



The Residency Review Committee
for Orthopaedic Surgery



Resident Case Log System

Residents' Manual

July, 2002

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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 procedures on a regular basis at their convenience. 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.

Installation

The RRC office provides each program director with a Username and Password to access the system. The program enters program specific information such as residents, attending physicians, institutions, and users.

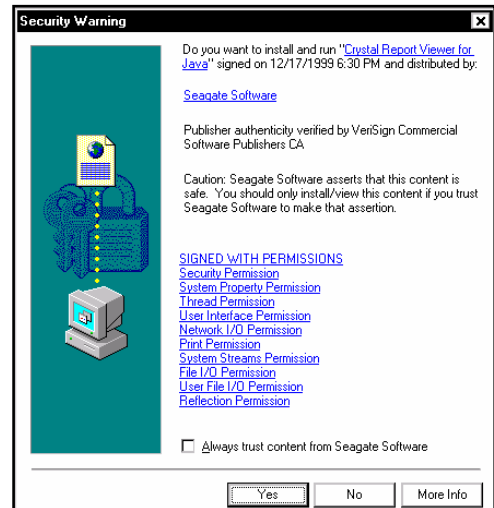
Access to the system is available through most commonly used Internet Browsers and providers, such as Microsoft Internet Explorer, Netscape, AOL, and Prodigy. No special download is required.



TECHNICAL NOTE: "Cookies" are small pieces of information stored on a web browser that improve computer performance. In order for the Resident Operative Experience 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.

Crystal Report Viewer

Before you run a report, 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

Login

Open your Internet browser and go to www.acgme.org.

Click on Resident Case Log System.

When the sub-menu opens up, click on Login.

The screenshot shows the ACGME website home page. On the left is a navigation menu with items like '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', 'Login', 'User Manuals', 'OSOL', 'Oporder', 'Resident Information Review & Comment', 'Site Visit', and 'New Documents'. The main content area features the ACGME logo, a navigation bar with 'Home', 'Mission', 'Chat', 'Search', 'Site Map', and 'Help', and a section titled 'New Documents' dated 12/17/2001. This section lists several news items, including 'ACGME Responds to the "Patient and Physician Safety and Protection Act of 2001"', 'ACGME Appoints Work Group to Address Resident Duty Hours', 'The "Resident Data Collection" is renamed "Resident Case Log."', 'Parker J. Palmer Award Recipients', 'Federal Government Report, 9/11/01', 'ABMS/ACGME Conference: Assessment of Physician-Patient Communication', and 'ACGME Highlights Its Standards on Resident Duty Hours - May 2001'. At the bottom, there is a link to 'www.ACGME.org'.

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 law). All Rights Reserved.' Below the notice are the VeriSign and SSL Secured logos.

Enter the Username and Password (provided by your local system administrator) 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 Username 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 local system administrator 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 password change dialog box. At the top, it displays 'Program 2602345678 : Orthopaedic Surgery University'. Below this is the text 'Update User Password for jar2'. There are three input fields: 'Old Password', 'New Password', and 'Verify Password'. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

Welcome Screen

The Welcome Screen will confirm that you are logged on. Please begin every session by checking this page to see if any changes have been made to the system. All updates will be reported here. This page will be your first access to the tabs necessary to record your operative data.

ACGME [Login](#) [Procedure](#) [Reports](#) [Help](#)

Welcome to Resident Case Log for Orthopaedic Surgery

Last Updated 12/14/2001:

Orthopaedic Surgery

- Corrections/Enhancements:
 - Removed Resident Role for all reports and forms.
 - Added Resident Activity report to display counts for number of procedures and CPTs a resident has entered.
 - Started beta testing the Handheld Resident experience log.
 - Resident Operative Experience Report was changed to Resident Experience Report.

All Specialties

- Corrections/Enhancements:
 - Changed the application name from Resident Data Collection to Resident Case Log system.
- Known Issues:
 - Microsoft Internet Explorer 5.5 will display a grey screen when requesting a report in the Java Viewer a second time.
 - Work Around: Resize the window using the Maximize button in the upper right corner or the resize drag in the lower right corner.
 - Netscape: The printer icon does not display properly when requesting a report in the Java Viewer.
 - Work Around: Mouse click on the Window behind the viewer. Then locate the viewer on the task bar and Click on it.

While this application is viewable under all major internet browsers it is best viewed using [Internet Explorer 5.0](#).

Please report any problems or suggestions to the OPLog@acgme.org.

Click on one of the Tab links above to start

The Welcome Screen has the following tabs listed across the top of the page.

Login returns to the Login Screen and permits another user to log onto the system.

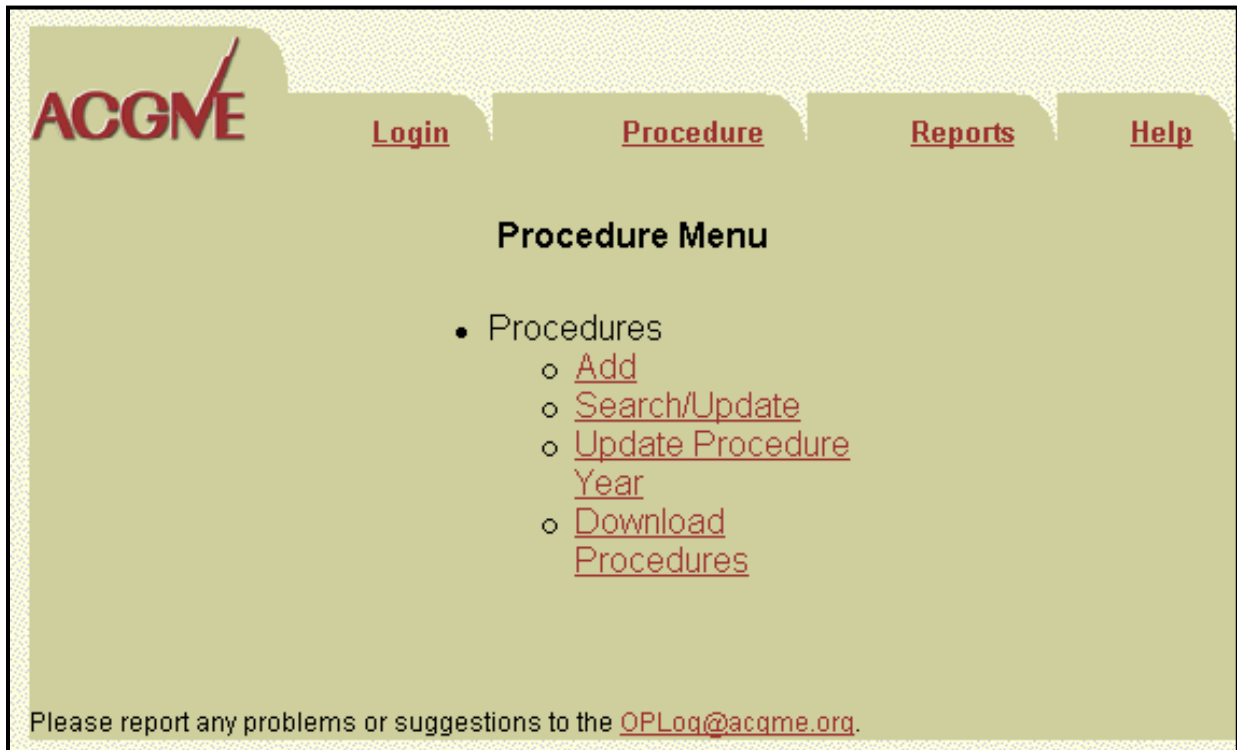
Procedure brings you to the Procedure Menu, which allows you to add new procedures and view, edit, or delete any previously entered procedures. (See pages 4-11.)

Reports brings you to the Reports Menu and allows you to view and print various reports. (See pages 12-15.)

Help provides you with an index of topics and information about the system.

Procedure Menu

Click on the Procedure tab on the Welcome Screen and the Procedure Menu will display:



Add will allow you to enter new data into the system. (See pages 5-7.)

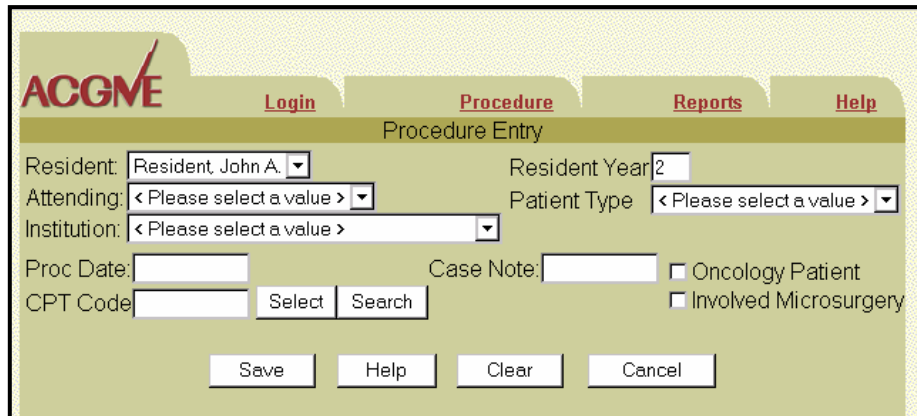
Search/Update will allow you to search the database for and view, edit, or delete any data you've already entered. (See page 8.)

Update Procedure Year will allow you to change the reporting year for data you've already entered. (See page 9.)

Download Procedures will allow you to request a text file of your data. (See pages 10-11.)

Procedure Menu: Add

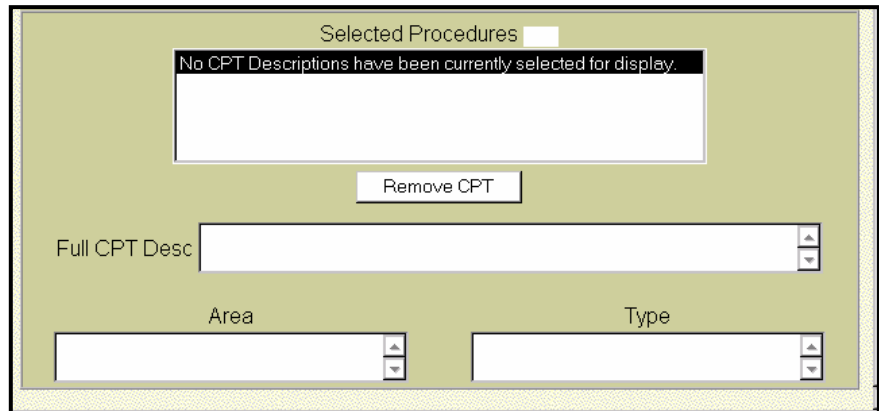
The procedure entry screen is split into two sections:



The screenshot shows the ACGME Procedure Entry form. At the top, there is a navigation bar with 'Login', 'Procedure', 'Reports', and 'Help' tabs. Below this is the 'Procedure Entry' section. It contains several input fields: 'Resident' (a dropdown menu with 'Resident, John A.' selected), 'Resident Year' (a text box with '2'), 'Attending' (a dropdown menu with '< Please select a value >'), 'Patient Type' (a dropdown menu with '< Please select a value >'), 'Institution' (a dropdown menu with '< Please select a value >'), 'Proc Date' (a text box), 'Case Note' (a text box), and 'CPT Code' (a text box). There are also checkboxes for 'Oncology Patient' and 'Involved Microsurgery'. At the bottom, there are buttons for 'Save', 'Help', 'Clear', and 'Cancel'. A 'Search' button is located next to the CPT Code field.

The top section includes all of the fields you need to fill to enter a procedure into the database. (See next page.) It also includes a Search function to assist with CPT Codes. (See page 7.)

The bottom section displays the number of CPT Codes you have entered and their full descriptions. It also displays the Area and Type for each code, which lets you know how it will be mapped on various reports. (See Reports Section.)



The screenshot shows the 'Selected Procedures' section of the form. It features a header 'Selected Procedures' and a message box that says 'No CPT Descriptions have been currently selected for display.' Below this is a 'Remove CPT' button. There is a large text area labeled 'Full CPT Desc'. At the bottom, there are two dropdown menus labeled 'Area' and 'Type'.

What should be reported?

All Orthopaedic Surgery Residents in their second through fifth years of the program should be reporting operative procedures and manipulations for which they were the resident surgeon or 1st assistant. First-year Orthopaedic Surgery Residents, even if they are on Orthopaedic rotations, should not be using the system.

All operative procedures and manipulative reductions, in the emergency room or any other venue, should be reported. Casting or splinting for strains, sprains, and/or non-displaced fractures should not be reported, nor should joint aspirations or Steinman pin placement procedures.

In rare circumstances, cases will involve more than six CPT Codes. For this system, however, the Committee has set a limit of six CPT Codes per anesthesia. If you have performed such a procedure, please select and report only six CPT Codes.

Procedure Menu: Add (continued)

There are only 11 steps in a successful Resident Case Log System data entry:

1. Make sure the name in the Resident box is the same as yours. *
2. Make sure the number in the Resident Year (PGY-2, 3, 4, or 5) is correct. (If you are in your first year, you should not be using the system.) If the year displayed there is wrong, you can override it by typing the correct year. *
3. Select the Attending you performed the procedure with from the drop-down box. *
4. Select the Institution you performed the procedure at from the drop-down box. *
5. Select the Patient Type from the drop-down box:
 - Adult: Any patient 17 or older at the time of the procedure.
 - Pediatric: Any patient younger than 17 at the time of the procedure.
6. Enter the date of the procedure (not the data entry date) into the Proc. Date box. (The date must be entered as MM-DD-YYYY or MM/DD/YYYY.)
7. Enter a CPT Code, either by typing it into the CPT Code box and clicking Select, or by using the Search function (see next page). After a CPT Code has been selected, it will display on the bottom half of the screen. If the wrong CPT Code is listed, Click Remove CPT. Enter up to six CPT Codes.
8. Only check the Oncology Patient box if the procedure diagnosed or treated primary or metastatic, benign or malignant, bone or soft-tissue tumors.
9. Only check the Involved Microsurgery box if the procedure involved a microscope in the repair of a nerve or vessel.
10. Case Note is a 25-character field which is at your disposal. You can leave it blank or use it to track implants, note interesting cases, etc.
11. Verify the information you've entered. If you click Cancel, you will be returned to the Procedure Menu. If you click Clear, all data will be cleared. If you click Save, you should see this →



- * If your name or resident year is wrong, or if an attending or institution is missing from the drop-down box, please let your local system administrator know.

Procedure Menu: Add (continued)

Search Function

If you don't know the CPT Code for the procedure you are entering, you can try the Search Function. At the Add Procedure screen, click on Search.

CPT Selection
Wildcards are added automatically for CPT Description. Enter at least one of the following fields and press Search

CPT Desc.

Area

Type

Note: Usual "Wildcard" searches (*, +, %, etc.) do not work with this function.)

You can search by using any combination of the three filters: CPT Desc., Area, or Type.

For example, if you've performed a carpal tunnel release, you could search by typing "tunnel" in the CPT Desc. box and selecting "Nervous System" from the Area drop-down box, while not selecting any Type.

Clicking on Search will yield the results below.

CPT Selection
Wildcards are added automatically for CPT Description. Enter at least one of the following fields and press Search

CPT Desc.

Area

Type

- All
- Femur/Knee
- Foot/Toes
- Forearm/Wrist
- Hand/Fingers
- Humerus/Elbow
- Integumentary System
- Leg/Ankle
- Nervous System**
- Other Musculoskeletal
- Pelvis/Hip

CPT Selection

* -indicates CPT is found in multiple area/types

CPT	
64721 Neuroplasty and/or transposition; median nerve at carpal tunnel	<input type="button" value="select"/>

Clicking on Search Again will return you to the Search screen above, or clicking on Cancel will return you to the Add Procedure screen without a CPT Code. If you click on Select, you will return to the Add Procedure screen and the details for CPT Code 64721 will be displayed.

Selected Procedures 1

64721 Neuroplasty and/or transposition; median nerve at car

Full CPT Desc

Area

Type

Procedure Menu: Search/Update

Search Procedures

Program Id: 2602345678
 Institution: All
 Attending: All
 Resident: Resident John B.
 Date Range: 12/7/2001 to 12/8/2001
 Patient Type: All
 Procedure Resident Year: All
 Resident Year: All
 CPT Code:
 Area Description: All
 Type Description: All
 records per page: 12

Clicking on Search/Update from the Procedure Menu will bring up this screen.

You can set any combination of the filters listed on the left.

Years in the date range must be entered as four digits.

page 1 of 1

Resident Name	Resident Year	Procedure Date	Case Note
Resident, John B. edit / view / delete	3	12-07-2001	Attending Attending, Doctor Institute University Hospital <ul style="list-style-type: none"> 11012 Debridement including removal of foreign material associated with open fracture(s) and/or dislocation(s); skin, subcutaneous tissue, muscle fascia, muscle, and bone 27535 Open treatment of tibial fracture, proximal (plateau); unicondylar, with or without internal or external fixation
Resident, John B. edit / view / delete	3	12-07-2001	Attending Attending, Doctor Institute University Hospital <ul style="list-style-type: none"> 27244 Open treatment of intertrochanteric, pertrochanteric, or subtrochanteric femoral fracture; with plate/screw type implant, with or without cerclage
Resident, John B. edit / view / delete	3	12-08-2001	Attending Attending, Doctor Institute Veteran's Administration <ul style="list-style-type: none"> 27244 Open treatment of intertrochanteric, pertrochanteric, or subtrochanteric femoral fracture; with plate/screw type implant, with or without cerclage
Resident, John B. edit / view / delete	3	12-08-2001	Attending Attending, Doctor Institute Veteran's Administration <ul style="list-style-type: none"> 29881 Arthroscopy, knee, surgical; with meniscectomy (medial OR lateral, including any meniscal shaving)
Resident, John B. edit / view / delete	3	12-08-2001	Attending Attending, Doctor Institute Veteran's Administration <ul style="list-style-type: none"> 29880 Arthroscopy, knee, surgical; with meniscectomy (medial AND lateral, including any meniscal shaving)

You can view the details of any procedure you've already entered by clicking on the View link. You can edit data by clicking on the Edit link, making any changes, and clicking the Update button. You can also delete procedures the same way—Click on the Delete link, and confirm by clicking the Delete button.

Edit

Procedure Update

Resident: Resident John B. Resident Year: 3
 Attending: Attending Doctor Patient Type: Adult
 Institution: University Hospital
 Proc Date: 12-07-2001 Case Note: Oncology Patient
 CPT Code: Involved Microsurgery

Selected Procedures 2

11012 Debridement including removal of foreign material associated with open fracture(s) and/or dislocation

27535 Open treatment of tibial fracture, proximal (plateau)

Full CPT Desc: Debridement including removal of foreign material associated with open fracture(s) and/or dislocation

Area: Integumentary System Type: Incision/Excision

Delete

Procedure Delete

Resident: Resident John B. Resident Year: 3
 Attending: Attending Doctor Patient Type: Adult
 Institution: Veteran's Administration Medical Center
 Proc Date: 12-08-2001 Case Note: Oncology Patient
 CPT Code: Involved Microsurgery

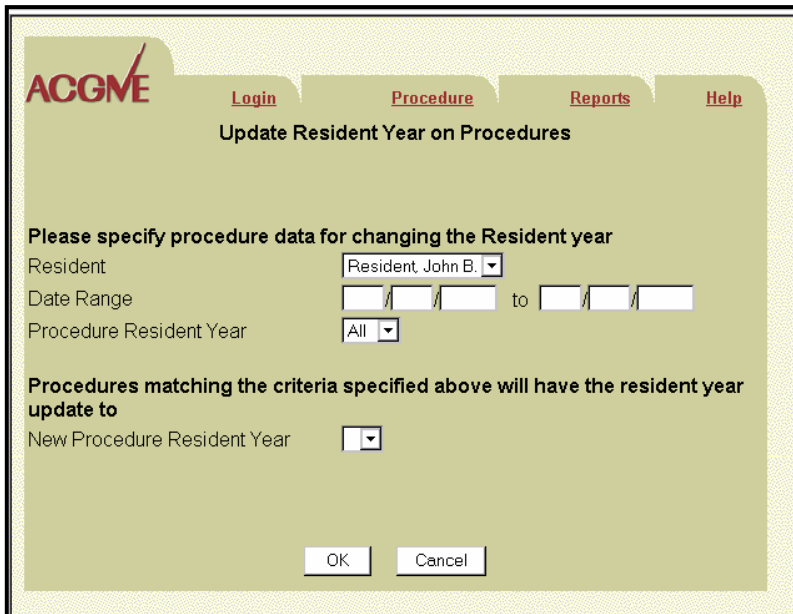
Selected Procedures 1

29881 Arthroscopy, knee, surgical; with meniscectomy (medial OR lateral, including any meniscal shaving)

Full CPT Desc: Arthroscopy, knee, surgical; with meniscectomy (medial OR lateral, including any meniscal shaving)

Area: Femur/Knee Type: Arthroscopy

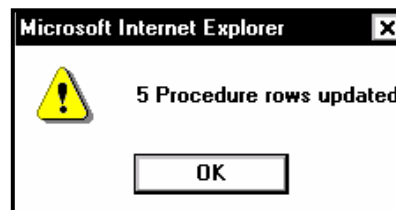
Procedure Menu: Update Reporting Year



The screenshot shows a web application interface for ACGME. At the top, there are navigation tabs for 'Login', 'Procedure', 'Reports', and 'Help'. The main heading is 'Update Resident Year on Procedures'. Below this, a section titled 'Please specify procedure data for changing the Resident year' contains the following fields: 'Resident' (a dropdown menu showing 'Resident John B.'), 'Date Range' (two date input fields separated by 'to'), and 'Procedure Resident Year' (a dropdown menu showing 'All'). A second section titled 'Procedures matching the criteria specified above will have the resident year update to' contains a 'New Procedure Resident Year' dropdown menu. At the bottom of the form are 'OK' and 'Cancel' buttons.

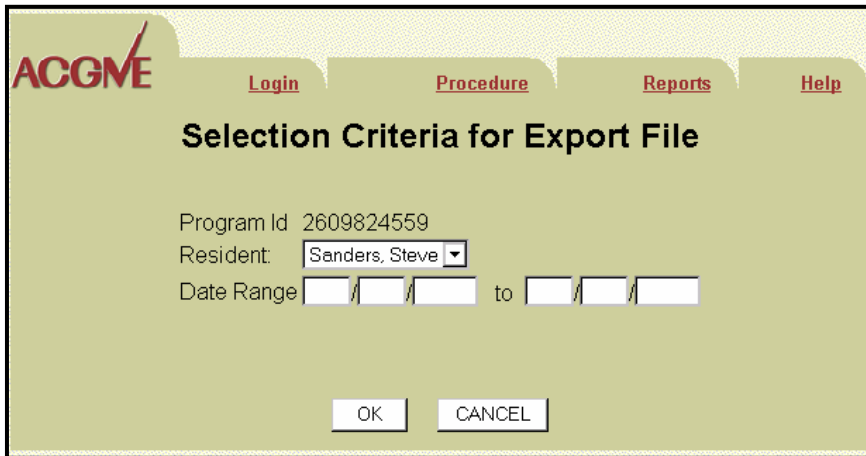
If your local system administrator didn't update your resident profile to reflect your year in the program, and you didn't notice, you may have entered many procedures under the wrong reporting year. Rather than update each procedure, this function allows you to change them all at once. Just click on Update Procedure Year at the Procedure Menu.

After you've filled the Date Range and the New Procedure resident year, click on OK. A confirmation message will display letting you know how many procedures have been updated:



Click on OK.

Procedure Menu: Download Procedures



ACGME Login Procedure Reports Help

Selection Criteria for Export File

Program Id 2609824559
Resident: Sanders, Steve
Date Range []/[]/[] to []/[]/[]

OK CANCEL

You can request a .txt file of your procedure data by selecting Download Procedures from the Procedure Menu.

Just fill out the Date Range and click OK.

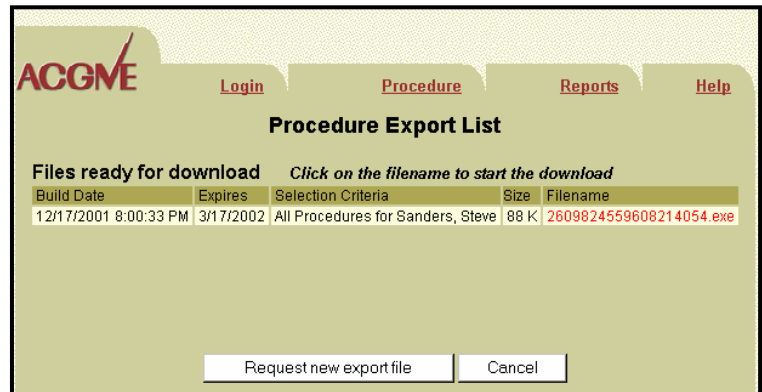
You'll see this confirmation message:



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.

Click on the .exe file, which will ask if you want to save or open the export download.



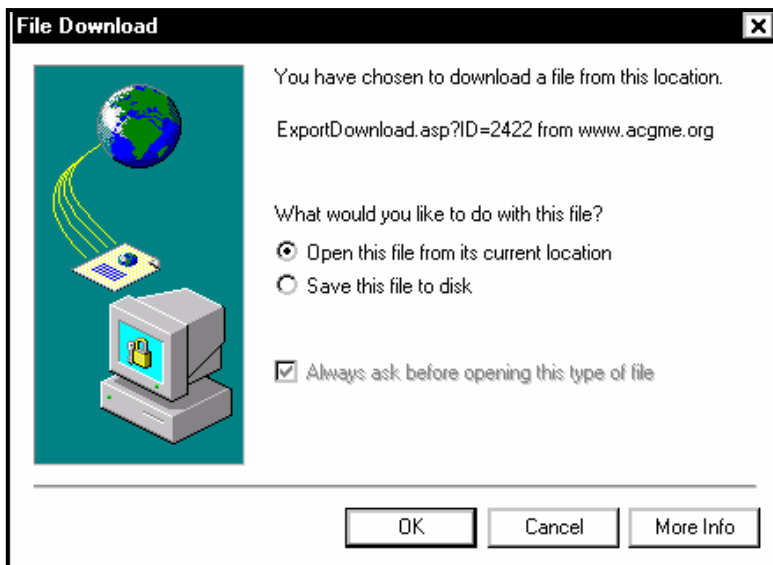
ACGME Login Procedure Reports Help

Procedure Export List

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

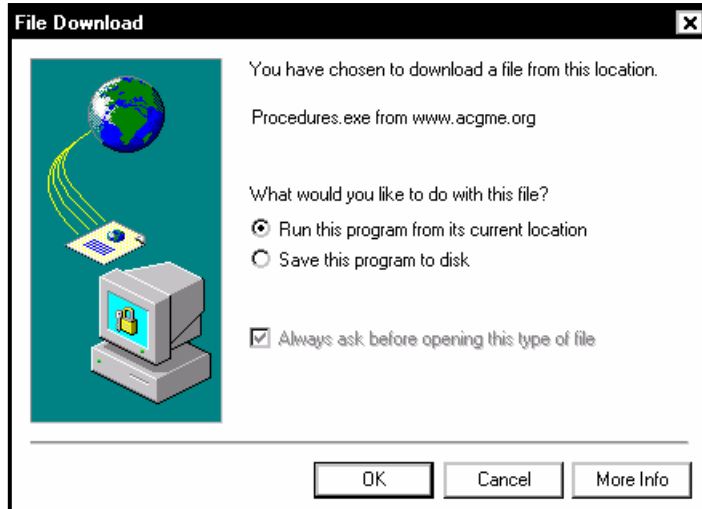
Build Date	Expires	Selection Criteria	Size	Filename
12/17/2001 8:00:33 PM	3/17/2002	All Procedures for Sanders, Steve	88 K	2609824559608214054.exe

Request new export file Cancel



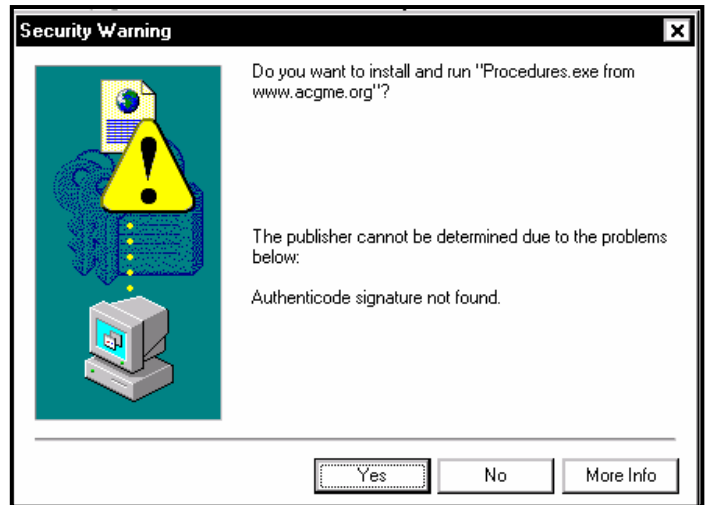
Click on Open, which will prompt another file download...

Procedure Menu: Download Procedures (Continued)

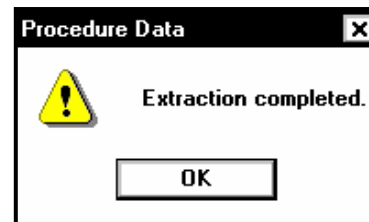
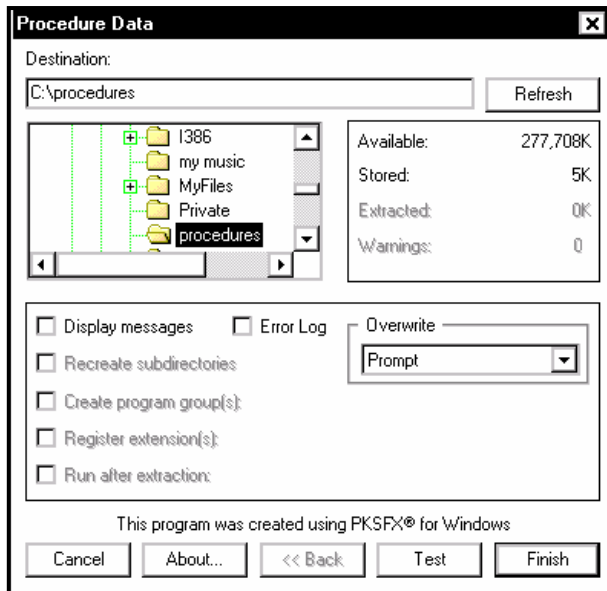


Run this program, and you will receive a Security Warning, asking if you want to install and run Procedures.exe.

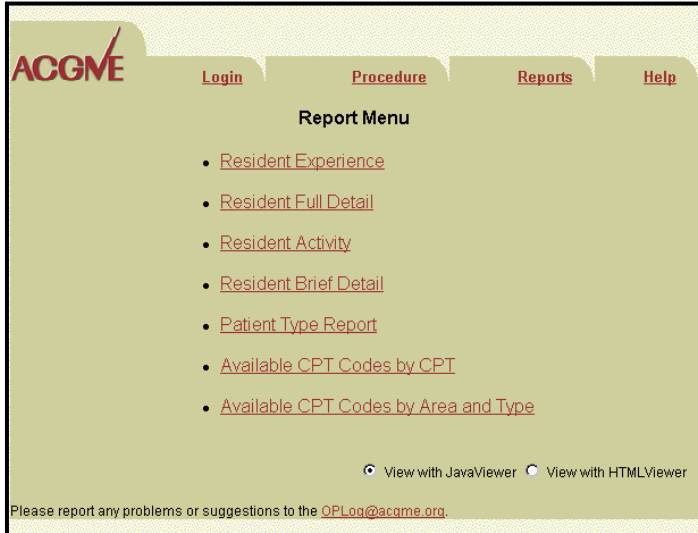
Click on Yes, and you will see the Procedure Data screen below.



Note the destination of the file, and click on Finish. You will get the confirmation box below. Click on OK, and you now have a file you can import into any spreadsheet application.



Reports Menu



Clicking on the Reports Tab will take you to this menu. Decide which viewing option you prefer:

HTML: Allows copying of data and easier navigation, but is more difficult to view and will not print in the correct format.

JavaViewer: Will let you print reports that look like the reports you see on the screen. You can not copy data while using JavaViewer.

Available CPT Codes by CPT and Available CPT Codes by Area and Type list all of the CPT Codes that the Resident Case Log System recognizes. These can be printed and used as reference.

Resident Experience, Resident Full Detail, Resident Activity, Resident Brief Detail, and Patient Type Report are all different reports that will sort the data you've entered in the system.

Selecting any of these reports will lead you to the window at right, which features the same filters you use when you're searching for and updating your data at the Procedure Menu. Remember that years must be entered as four digits. Click on OK, and the report will pop up in a new window.



This Security Warning pops up if you're viewing reports for the first time that day. Click Yes so you can print reports. If you click No, you'll still be able to view the reports, but not print them.

Reports Menu: Report Descriptions

Note: Your program director also has access to all of these reports.

Table 1	Incision	Excision	Intro or Removal	Repair/ Revision/ Reconstruction	Fracture and/or Dislocation	Manipulation	Arthrodesis	Amputation	Arthroscopy	Other	Res Total
Shoulder	0	0	0	0	0	0	0	0	0	0	0
Humerus/ Elbow	0	1	0	2	13	N/A	0	0	0	0	16
Forearm/ Wrist	3	2	0	10	32	N/A	1	0	0	0	56
Hand/ Fingers	4	6	0	12	7	N/A	1	10	N/A	0	40
Pubis/ Hip	1	0	1	1	0	0	0	0	N/A	0	11
Femur/ Knee	3	0	0	0	10	0	0	0	0	0	13
Leg/ Ankle	1	0	0	0	15	0	0	0	0	0	16
Foot/ Toe	0	0	0	0	1	N/A	0	0	N/A	0	1
Other Musculoskeletal	0	0	6	0	0	0	0	0	0	5	11
Column Total	12	9	7	33	86	0	2	10	0	5	172

Table 2	Excision	Osteotomy	Fracture and/or Dislocation	Manipulation	Arthrodesis Anterior	Arthrodesis Posterior	Arthrodesis/ Deformity	Exploration	Instrumentation	Other	Spine Total
Spine	0	0	0	0	0	0	0	0	0	0	0

Table 3	Incision/ Excision	Repair (Closure)	Skin Grafts	Flaps	Other	Integument Total
Integumentary System	29	1	1	1	0	32

Table 4	Neuroplasty	Transection or Anulision	Incision/ Excision	Neurolysis	Other	Nerve Total
Nervous System	9	0	0	10	0	19

Table 5	Misc.
Misc.	1

Oncology Patients: 1 Procedures Involving Microsurgery: 22 Total Tables: 224
(1, 2, 3, 4, & 5)

Resident Experience is a one-page report that maps all of your data into five tables, with rows of anatomical areas and columns of types of procedures.

Resident Name: Resident, John B.	Current Year: 3
Procedure Date: 12/7/2001 Resident Year: 3	Patient Type: Adult
Attending: Doctor Attending	Case Note:
Institution: University Hospital	Micro Surgery: No Oncology: No
Area	Type CPT Code
Integumentary System	Incision/Excision 11012
Femur/Knee	Fracture and/or Dislocation 27535
Procedure Date: 12/7/2001 Resident Year: 3	Patient Type: Adult
Attending: Doctor Attending	Case Note:
Institution: University Hospital	Micro Surgery: No Oncology: No

Resident Full Detail is a multi-page report that lists the details of each procedure separately.

Resident Name	Current Year	Procedures	CPT Codes	Last Procedure Date
Resident, John B.	3 Active	5	6	12/8/2001

Resident Activity is a one-line report that tells you total number of procedures entered and last procedure date.

Reports Menu: Report Descriptions (Continued)

Resident Name: Resident, John B.			Current Year: 3	
Procedure Date	Attending Initials	Institution Name	CPT Code	CPT Description
12/7/2001	DA	University Hospital	11012	DEBRIDE SKIN/MUSCLE/BONE, FX
12/7/2001	DA	University Hospital	27535	TREAT KNEE FRACTURE
12/7/2001	DA	University Hospital	27244	TREAT THIGH FRACTURE
12/8/2001	DA	Veteran's Administration M	27244	TREAT THIGH FRACTURE
12/8/2001	DA	Veteran's Administration M	29881	KNEE ARTHROSCOPY/SURGERY
12/8/2001	DA	Veteran's Administration M	29880	KNEE ARTHROSCOPY/SURGERY

Resident Brief Detail is a multi-page report that lists each CPT code on its own line. It does not go into as much detail as the Resident Full Detail, but it does include brief description of the CPT Codes.

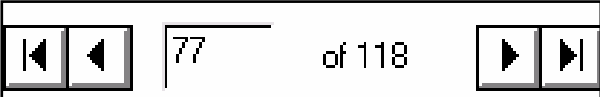
	Adult	Pediatric	Row Totals
Shoulder	0	0	0
Humerus/Elbow	0	0	0
Forearm/Wrist	0	0	0
Hand/Fingers	0	0	0
Pelvis/Hip	0	0	0
Femur/Knee	0	0	0
Leg/Ankle	0	0	0
Foot/Toes	0	0	0
Other Musculoskeletal	0	0	0
Spine	0	0	0
Integumentary System	0	0	0
Nervous System	0	0	0
Column Totals	0	0	0
Oncology Total	0		
Microsurgery Total	0		
Total All Procedures	0		


Patient Type Report is a one-page report which divides all procedures into rows by anatomic region and columns by Patient Type—pediatric or adult.


This information is at the top of every report.

Name of Report
 Program ID: *(Program ID)* Program Name: *(Name of Program)*
 For: *(Which Attending (or All))* at *(Which Institution (or All))*
(Name of Resident)
 For *(Which Resident Year (or All))* For *(Which Patient Type (Adult, Pediatric, or All))*
 For *(Which CPT Code (or All))* in *(Which Area (or All))* and *(Which Type (or All))*
 Done Between *(Start Date)* And *(End Date)* OR As of *(Today's date)*


Reports Menu: Report Buttons


 Page Navigation Bar

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 Go to Previous Page.

of 118 Go to Page Number.

 Go To Next Page

 Go To Last Page.



Print! (Use this rather than your browser's print function.)



Search! Type a word and click the Binoculars.

Close the report window and return to the Reports Menu.

Scroll Bars: Navigate left and right, up and down the page.

