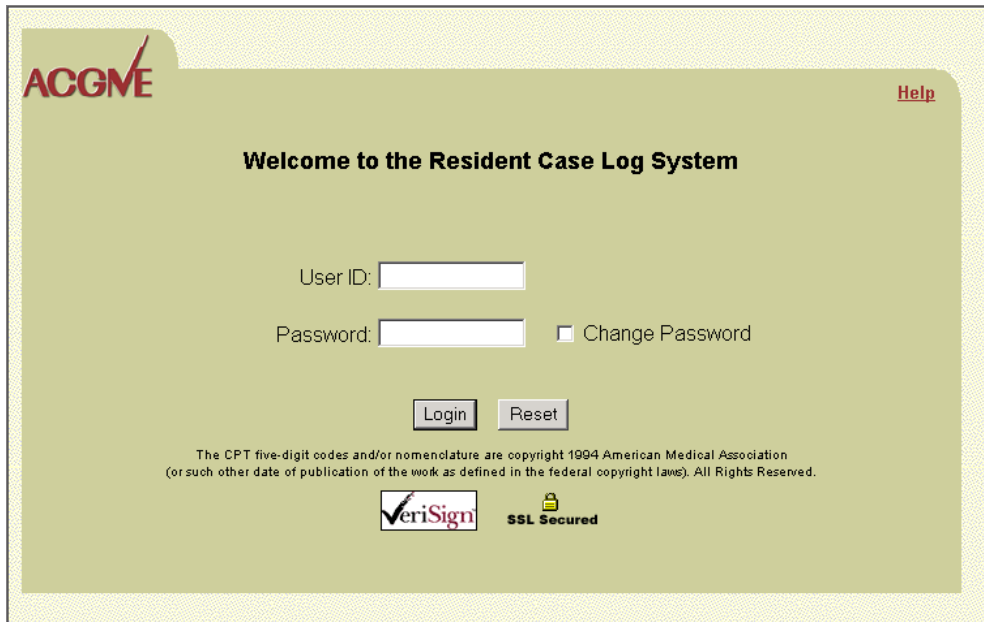
oplog@acgme.org

LOGGING ON

Using your Internet-browser, go to the ACGME homepage at www.acgme.org. Select Resident Case Log System

The screenshot shows the ACGME website interface. On the left is a vertical navigation menu with the ACGME logo at the top. The menu items include: About the ACGME, Accredited Programs, Accreditation Data System, Bulletin, GME Useful Information, Institutional Review Meetings, Competencies & Outcomes Assessment, Parker J. Palmer Award, Program Directors, Program Information Forms, Program Requirements, Residency Review Committees, Resident Case Log System (highlighted in red), Login (with a mouse cursor), User Manuals, GSOL, Opooder, Resident Information, Review & Comment, Site Visit, and New Documents. The main content area has a header for 'Accreditation Council for Graduate Medical Education' with navigation links: Home, Mission, Chat, Search, Site Map, and Help. Below the header is the title 'Resident Case Log System' and a sub-header 'Resident Case Log - New Release (Updated February 15, 2001)'. A link is provided: 'Manual and List of all available CPT codes by Specialty'. A bolded instruction reads: 'Click here to go to the Resident Case Log.' Below this, it states: 'The new release of the Resident Case Log is compatible with most common Internet browsers.' and 'NO additional Plug-ins are required.' A paragraph follows: 'The Resident Case Log will run on Windows 95, 98, NT, 2000 and Macintosh.' A note is included: '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.' Another paragraph states: 'This system has been in production for many specialties for some time now, and we have over 600,000 procedures entered into our database.' The bottom of the page is partially cut off, showing the start of a sentence: 'You and your residents can access the system utilizing either the Netscape or Internet Explorer browsers.'

LOGGING ON (cont.)

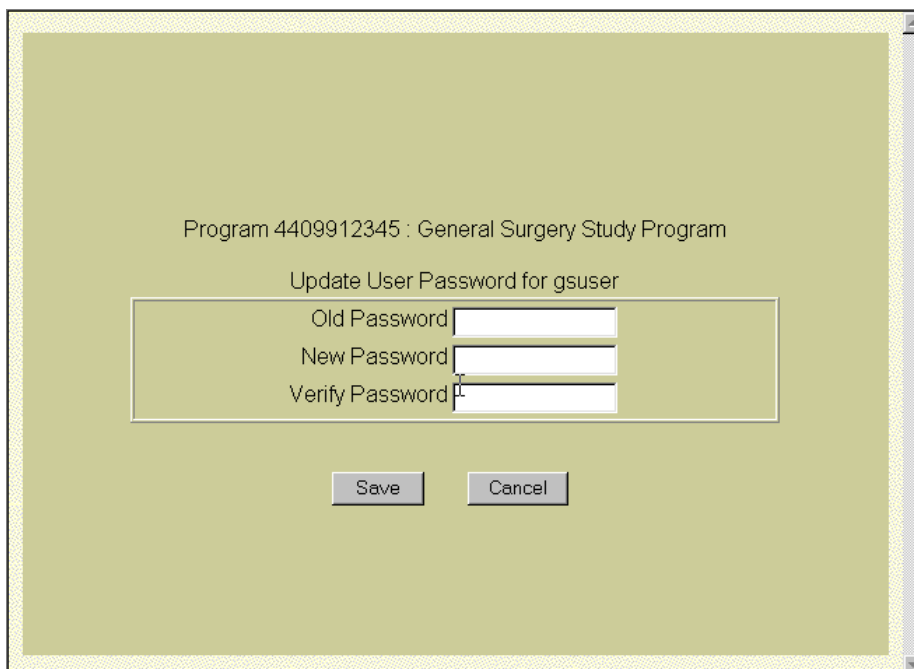


The screenshot shows the login interface for the ACGME Resident Case Log System. At the top left is the ACGME logo, and at the top right is a 'Help' link. The main heading is 'Welcome to the Resident Case Log System'. Below this are two input fields: 'User ID:' and 'Password:'. To the right of the password field is a checkbox labeled 'Change Password'. Below the input fields are two buttons: 'Login' and 'Reset'. A small copyright notice is centered below the buttons: '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.' At the bottom 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. *If you want to change your password, click on the Change Password box **before** you log in.*

CHANGING YOUR PASSWORD

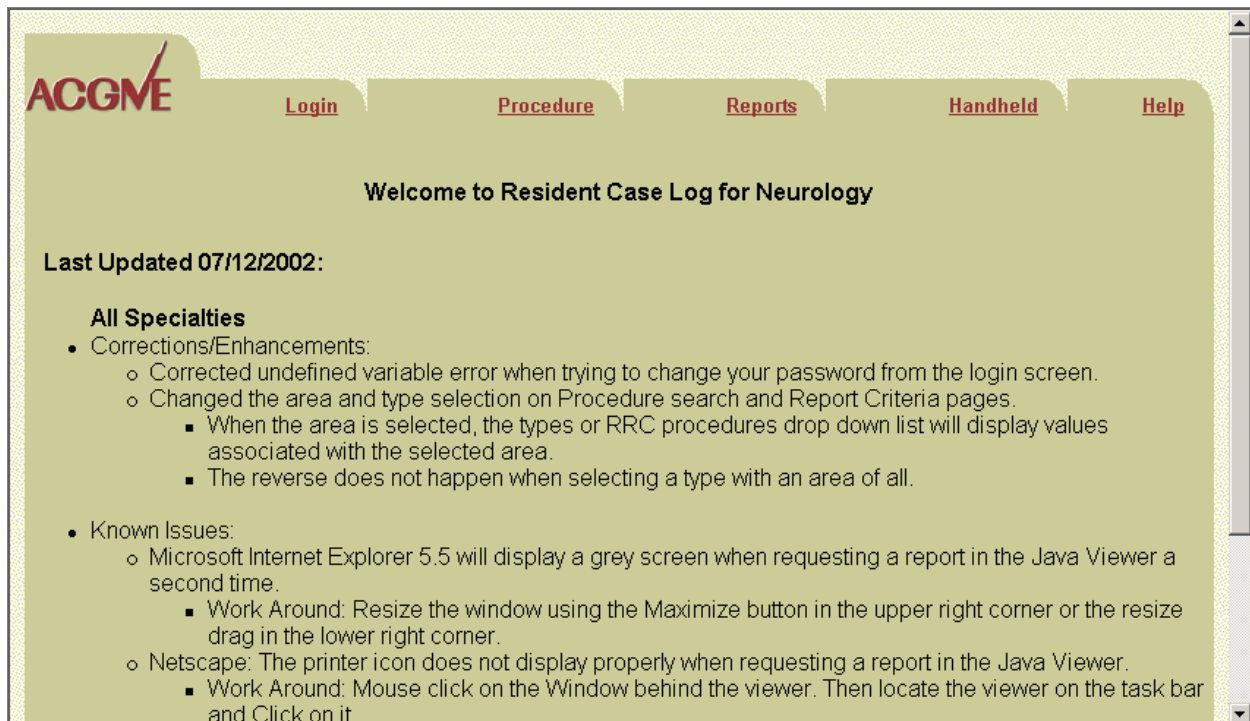
Enter your User ID and Password, click on the Change password check box, and press the Login button. A new window will open to request your password and confirm the new one. If you forget your password, your program's system coordinator is the only person who can assign you a new one. Enter the required 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.



The screenshot shows a dialog box titled 'Update User Password for gsuser'. The dialog box is set against a light green background. At the top, it says 'Program 4409912345 : General Surgery Study Program'. Below this, the title 'Update User Password for gsuser' is centered. There are three input fields stacked vertically: 'Old Password', 'New Password', and 'Verify Password'. At the bottom of the dialog box are two buttons: 'Save' and '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.



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 procedures.
3. **Reports** allows you to view and print:
 - a. Resident Experience Record report (lists total procedures by area and type, which can be filtered by date range, attending, and institution, etc);
 - b. Resident Detail report (an itemized, chronological list of all your entries, which also can be filtered by date range, attending, and institution, etc.); or
 - c. Resident Activity report (shows the last time a resident entered cases)
 - d. Available ICD9 Codes which can be displayed either by ICD9 or by Area and Type. (These could be handy, timesaving reference guides, were you to print them out).
4. **Handheld** will allow you to download the handheld software, once activated by your program.
5. **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 change, delete or view procedures, click on Search/Update. To download all procedures click on Download Procedures.



The screenshot shows a web interface with a light green background. At the top left is the ACGME logo. To its right are five navigation tabs: Login, Procedure, Reports, Handheld, and Help. The Procedure tab is selected and highlighted. Below the tabs, the text "Procedure Menu" is centered. Underneath, there is a bulleted list with the following items:

- Procedures
 - [Add](#)
 - [Search/Update](#)
 - [Update Procedure Year](#)
 - [Download Procedures](#)

At the bottom left of the interface, there is a footer text: "Please report any problems or suggestions to the OPLog@acgme.org."

ADDING A NEW PROCEDURE

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

The screenshot shows the ACGME Procedure Entry form. At the top, there are navigation tabs for Login, Procedure, Reports, and Help. The main form area is titled 'Procedure Entry' and contains the following fields and controls:

- Resident: Johnson, Joseph L. (dropdown)
- Attending: < Please select a value > (dropdown)
- Institution: < Please select a value > (dropdown)
- Resident Year: 1 (text input)
- Residents Role: < Please select a value > (dropdown)
- Setting: < Please select a value > (dropdown)
- Patient Birth Year: (text input)
- Gender: Male Female
- Proc Date: (text input)
- ICD9 Code: (text input) with Select and Search buttons
- Buttons: Save, Help, Clear, Cancel
- Selected Procedures: A section with a message 'No ICD9 Descriptions have been currently selected for display.' and a Remove ICD9 button.
- Full ICD9 Desc: (text input)
- Area: (text input)
- Type: (text input)

Required Fields

- | | |
|---------------------|---|
| Resident: | Resident name is automatically entered based on your login. |
| Attending: | Select the Attending Physician using the down arrow. |
| Institution: | Select the Institution where the procedure was performed using the down arrow. |
| Resident Year: | Enter your year of residency at the time of the procedure. The year will default to the year entered on the resident setup screen by your local system administrator. |
| Resident Role: | Select Role using the down arrow. |
| Setting: | Select Setting using the down arrow. |
| Patient Birth Year: | Indicate the Patient's Birth Year. |
| Gender: | Indicate the Patient's Gender. |
| Procedure Date: | Enter Date including / or – to separate month/day/year. Format mm/dd/ccyy. |
| ICD9 Code: | If you know the ICD9 code: Enter the ICD9 code and click on the Select button.
If you don't know the ICD9 code: Click on the Search button. |

Selecting an ICD9 code

If you know the appropriate ICD9 code(s), type the value, and click on the Select button. In the pictured example, ICD9 code 300.0 was entered. If the ICD9 code is valid it will automatically be placed in the Selected Procedures list.

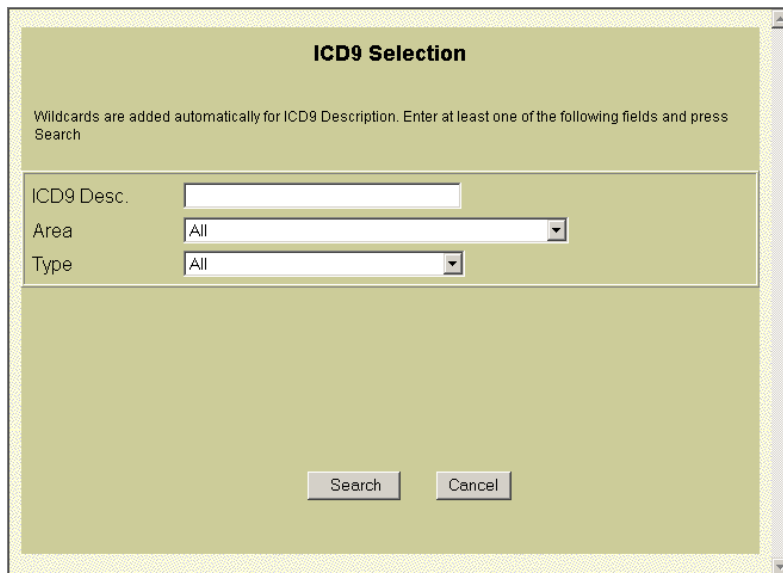
The screenshot shows the ACGME Procedure Entry form. At the top, there are tabs for Login, Procedure, Reports, and Help. The Procedure tab is active. The form contains several fields for patient and resident information, including Resident (Johnson, Joseph L.), Atending (Jones, John J.), Institution (Institution One), Resident Year (1), Residents Role (Followup), Setting (Inpatient Consult.), Patient Birth Year (1980), and Gender (Male selected). The Proc Date is 12/17/2001. The ICD9 Code field contains 300.0, and the Select button is highlighted. Below the ICD9 Code field are buttons for Save, Help, Clear, and Cancel. The Selected Procedures list shows 1 procedure: 300.0 ANXIETY STATES, which is highlighted. Below the list is a Remove ICD9 button. The Full ICD9 Desc field contains ANXIETY STATES. At the bottom, there are dropdown menus for Area (Psychiatric Conditions) and Type (Blank).

Selected Procedure Field

The Selected Procedures field allows you to browse ICD9s added to this entry. Use the mouse to point and click on a ICD9 code, and the selection is highlighted and expanded in the text fields below. To remove the highlighted procedure, click on the Remove ICD9 button. To remove all of them click on the Clear button.

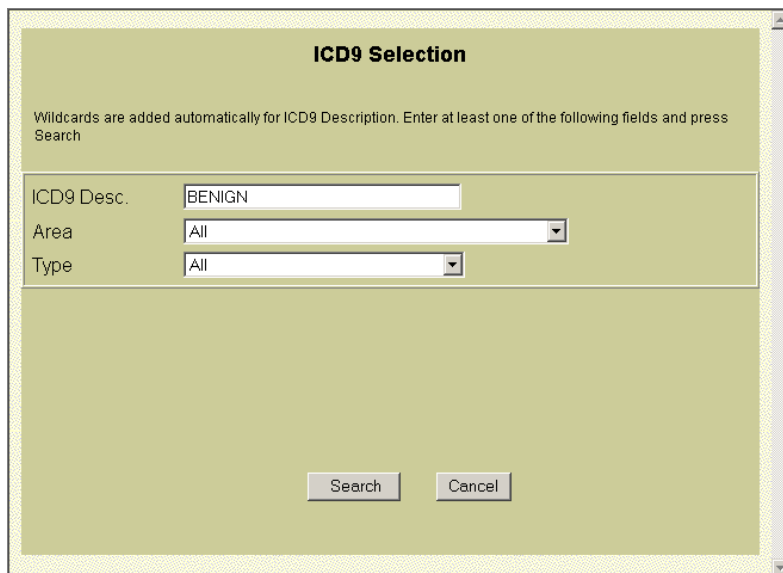
Searching for an ICD9 Code

To search for an ICD9, click on the Search button next to the ICD9 code field. The ICD9 Selection window will display:



The screenshot shows a window titled "ICD9 Selection" with a light green background. At the top, it says "Wildcards are added automatically for ICD9 Description. Enter at least one of the following fields and press Search". Below this is a form with three fields: "ICD9 Desc." (a text input field), "Area" (a dropdown menu with "All" selected), and "Type" (a dropdown menu with "All" selected). At the bottom of the form are two buttons: "Search" and "Cancel".

ICD9 Selection allows the user to look for ICD9s in multiple ways. A user can search for a specific phrase or word in the description, or select an area or type to view all ICD9 descriptions available. You may also select an anatomic area and/or procedure from the drop-down boxes. Below is an example of entering a word or phrase that exists in the description.



This screenshot is identical to the previous one, but the "ICD9 Desc." text input field now contains the word "BENIGN". The "Area" and "Type" dropdown menus remain set to "All". The "Search" and "Cancel" buttons are still present at the bottom.

When benign is entered and the Search button is clicked, the results are displayed for all of the ICD9 descriptions containing the word benign (see next page):

Searching for an ICD9 Code (cont.)

CPT Selection

* -indicates CPT is found in multiple area/types

CPT	
01444Anesthesia for procedures on arteries of knee and popliteal area; popliteal excision and graft or repair for occlusion or aneurysm	select
01652Anesthesia for procedures on arteries of shoulder and axilla; axillary-brachial aneurysm	select
35011Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm and associated occlusive disease, axillary-brachial artery, by arm incision	select
35001Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm and associated occlusive disease, carotid, subclavian artery, by neck incision	select
35081Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, abdominal aorta	select
35102Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, abdominal aorta involving iliac vessels (common, hypogastric, exte	select
35091Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, abdominal aorta involving visceral vessels (mesenteric, celiac, re	select
35141Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, common femoral artery (profunda femoris, superficial femoral)	select
35121Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, hepatic, celiac, renal, or mesenteric artery	select
35131Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, iliac artery (common, hypogastric, external)	select
35021Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, innominate, subclavian artery, by thoracic incision	select
35161Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, other arteries	select
35151Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, popliteal artery	select
35045Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, radial or ulnar artery	select
35111Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, splenic artery	select
35005Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft; for aneurysm, false aneurysm, and associated occlusive disease, vertebral artery	select

Click on the select link and the ICD9 code is returned to the procedure entry screen and entered in the Selected Procedures box.

ADDING A NEW PROCEDURE

NOTE: You may enter more than one ICD9 code per procedure or patient

Once all the ICD9 codes have been entered, click on the save button to save the procedure. To exit without saving click Cancel.

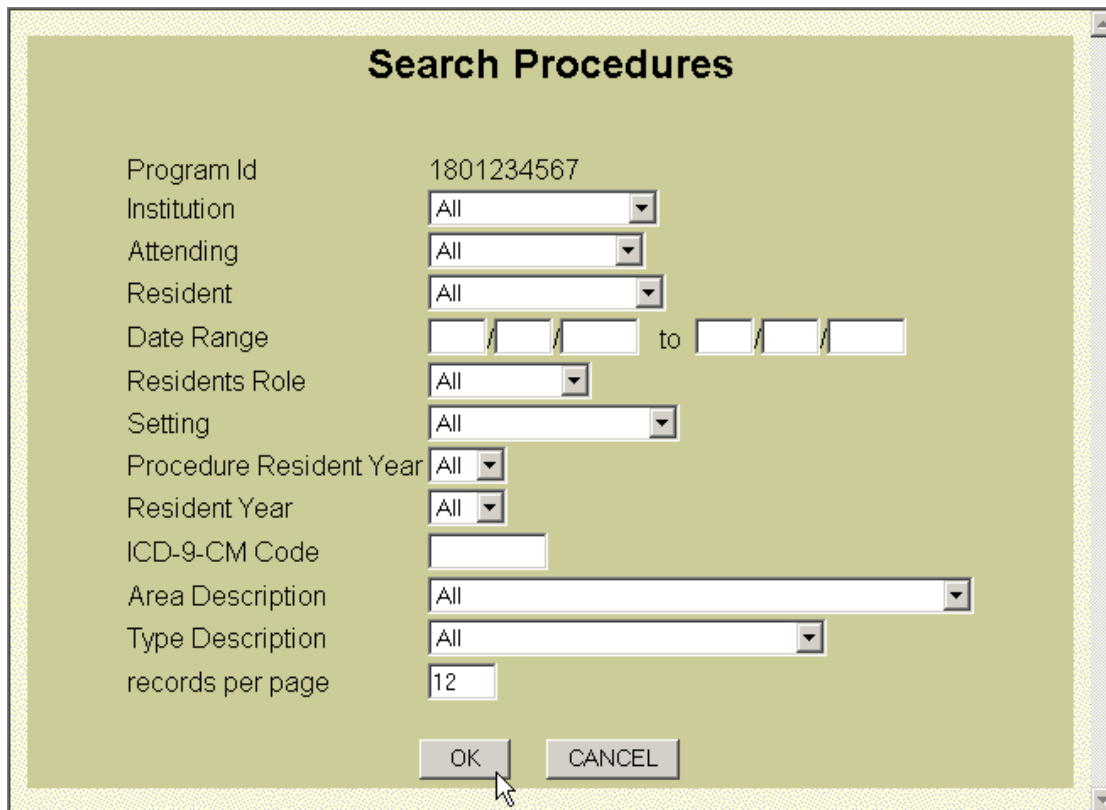
The screenshot shows the ACGME Procedure Entry form. The form is titled "Procedure Entry" and has tabs for "Login", "Procedure", "Reports", and "Help". The form contains the following fields and controls:

- Resident: Johnson, Joseph L. (dropdown)
- Attending: Jones, John J. (dropdown)
- Institution: Institution One (dropdown)
- Resident Year: 1 (text input)
- Residents Role: Followup (dropdown)
- Setting: Inpatient Consult. (dropdown)
- Patient Birth Year: 1980 (text input)
- Gender: Male (selected), Female (radio button)
- Proc Date: 12/17/2001 (text input)
- ICD9 Code: (text input) with a "Select" button and a "Search" button
- Buttons: Save, Help, Clear, Cancel
- Selected Procedures: 1 (dropdown) showing "300.0 ANXIETY STATES" (highlighted) with a "Remove ICD9" button
- Full ICD9 Desc: ANXIETY STATES (text input)
- Area: Psychiatric Conditions (dropdown)
- Type: Blank (dropdown)

To assist with data entry, the attending, institution, year in program, residents role, procedure date, and patient type have remained pre-filled from the previous entry. Change these fields as needed. When finished entering all of your procedure data, to exit to the Procedure menu, click on the Cancel button.

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 1801234567

Institution All

Attending All

Resident All

Date Range / / to / /

Residents Role All

Setting All

Procedure Resident Year All

Resident Year All

ICD-9-CM Code

Area Description All

Type Description All

records per page 12

OK CANCEL

Filters (you may set the following filters)

- Institution:** A drop-down box will list all of the institutions that the program has entered.
- Attending:** A drop-down box will list all of the attendings entered by the program.
- 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.
- Residents Role:** A drop-down box will list the Residents Role
- Setting:** Select the Setting from the drop-down menu.
- Proc. Resident Year:** Select which year's data from the drop-down menu.
- Resident Year:** Select which year's data from the drop-down menu.
- ICD9 Code:** Type the ICD9 Code to search for.
- 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 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.

Resident Name	Resident Year	Procedure Date	Role
Johnson, Joseph L. edit / view / delete Attending One, Attending O. Institute Institution One • 305.0 NONDEPENDENT ALCOHOL ABUSE	1	01-04-2000	S0
Johnson, Joseph L. edit / view / delete Attending Jones, John J. Institute New York Hospital • 377 DISORDERS OF OPTIC NERVE AND VISUAL PATHWAYS	1	04-04-2000	N(New Patient)
Johnson, Joseph L. edit / view / delete Attending Jones, John J. Institute County General • 290.42 ARTERIOSCLEROTIC DEMENTIA WITH DELUSIONAL FEATURES • 294 OTHER ORGANIC PSYCHOTIC CONDITIONS (CHRONIC) • 290.1 PRESENILE DEMENTIA	1	12-12-2000	N(New Patient)
Johnson, Joseph L. edit / view / delete Attending Jones, John J. Institute County General • 296.63 BIPOLAR AFFECTIVE DISORDER, MIXED, SEVERE DEGREE, WITHOUT MENTION OF PSYCHOTIC BEHAVIOR • 290.1 PRESENILE DEMENTIA	1	12-12-2000	N(New Patient)
Johnson, Joseph L. edit / view / delete Attending Jones, John J. Institute County General • 346.11 COMMON MIGRAINE WITH INTRACTABLE MIGRAINE, SO STATED	1	01-03-2001	N(New Patient)
Johnson, Joseph L. edit / view / delete Attending Jones, John J. Institute County General • 244 ACQUIRED HYPOTHYROIDISM • 351.0 BELL'S PALSY	1	01-03-2001	U(Followup)

Procedure Edit/Update Screen

To **edit**, make the necessary changes on the screen. To add a new ICD9 code, type the new desired code in the ICD9 code box and press the Select button. See page 9 for **Selecting a ICD9 Code** to search for an unknown ICD9 code to add to the procedure list. Select only one code for credit. To choose a different ICD9 code for credit, click on the ICD9 code with the asterisk next to it and unclick the credit box. When you click on the Update button, all changes will be saved and you will be returned to the result list.

Procedure Update

Resident: Resident Year:

Attending: Residents Role:

Institution: Setting:

Patient Birth Year: Gender: Male Female

Proc Date:

ICD9 Code:

Selected Procedures 1

305.0 NONDEPENDENT ALCOHOL ABUSE

Full ICD9 Desc:

Area: Type:

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.

The screenshot shows the 'Procedure View' window. At the top, it displays patient information: Resident (Johnson, Joseph L.), Resident Year (1), Attending (One, Attending O.), Residents Role (< Please select a value >), Institution (Institution One), Setting (< Please select a value >), Patient Birth Year (1955), and Gender (Male/Female radio buttons). Below this, there are fields for Proc Date (01-04-2000) and ICD9 Code, with 'Select' and 'Search' buttons. A 'Help' button and a 'Cancel' button are also present. The main section is titled 'Selected Procedures 1' and contains a list with one entry: '305.0 NONDEPENDENT ALCOHOL ABUSE'. Below the list is a 'Remove ICD9' button. A text field shows the 'Full ICD9 Desc' as 'NONDEPENDENT ALCOHOL ABUSE'. At the bottom, there are two dropdown menus: 'Area' (set to 'Drugs') and 'Type' (set to 'Dependency').

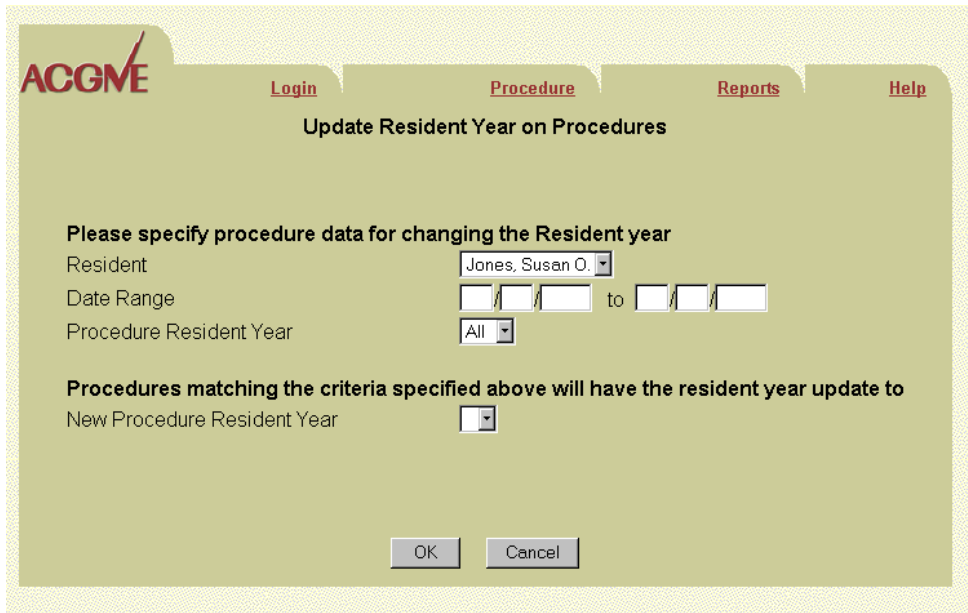
Procedure Delete Screen

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

The screenshot shows the 'Procedure Delete' window, which has the same layout as the 'Procedure View' screen. It includes the same patient information fields, procedure details, and 'Selected Procedures' list. The key difference is the presence of a 'Delete' button in the middle section, alongside the 'Help' and 'Cancel' buttons. The 'Full ICD9 Desc' field and the 'Area'/'Type' dropdowns are also present.

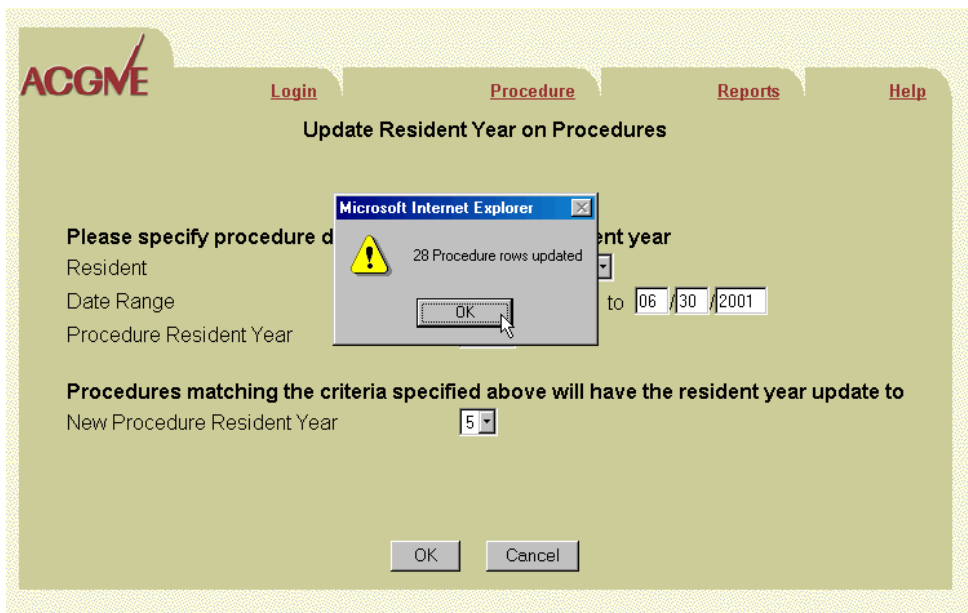
UPDATE PROCEDURE YEAR

The update procedure year enables a program to quickly change the resident year in program for a large number of procedures. The resident year may be incorrect from converting the data from the old system or if the data originated in another system and was uploaded into the internet system. This feature also allows you to change a resident's year in program for past entries if the resident year was not updated in the program setup section.



The screenshot shows the 'Update Resident Year on Procedures' dialog box. At the top left is the ACGME logo. Navigation tabs for 'Login', 'Procedure', 'Reports', and 'Help' are visible. The title is 'Update Resident Year on Procedures'. Below the title, it says 'Please specify procedure data for changing the Resident year'. There are three input fields: 'Resident' with a dropdown menu showing 'Jones, Susan O.', 'Date Range' with two date pickers (month/day/year) and a 'to' separator, and 'Procedure Resident Year' with a dropdown menu showing 'All'. Below these fields, it says 'Procedures matching the criteria specified above will have the resident year update to' followed by 'New Procedure Resident Year' with a dropdown menu. At the bottom are 'OK' and 'Cancel' buttons.

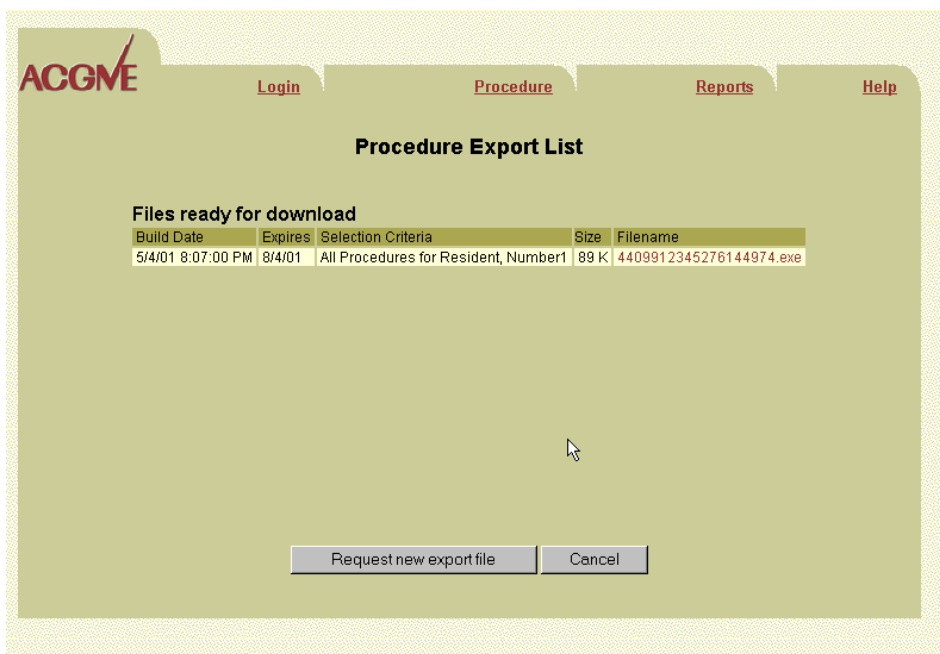
To update the resident year, first select the resident whose data needs to be updated. Then, specify the appropriate date range. In this example, the entire academic year (07/01/2000 through 06/30/2001) was selected. Next, choose which year is currently entered for the incorrect procedures and needs to be changed (selecting all will cause every procedure for that resident to be updated to the new value). Finally, choose the correct year to update the procedures with. After you click OK, you will receive a message indicating how many procedures were updated.



This screenshot is similar to the previous one, but with a confirmation message overlay. The 'Date Range' field now shows '06/30/2001'. A 'Microsoft Internet Explorer' dialog box is overlaid in the center, containing a yellow warning icon, the text '28 Procedure rows updated', and an 'OK' button. The 'New Procedure Resident Year' dropdown menu now shows the number '5'. The 'OK' and 'Cancel' buttons are still at the bottom.

DOWNLOADING PROCEDURES

The Download Procedure section is used to generate an electronic file 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.



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.



DOWNLOADING PROCEDURES (CONT.)

ACGME Login Procedure Reports Help

Procedure Export List

Files ready for download

Build Date	Expires	Selection Criteria	Size	Filename
5/4/01 8:07:00 PM	8/4/01	All Procedures for Resident, Number1	89 K	4409912345276144974.exe

Files waiting for processing

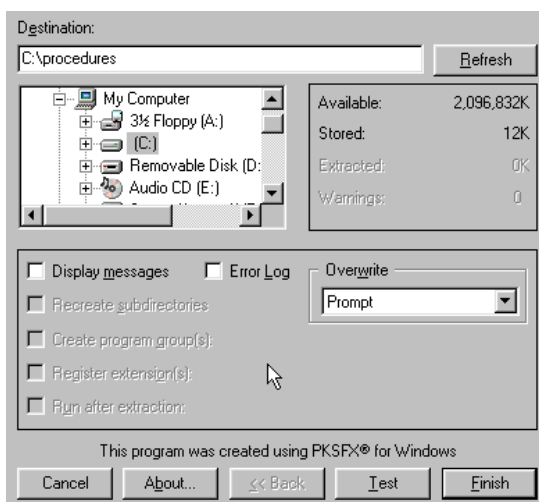
Request Date	Selection Criteria	Status
5/11/01 9:32:00 AM	All Procedures for Resident, Number1	Cancel Request

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.



The screenshot shows a web interface for ACGME. At the top left is the ACGME logo. To its right are navigation tabs: Login, Procedure, Reports (which is highlighted), Handheld, and Help. Below the tabs is a 'Report Menu' section containing a list of report links: Resident Experience Record, Resident Full Detail, Resident Activity, Resident Brief Detail, Available ICD9 Codes by ICD9, Available ICD9 Codes by Area and Type, and Resident Experience Record - Archived Data. At the bottom right of the menu are two radio buttons: 'View with JavaViewer' (which is selected) and 'View with HTMLViewer'. At the bottom left of the menu is a footer text: 'Please report any problems or suggestions to the OPLog@acgme.org'.

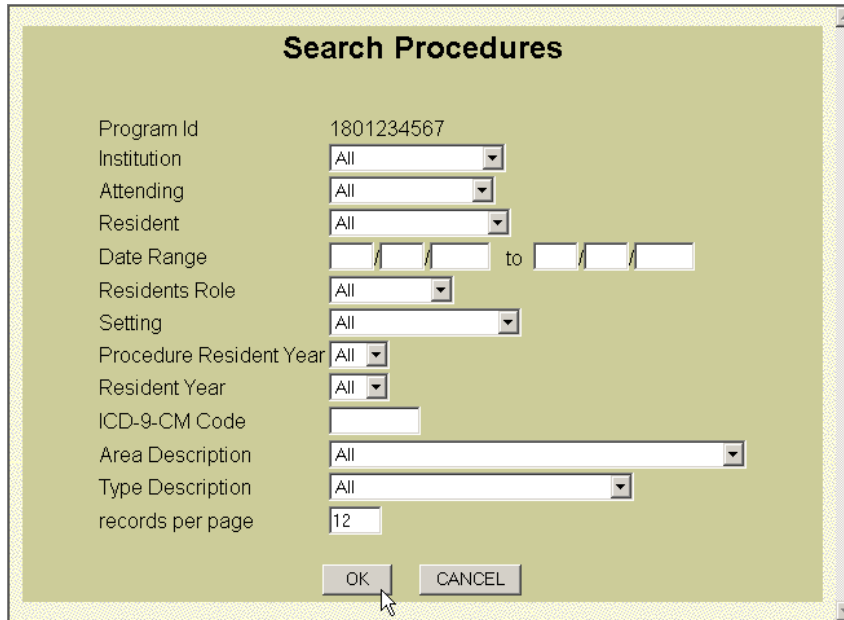
There are two ways to view reports:

1. Java Smart viewer, which uses an 'Active X' control.
2. HTML viewer is a generic report viewer that should work on all browsers.

If you are using a PC, select Java Viewer. Mac users will have to use the HTML Viewer, which will at least allow you to view the reports. Currently, we are still experiencing printing problems with Macs.

REPORTS (cont.)

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



Search Procedures

Program Id 1801234567

Institution All

Attending All

Resident All

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

Residents Role All

Setting All

Procedure Resident Year All

Resident Year All

ICD-9-CM Code []

Area Description All

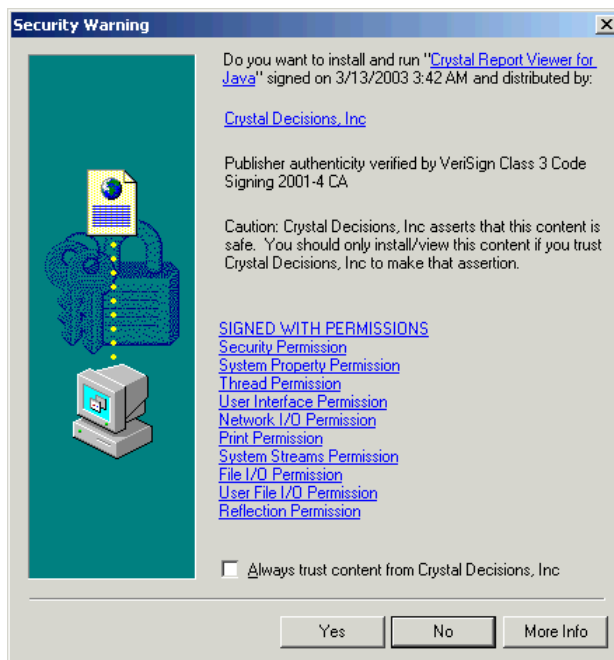
Type Description All

records per page 12

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. 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).



The report will display in a new window that will provide you with special functions described below.

RESIDENT EXPERIENCE RECORD / RESIDENT FULL DETAIL REPORTS

Resident Experience Record Report Example:

Close

1 of 1+ 100%

Preview

Resident Experience Report

Program ID: 1801234567 Program Name: Johns testing neurology Program
For All Attendings at All Institutes
Joseph L. Johnson
For All Resident Years For All Roles For All Patients
For All ICD9s in All Areas and All Types
As Of 12/17/2001

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Autoimmune and Vasculitis						
Blank	0	0	0	0	0	0
Total	0	0	0	0	0	0
Child Neurology						
Add and Learning Disabilities	0	0	0	0	0	0
Chromosomal and other Anomalies	0	0	0	0	0	0
Congenital	0	0	0	0	0	0
Degenerative	0	0	0	0	0	0

Resident Full Detail Report Example:

1 of 1+ 100%

Preview

Johnson, Joseph L.

Neurology Resident Record Report

Program ID: 1801234567 Program Name: Johns testing neurology Program
For All Attendings at All Institutes
Joseph L. Johnson
For All Resident Years For All Roles For All Patients
For All ICD9s in All Areas and All Types
As Of 12/17/2001

Resident Name: Johnson, Joseph L. Current Year: 1

Procedure Date: 1/4/2000	Resident Year: 1	Resident Role:	Setting: 1
Attending: Attending O. One			Birth Yr. 1
Institution: Institution One			

Area	Type
Drugs	Dependency

Procedure Date: 4/4/2000	Resident Year: 1	Resident Role: New Patient	Setting: In
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RESIDENT ACTIVITY / RESIDENT BRIEF DETAIL REPORTS

Resident Activity Report Example:

1 of 1

Preview

Active

Resident Activity Report

Program ID: 1801234567 Program Name: Johns testing neurology Program
 For All Attendings at All Institutes
 Joseph L. Johnson
 For All Resident Years For All Patients
 For All ICD9s in All Areas and All Types
 As Of 12/17/2001

Resident Name	Current Year	Encounters	ICD9 Codes	Last Procedure Date
Johnson, Joseph L.	1 Active	7	11	9/28/2001

Resident Brief Detail Report Example:

1 of 1

Preview

Johnson, Joseph L.

Neurology Resident Record Report

Program ID: 1801234567 Program Name: Johns testing neurology Program
 For All Attendings at All Institutes
 Joseph L. Johnson
 For All Resident Years For All Roles For All Patients
 For All ICD9s in All Areas and All Types
 As Of 12/17/2001

Resident Name:	Johnson, Joseph L.				
Procedure	Attending	Institution	Patient	ICD9	ICD9
Date	Initials	Name	Settings	Code	Description
1/4/2000	AOO	Institution One		305.0	NONDEPENDENT
4/4/2000	JJJ	New York Hospital	Inpatient Primary	377	DISORDERS OF
12/12/2000	JJJ	County General	Inpatient Consult.	290.1	PRESENILE DEM
12/12/2000	JJJ	County General	Inpatient Consult.	290.42	ARTERIOSCLER
12/12/2000	JJJ	County General	Inpatient Consult.	294	OTHER ORGANI
12/12/2000	JJJ	County General	Inpatient Consult.	290.1	PRESENILE DEM

AVAILABLE ICD9 CODES REPORTS

You can view and print all available ICD9 Codes, sorted either numerically or by area and type, from the Reports Menu screen. Printing them may save you time in the long run, as searching through a printed document often takes less time than searching a computer's database.

Available ICD9 Codes by ICD9 Report

Preview

1 of 1+

100%

AVAILABLE ICD-9-CM CODES

ICD-9-CM	ICD-9 Description
010	PRIMARY TUBERCULOUS INFECTION
013	TUBERCULOSIS OF MENINGES AND CENTRAL NERVOUS SYSTEM
022	ANTHRAX
023	BRUCELOSIS
030	LEPROSY
030.1	TUBERCULOID LEPROSY (TYPE T)

optcodes;1.CPTDesc (String)

Available ICD9 Codes by Area and Type Report

Preview

1 of 1+

100%

AVAILABLE ICD-9-CM BY AREA AND TYPE

AUTOIMMUNE AND VASCULITIS

BLANK

ICD-9-CM	ICD-9 Description
437.4	CEREBRAL ARTERITIS
446	POLYARTERITIS NODOSA AND ALLIED CONDITIONS
446.4	WEGENER'S GRANULOMATOSIS
446.5	GIANT CELL ARTERITIS
446.6	THROMBOTIC MICROANGIOPATHY
446.7	TAKAYASU'S DISEASE
710	DIFFUSE DISEASES OF CONNECTIVE TISSUE
710.0	SYSTEMIC LUPUS ERYTHEMATOSIS

- Autoimmune and V
- Child Neurology
- Degenerative
- Disorders of Cognit
- Disorders of Cranie
- Disorders of Intrac
- Disorders of Spinal
- Drugs
- Endocrine
- Epilepsy
- Infectious
- Metabolic Disease
- Movement Disorde
- Multiple Sclerosis
- Muscle Diseases
- Neoplastic Disease
- Neuropathy
- Nutritional Deficien
- Other Neurologic D