



ACGME

RESIDENT CASE LOG SYSTEM

OTOLARYNGOLOGY

DATA ENTRY MANUAL

July 2004

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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. 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, s, 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.

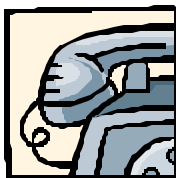


TECHNICAL NOTE: Cookies are small pieces of information stored on a web browser that improve computer performance. In order for the Resident Case Log System to work properly, your computer must be set up so that Cookies are *NOT* disabled. Contact your local technical support staff if your computer's 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 navigation menu with the ACGME logo at the top. The main content area features the title 'Accreditation Council for Graduate Medical Education' and a navigation bar with links for Home, Mission, Chat, Search, Site Map, and Help. The central heading is 'Resident Case Log System', followed by a link to a 'Manual and List of all available CPT codes by Specialty'. Below this is a green button labeled 'Click here to go to the Resident Case Log.' A bolded announcement states: 'The new release of the Resident Case Log is compatible with most common Internet browsers. NO additional Plug-ins are required.' Further down, it lists compatible operating systems: Windows 95, 98, NT, 2000, XP, ME and Macintosh. A note addresses Macintosh users, stating that the Crystal Smart viewer is not working on Macs yet. The page also mentions that the system has been in production for many specialties and has over 600,000 procedures entered into the database. The final paragraph explains that users can access the system via Netscape or Internet Explorer, but recommends Internet Explorer. It provides instructions for program directors and residents to obtain User IDs and Passwords, including the email address oplog@acgme.org.

ACGME

- ▶ 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
 - ◆ GSOL
 - ◆ Opooder
- ▶ Resident Information Review & Comment
- ▶ Site Visit
- ◆ New Documents

Accreditation Council for Graduate Medical Education

Home Mission Chat Search Site Map Help

Resident Case Log System

[Manual and List of all available CPT codes by Specialty](#)

[Click here to go to the Resident Case Log.](#)

The new release of the Resident Case Log is compatible with most common Internet browsers.

NO additional Plug-ins are required.

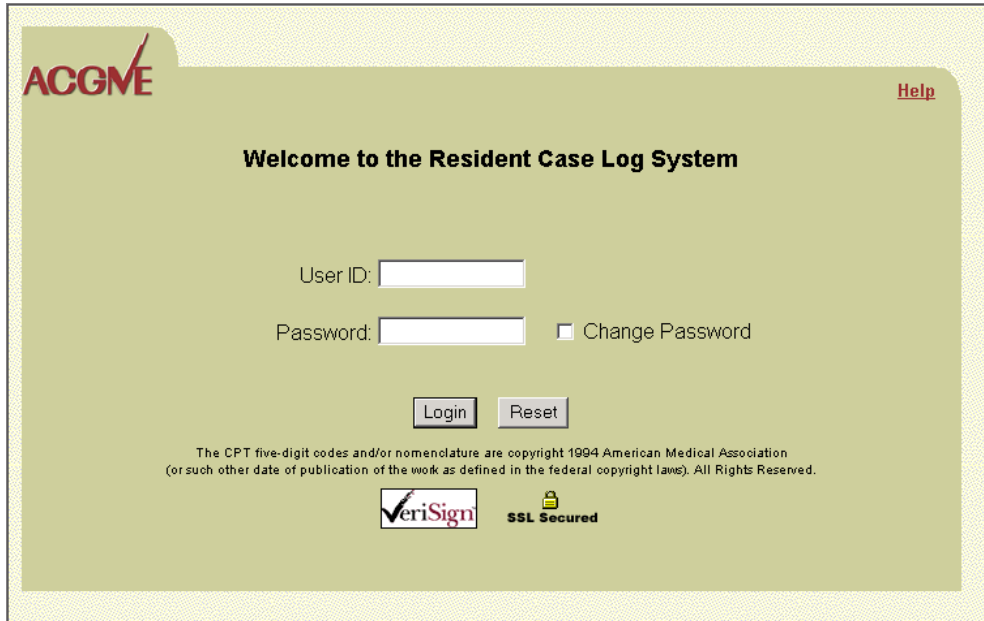
The Resident Case Log will run on Windows 95, 98, NT, 2000, XP, ME and Macintosh.

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

This system has been in production for many specialties for some time now, and we have over 600,000 procedures entered into our database.

You and your residents can access the system utilizing either the Netscape or Internet Explorer browsers, but we do recommend Internet Explorer if possible. For program directors in the specialties in Orthopaedic Surgery, Plastic Surgery, Urology and Vascular Surgery you should have already received a User ID and Password. Program Directors: if you have not already received a User ID and Password please contact us at oplog@acgme.org. If you are a resident in the above specialties and have not received a User ID and Password please contact your program director. The General Surgery programs using ACGME's standalone version have been converted to the online system. For those programs not using ACGME's

LOGGING ON (cont.)

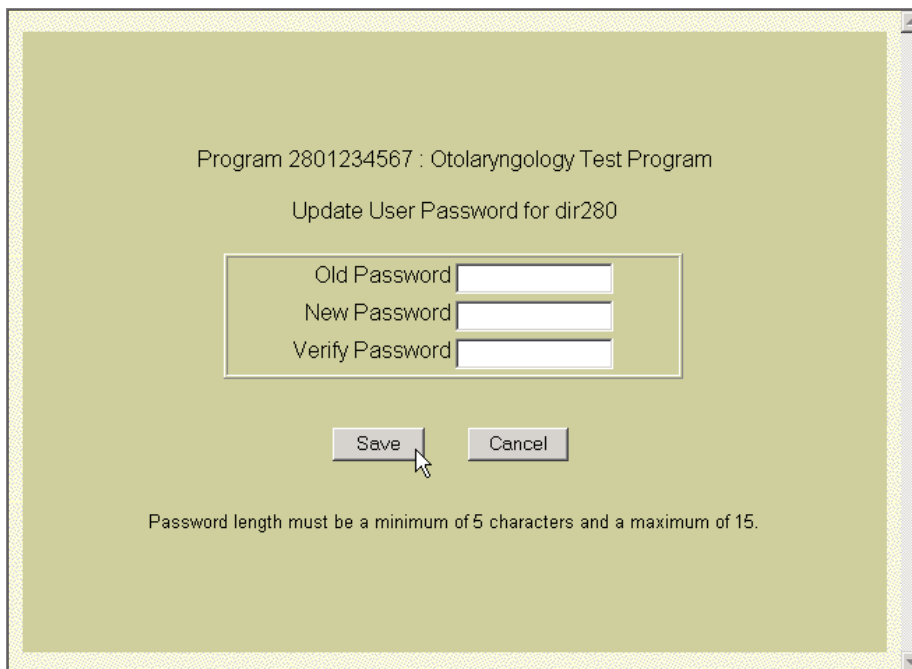


The screenshot shows the login interface for the ACGME Resident Case Log System. At the top left is the ACGME logo, and at the top right is a "Help" link. The main heading is "Welcome to the Resident Case Log System". Below this are two input fields: "User ID:" and "Password:". To the right of the password field is a checkbox labeled "Change Password". Below the input fields are two buttons: "Login" and "Reset". At the bottom, there is a 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 logos for "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

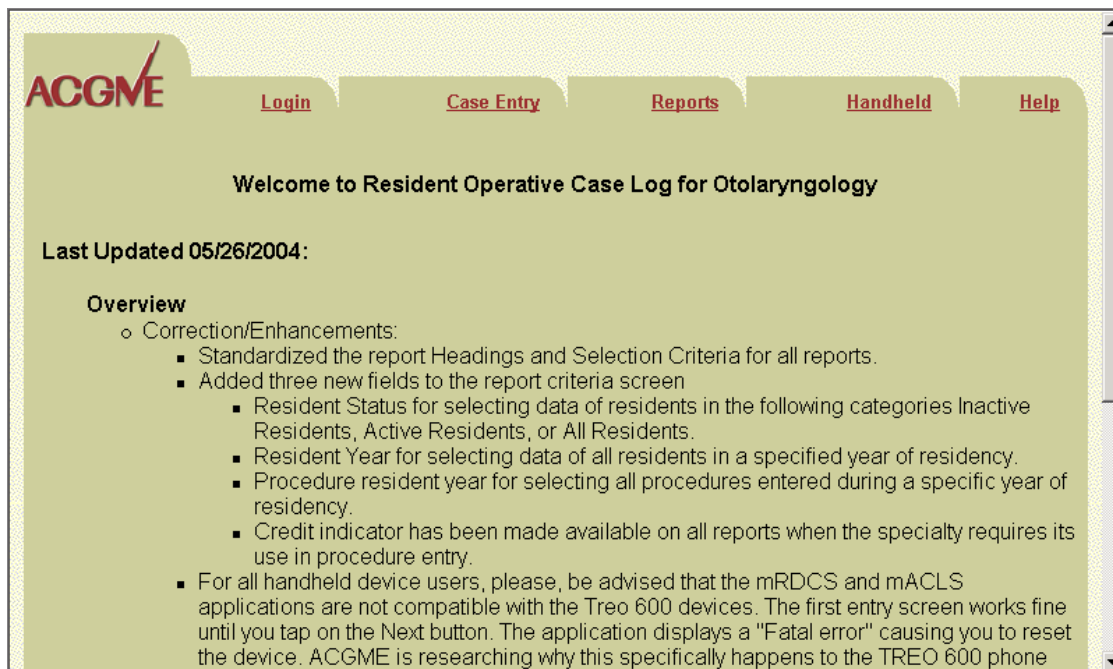
Enter your User ID and Password, click on the Change password check box, and press the Login button. A new window will open to request your password and confirm the new one. If you forget your password, your program's system coordinator is the only person who can assign you a new one. Enter the required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



The screenshot shows a dialog box titled "Program 2801234567 : Otolaryngology Test Program". The subtitle is "Update User Password for dir280". Inside the dialog box, there are three input fields: "Old Password", "New Password", and "Verify Password". Below these fields are two buttons: "Save" and "Cancel". At the bottom of the dialog box, there is a note: "Password length must be a minimum of 5 characters and a maximum of 15." A mouse cursor is pointing at the "Save" button.

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.



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. **Case Entry** will allow you to add, edit, delete, view, and download procedures. As well as update procedure year.
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, and institution, etc);
 - b. Resident Full Detail and Resident Brief Detail reports (an itemized, chronological list of all your entries, which also can be filtered by date range, and institution, etc.); or
 - c. Available CPT Codes which can be displayed either by CPT 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 your program has been activated to use this feature.
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. If you need to correct the resident procedure year in your cases, click on Update Procedure Year. To download all procedures click on Download Procedures.



To add a new procedure, click on Add.

When entering procedures, please keep the following in mind:

Resident Supervisor: A resident supervisor instructs, and assists as needed, a more junior resident during a procedure during which the junior resident performs greater than or equal to 50% of the operation, including the key portion(s) of the procedure. The attending functions as an assistant or observer. **Resident Surgeon:** A resident surgeon performs greater than or equal to 50% of the operation with the attending surgeon (and resident supervisor, if applicable), including the key portion(s) of the procedure. **Assistant Surgeon*:** An assistant surgeon performs less than 50% of the operation, or greater than or equal to 50% of the operation but not the key portion(s) of the procedure.

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 is a navigation bar with tabs for Login, Case Entry (selected), Reports, Handheld, and Help. The form is titled "Procedure Entry" and contains the following fields and controls:

- Resident:** A dropdown menu with "OtolaryngologyResident, Number1" selected.
- Institution:** A dropdown menu with "< Please select a value >" selected.
- Resident Year:** A text input field containing "1".
- Residents Role:** A dropdown menu with "Assistant Surgeon" selected.
- Patient Age:** A dropdown menu with "Adult (>18 Years)" selected.
- Date:** A text input field containing "6/2/2004".
- Case ID:** An empty text input field.
- CPT Code:** An empty text input field with "Select" and "Search" buttons next to it.
- Comments:** A large text area for entering procedure details.
- Buttons:** "Save", "Help", "Clear", and "Cancel" buttons are located below the comments field.
- Selected CPT Codes:** A section with a header "Selected CPT Codes" and a message: "No CPT Code Descriptions have been currently selected for display." Below this is a "Remove CPT Code" button.
- Full CPT Code Desc:** An empty text input field.
- Area:** A dropdown menu.
- Type:** A dropdown menu.

Required Fields

- Resident:** Resident name is automatically entered based on your login.
- 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. Resident Supervisor: A resident supervisor instructs, and assists as needed, a more junior resident during a procedure during which the junior resident performs greater than or equal to 50% of the operation, including the key portion(s) of the procedure. The attending functions as an assistant or observer. Resident Surgeon: A resident surgeon performs greater than or equal to 50% of the operation with the attending surgeon (and resident supervisor, if applicable), including the key portion(s) of the procedure. Assistant Surgeon*: An assistant surgeon performs less than 50% of the operation, or greater than or equal to 50% of the operation but not the key portion(s) of the procedure.
- Date:** Enter Date including / or - to separate month/day/year. Format mm/dd/ccyy.
- CPT Code:** If you know the CPT code: Enter the CPT code and click on the Select button. If you don't know the CPT code: Click on the Search button.

Selecting a CPT code

If you know the appropriate CPT code(s), type the value, and click on the Select button. In the pictured example, CPT code 31541 was entered. If the CPT code is valid it will automatically be placed in the Selected Procedures list.

ACGME Login Case Entry Reports Handheld Help

Procedure Entry

Resident: OtolaryngologyResident, Number1
Institution: < Please select a value >
Resident Year: 1
Residents Role: Assistant Surgeon
Patient Age: Adult (>18 Years)

Date: 6/2/2004
Case ID:

CPT Code: Select Search

Comments:

Save Help Clear Cancel

Selected CPT Codes 1

31541 Laryngoscopy, direct, operative, with excision of tum

Remove CPT Code

Full CPT Code Desc: Laryngoscopy, direct, operative, with excision of tumor and/or stripping of vocal cords or epiglottis;

Area: Larynx
Type: Endoscopy (larynx)

Selected Procedure Field

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

Save Help Clear Cancel

Selected CPT Codes 1

31541 Laryngoscopy, direct, operative, with excision of tum

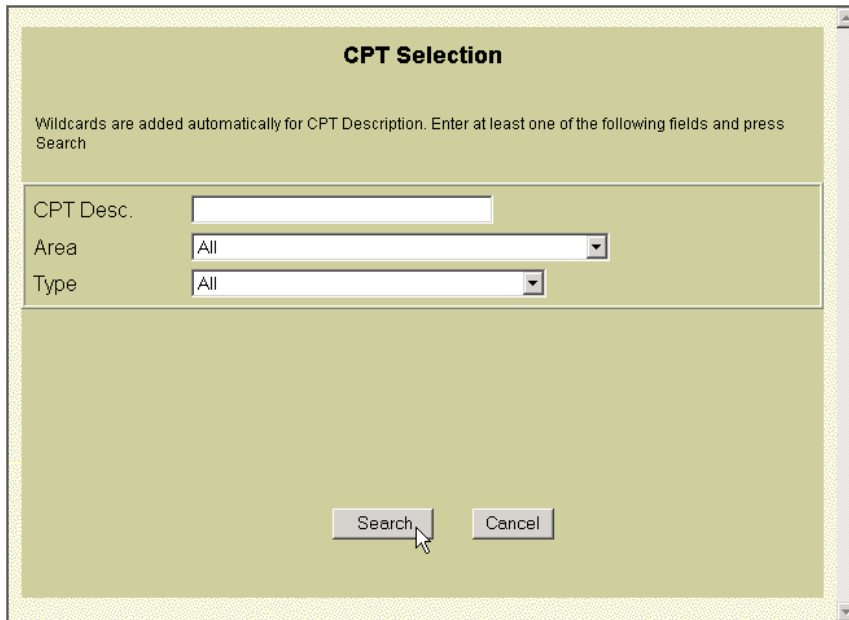
Remove CPT Code

Full CPT Code Desc: Laryngoscopy, direct, operative, with excision of tumor and/or stripping of vocal cords or epiglottis;

Area: Larynx
Type: Endoscopy (larynx)

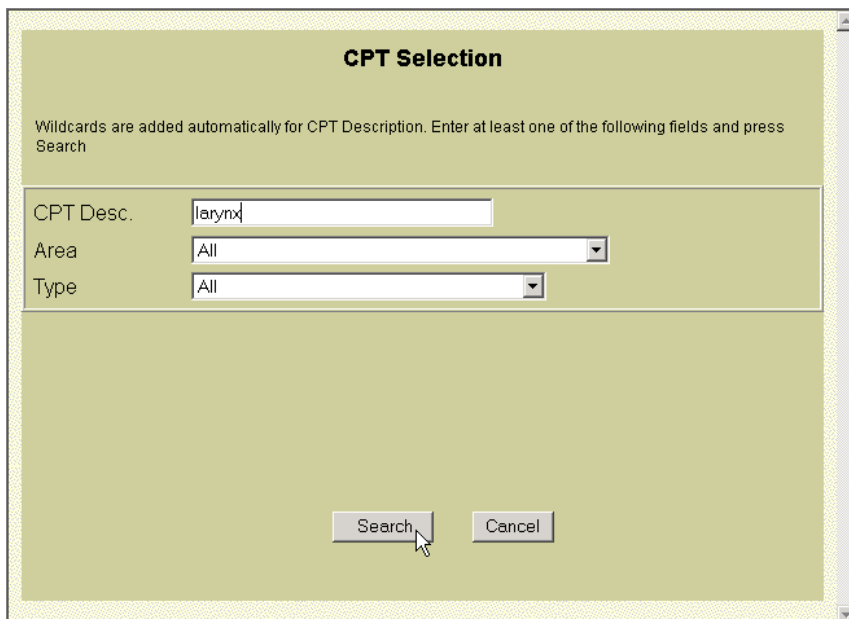
Searching for a CPT Code

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



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

CPT Selection allows the user to look for CPTs 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 CPT 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 "CPT Desc." text box now contains the word "larynx". The "Area" and "Type" dropdown menus remain set to "All". The "Search" button is still the focus of the mouse cursor.

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

Searching for a CPT Code (cont.)

CPT Selection

*-indicates CPT is found in multiple area/types

CPT	
00322 Anesthesia for all procedures on esophagus, thyroid, larynx, trachea and lymphatic system of neck; needle biopsy of thyroid	select
00320 Anesthesia for all procedures on esophagus, thyroid, larynx, trachea and lymphatic system of neck; not otherwise specified	select
00326 Anesthesia for all procedures on the larynx and trachea in children less than 1 year of age	select
70370 Radiologic examination; pharynx or larynx, including fluoroscopy and/or magnification technique	select
31599 Unlisted procedure, larynx	select

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

ADDING A NEW PROCEDURE (CONT.)

Once all the CPT codes have been selected for a procedure, click on the Save button.

The screenshot shows the ACGME Case Entry interface. At the top, there are navigation tabs: Login, Case Entry (active), Reports, Handheld, and Help. The main section is titled "Procedure Entry".

Fields include:

- Resident: OtolaryngologyResident, Number1
- Institution: < Please select a value >
- Resident Year: 1
- Residents Role: Assistant Surgeon
- Patient Age: Adult (>18 Years)
- Date: 6/2/2004
- Case ID: [empty]
- CPT Code: [empty] with Select and Search buttons
- Comments: [empty text area]

Buttons at the bottom of the form: Save, Help, Clear, Cancel.

A section titled "Selected CPT Codes 1" contains a list with one entry: "31541 Laryngoscopy, direct, operative, with excision of tum". Below the list is a "Remove CPT Code" button.

Below the list, the "Full CPT Code Desc" is "Laryngoscopy, direct, operative, with excision of tumor and/or stripping of vocal cords or epiglottis;".

At the bottom, "Area" is "Larynx" and "Type" is "Endoscopy (larynx)".

To assist with data entry, the institution, year in program, and date 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 2801234567

Institution All

Resident OtolaryngologyResident Number1

Date Range [] to []

Residents Role All

Patient Age All

Procedure Resident Year All

Resident Year All

CPT Code []

Area Description All

Type Description All

records per page 12

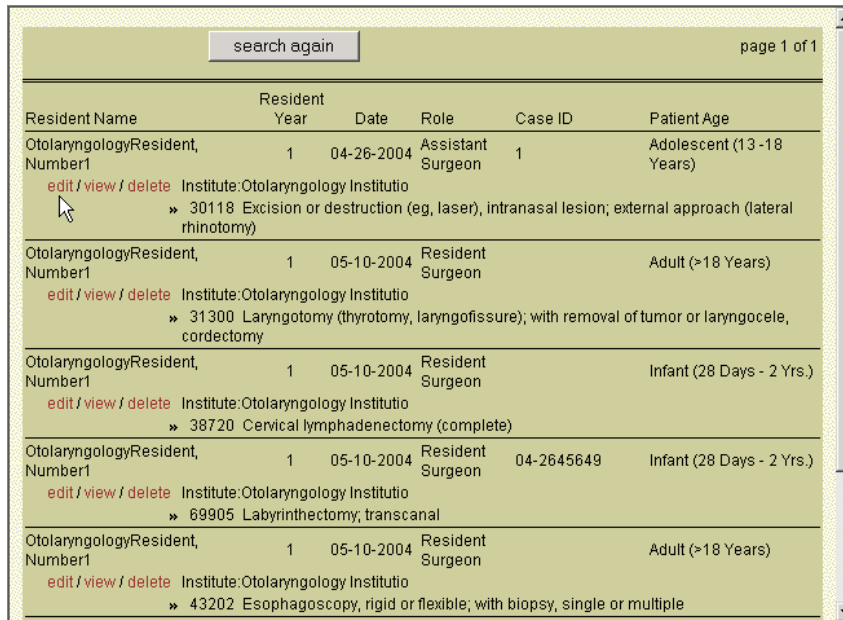
OK CANCEL

Filters (you may set the following filters)

- Institution:** A drop-down box will list all of the institutions that the program has entered.
- 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:** Select "Assistant Surgeon", "Resident Supervisor", and "Resident Surgeon" from the drop-down menu.
- Patient Age:** Select the patient age 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.
- CPT Code:** Type the CPT Code to search for.
- Area Description:** Select the Area Description from the drop-down menu.
- Type Description:** Select the Area 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.

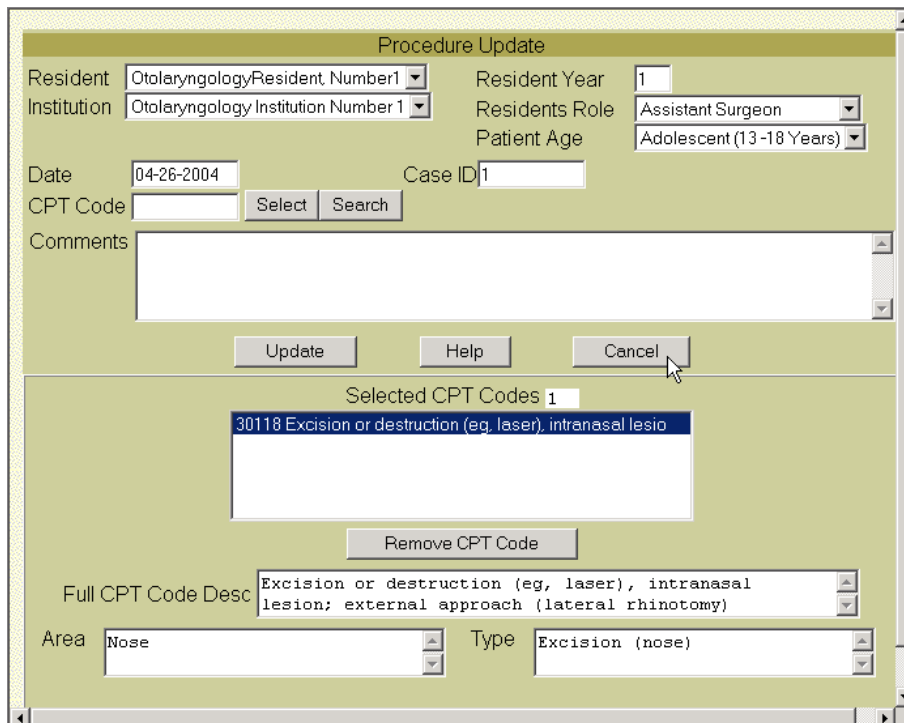


The screenshot shows a table with columns: Resident Name, Resident Year, Date, Role, Case ID, and Patient Age. Each row represents a procedure entry. Below each row, there are links for 'edit / view / delete' and a detailed description of the procedure.

Resident Name	Resident Year	Date	Role	Case ID	Patient Age
OtolaryngologyResident, Number1	1	04-26-2004	Assistant Surgeon	1	Adolescent (13-18 Years)
Institute:Otolaryngology Institutio » 30118 Excision or destruction (eg, laser), intranasal lesion; external approach (lateral rhinotomy)					
OtolaryngologyResident, Number1	1	05-10-2004	Resident Surgeon		Adult (>18 Years)
Institute:Otolaryngology Institutio » 31300 Laryngotomy (thyrotomy, laryngofissure); with removal of tumor or laryngocele, cordectomy					
OtolaryngologyResident, Number1	1	05-10-2004	Resident Surgeon		Infant (28 Days - 2 Yrs.)
Institute:Otolaryngology Institutio » 38720 Cervical lymphadenectomy (complete)					
OtolaryngologyResident, Number1	1	05-10-2004	Resident Surgeon	04-2645649	Infant (28 Days - 2 Yrs.)
Institute:Otolaryngology Institutio » 69905 Labyrinthectomy; transcanal					
OtolaryngologyResident, Number1	1	05-10-2004	Resident Surgeon		Adult (>18 Years)
Institute:Otolaryngology Institutio » 43202 Esophagoscopy, rigid or flexible; with biopsy, single or multiple					

Procedure Edit/Update Screen

To **edit**, make the necessary changes on the screen. To add a new CPT code, type the new desired code in the CPT code box and press the Select button. See page 9 for **Selecting a CPT Code** to search for an unknown CPT code to add to the procedure list. When you click on the Update button, all changes will be saved and you will be returned to the result list.



The screenshot shows the 'Procedure Update' form. It includes fields for Resident, Institution, Date, Case ID, CPT Code, and Comments. There are buttons for 'Update', 'Help', and 'Cancel'. Below the form, there is a section for 'Selected CPT Codes' with a list of codes and a 'Remove CPT Code' button. The 'Full CPT Code Desc' field is populated with the description of the selected code. The 'Area' and 'Type' fields are also populated.

Procedure Update

Resident: OtolaryngologyResident, Number1
Institution: Otolaryngology Institution Number 1
Date: 04-26-2004
Case ID: 1
Resident Year: 1
Residents Role: Assistant Surgeon
Patient Age: Adolescent (13-18 Years)

CPT Code: [] [Select] [Search]
Comments: []

[Update] [Help] [Cancel]

Selected CPT Codes: 1
30118 Excision or destruction (eg, laser), intranasal lesion

[Remove CPT Code]

Full CPT Code Desc: Excision or destruction (eg, laser), intranasal lesion; external approach (lateral rhinotomy)

Area: Nose
Type: Excision (nose)

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 Procedure View screen displays the following information:

- Resident:** OtolaryngologyResident Number1
- Institution:** Otolaryngology Institution Number1
- Resident Year:** 1
- Residents Role:** Assistant Surgeon
- Patient Age:** Adolescent (13-18 Years)
- Date:** 04-26-2004
- Case ID:** 1
- CPT Code:** (Empty field with Select and Search buttons)
- Comments:** (Empty text area)
- Buttons:** Help, Cancel
- Selected CPT Codes:** 1
- Full CPT Code Desc:** Excision or destruction (eg, laser), intranasal lesion; external approach (lateral rhinotomy)
- Area:** Nose
- Type:** Excision (nose)
- Remove CPT Code:** (Button)

Procedure Delete Screen

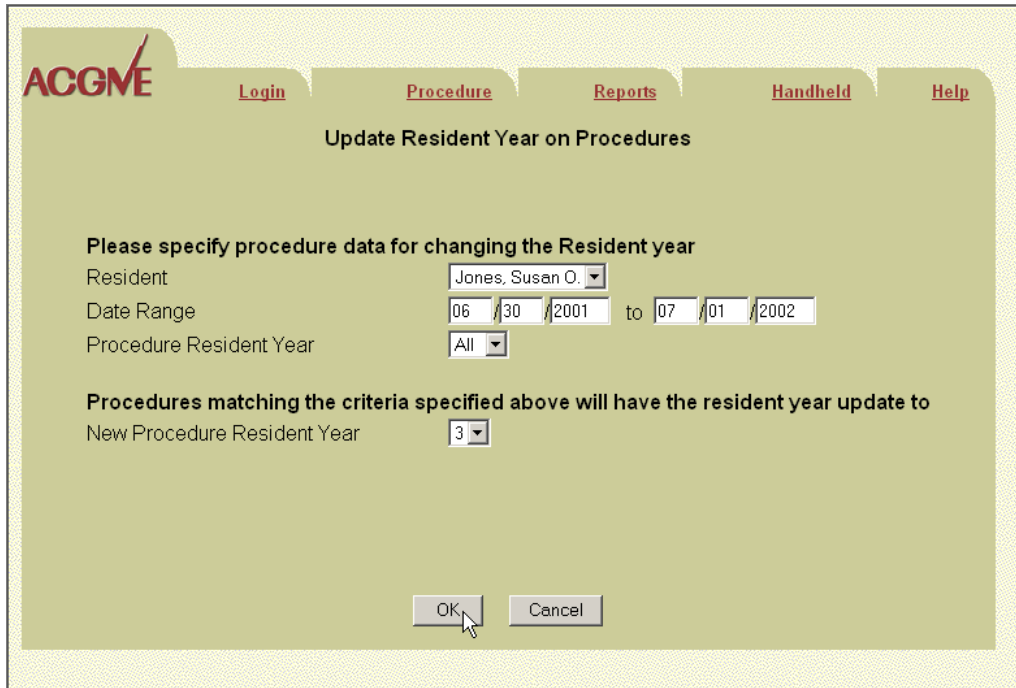
To delete a procedure, click on the Delete button. Click on the Cancel button to return to the result list.

The Procedure Delete screen displays the following information:

- Resident:** OtolaryngologyResident Number1
- Institution:** Otolaryngology Institution Number1
- Resident Year:** 1
- Residents Role:** Assistant Surgeon
- Patient Age:** Adolescent (13-18 Years)
- Date:** 04-26-2004
- Case ID:** 1
- CPT Code:** (Empty field with Select and Search buttons)
- Comments:** (Empty text area)
- Buttons:** Delete, Help, Cancel
- Selected CPT Codes:** 1
- Full CPT Code Desc:** Excision or destruction (eg, laser), intranasal lesion; external approach (lateral rhinotomy)
- Area:** Nose
- Type:** Excision (nose)
- Remove CPT Code:** (Button)

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.



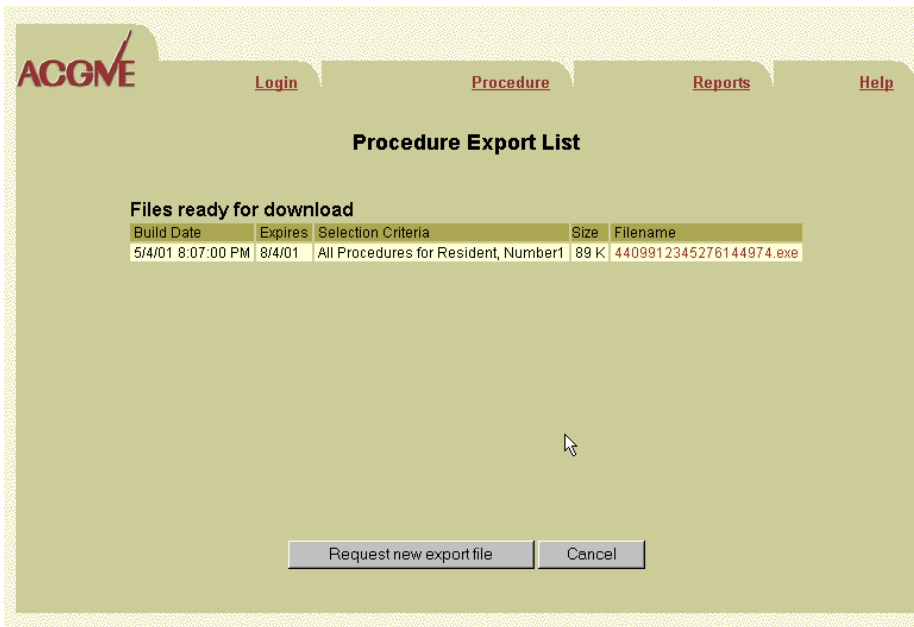
The screenshot shows a web application interface with a navigation bar at the top containing 'ACGME', 'Login', 'Procedure', 'Reports', 'Handheld', and 'Help'. The main heading is 'Update Resident Year on Procedures'. Below this, a section titled 'Please specify procedure data for changing the Resident year' contains the following fields: 'Resident' (dropdown menu with 'Jones, Susan O.' selected), 'Date Range' (two date pickers showing '06/30/2001' and '07/01/2002'), and 'Procedure Resident Year' (dropdown menu with 'All' selected). 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 with '3' selected. 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 (06/30/2001 through 07/01/2002) 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.



DOWNLOADING PROCEDURES

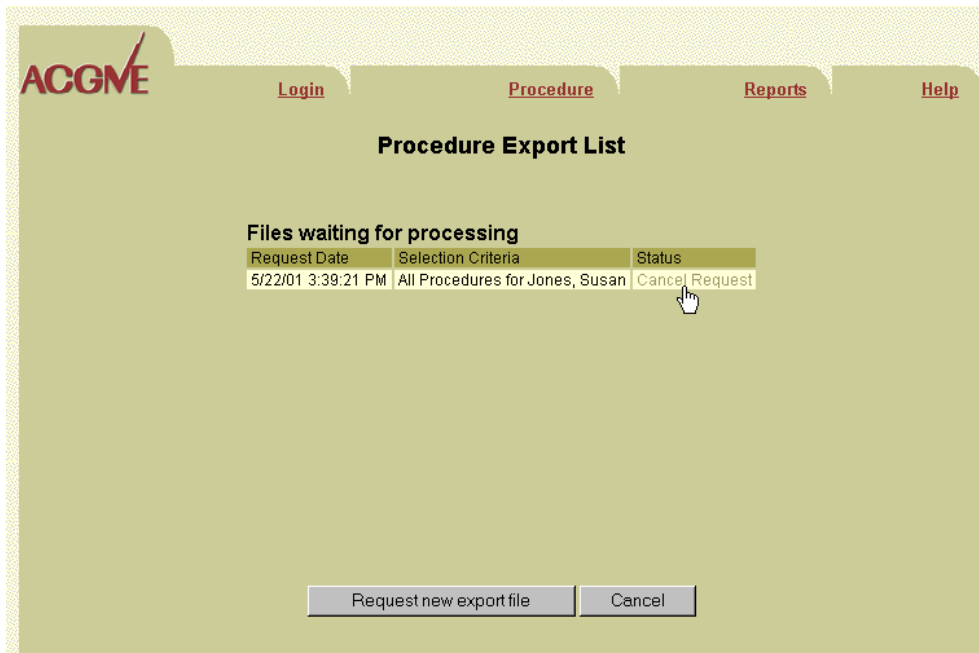
The Download Procedure section is used to generate an electronic file of procedures entered for your program. This is a 2-step process; first the file needs to be selected for exporting and then the file will need to be downloaded.



To generate the file for exporting, click on the Request new export file button. 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.



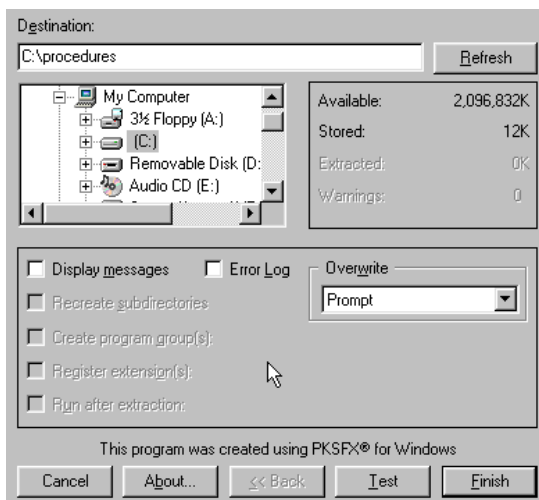
DOWNLOADING PROCEDURES (CONT.)



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 and Resident Brief Detail are similar to the Procedure Search Results list, which is a detailed listing of procedures entered. The other two reports are listings of all valid CPT codes.



The screenshot shows the ACGME website's Reports menu. At the top left is the ACGME logo. To its right are navigation links: [Login](#), [Case Entry](#), [Reports](#) (highlighted), [Handheld](#), and [Help](#). Below these is the heading "Report(s) Menu" followed by a bulleted list of report options: [Resident Operative](#), [Resident Full Detail](#), [Resident Activity](#), [Resident Brief Detail](#), [Available CPT Codes by Code](#), [Available CPT Codes by Area and Type](#), and [CPT Summary](#). At the bottom right, there is a box containing two radio buttons: "View with JavaViewer" (selected) and "View with HTMLViewer". At the bottom left, there is a footer note: "Please report any problems or suggestions to the OPLoq@acgme.org."

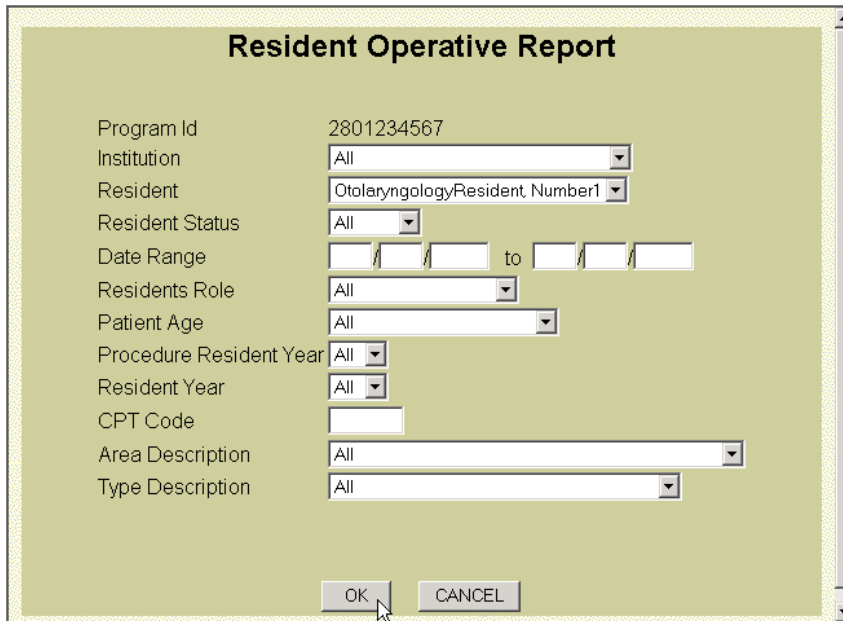
There are two ways to view reports:

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.)

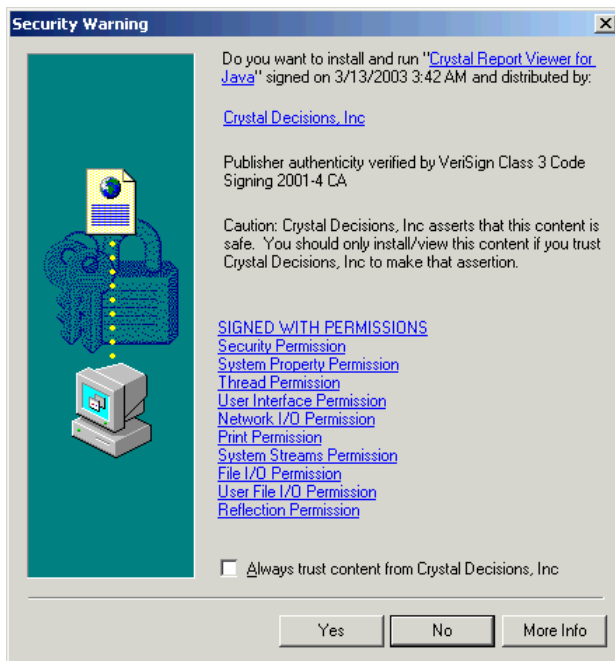
Select the report you want by clicking on the appropriate link. The selection criteria page displays.



The image shows a dialog box titled "Resident Operative Report" with a light green background. It contains several input fields and dropdown menus for filtering data. The fields are: Program Id (text box with value 2801234567), Institution (dropdown menu with value All), Resident (dropdown menu with value OtolaryngologyResident Number1), Resident Status (dropdown menu with value All), Date Range (two date pickers separated by "to"), Residents Role (dropdown menu with value All), Patient Age (dropdown menu with value All), Procedure Resident Year (dropdown menu with value All), Resident Year (dropdown menu with value All), CPT Code (text box), Area Description (dropdown menu with value All), and Type Description (dropdown menu with value All). At the bottom, there are "OK" and "CANCEL" buttons. A mouse cursor is pointing at the "OK" button.

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 OPERATIVE/ RESIDENT DETAIL REPORTS

Resident Operative Experience Report Example:

Resident Operative Experience Report

Program ID: 2801234567 Program Name: Otolaryngology Test Program
at All Institutions
Number1 OtolaryngologyResident
For Procedures in All Years For All Resident Roles For All Patient Types
For All CPTs in All Areas and All RRC Procedures
As Of 6/2/2004

RRC PROCEDURE	Assistant Surgeon	Resident Surgeon	Resident Supervisor
Skin, Subcutaneous and Accessory Structures			
Excision benign lesions			
Excision malignant lesions			
Repair, simple			

Print report

Resident Full Detail Report Example:

Otolaryngology Resident Record Report

Program ID: 2801234567 Program Name: Otolaryngology Test Program
at All Institutions
Number1 OtolaryngologyResident
For Procedures in All Years For All Resident Roles For All Patient Types
All CPTs in All Areas and All Types
As Of 6/2/2004

Resident Name: OtolaryngologyResident, Number1 Current Year: 1

Date: 4/26/2004	Resident Year: 1	Resident Role: Assistant Surgeon
Institution: Otolaryngology Institution N		Case ID: 1
Patient Type: Adolescent (13 -18 Years)		

Area	Type
Nose	Excision (nose)
30118	Removal of intranasal lesion

Date: 5/10/2004	Resident Year: 1	Resident Role: Resident Surgeon
Case ID:		

Print report

RESIDENT ACTIVITY/ RESIDENT BRIEF DETAIL REPORT

Resident Activity Report Example:

powered by crystal

1 / 1 100%

Preview

Active
OtolaryngologyRes

Resident Activity Report

**Program ID: 2801234567 Program Name: Otolaryngology Test Program
at All Institutions**
Number1 OtolaryngologyResident
For Procedures In All Years For All Resident Roles For All Patient Types
For All CPTs in All Areas and All Types
As Of 6/2/2004

Resident Name	Current Year	Cases	CPT Codes	Last Procedure
OtolaryngologyResident, Number1	1 Active	6	6	6/2/2004

Print report

Resident Brief Detail Report Example:

powered by crystal

1 / 1 75%

Preview

OtolaryngologyReside

- 4/26/2004
- 5/10/2004
- 6/2/2004

Otolaryngology Resident Record Report

**Program ID: 2801234567 Program Name: Otolaryngology Test Program
at All Institutions**
Number1 OtolaryngologyResident
For Procedures in All Years For All Resident Roles For All Patient Types
For All CPTs in All Areas and All Types
As Of 6/2/2004

Resident Name:	OtolaryngologyResident, Number1		Current Year: 1	
Date	Location Name	Resident's Role	CPT Code	CPT Description
04/26/2004	Otolaryngology Institution N	Adolescent/Assistant	30118	Removal of intranasal lesion
05/10/2004	Otolaryngology Institution N	Adult/Surgeon	31300	Removal of larynx lesion
05/10/2004	Otolaryngology Institution N	Infant/Surgeon	38720	Removal of lymph nodes, neck
05/10/2004	Otolaryngology Institution N	Infant/Surgeon	69905	Remove inner ear
05/10/2004	Otolaryngology Institution N	Adult/Surgeon	43202	Esophagus endoscopy, biopsy
06/02/2004	Otolaryngology Institution N	Adult/Assistant	61580	Craniofacial approach, skull

Number of Procedures: 6

Print report

CPT CODES REPORTS

You can view and print all available CPT 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 CPT Codes by CPT Report

CPT Code	CPT Description
11420	Excision, benign lesion, except skin tag (unless listed elsewhere), scalp, neck, hands, feet, genitalia; lesion diameter 0.5 cm or less
11421	Excision, benign lesion, except skin tag (unless listed elsewhere), scalp, neck, hands, feet, genitalia; lesion diameter 0.6 to 1.0 cm
11422	Excision, benign lesion, except skin tag (unless listed elsewhere), scalp, neck, hands, feet, genitalia; lesion diameter 1.1 to 2.0 cm
11423	Excision, benign lesion, except skin tag (unless listed elsewhere), scalp, neck, hands, feet, genitalia; lesion diameter 2.1 to 3.0 cm
11424	Excision, benign lesion, except skin tag (unless listed elsewhere), scalp, neck, hands, feet, genitalia; lesion diameter 3.1 to 4.0 cm
11426	Excision, benign lesion, except skin tag (unless listed elsewhere), scalp, neck, hands, feet, genitalia; lesion diameter over 4.0 cm

Available CPT Codes by Area and Type Report

CPT Code	Method	CPT Description
11420		Excision, benign lesion, except skin tag (unless listed elsewhere) genitalia; lesion diameter 0.5 cm or less
11421		Excision, benign lesion, except skin tag (unless listed elsewhere) genitalia; lesion diameter 0.6 to 1.0 cm
11422		Excision, benign lesion, except skin tag (unless listed elsewhere) genitalia; lesion diameter 1.1 to 2.0 cm
11423		Excision, benign lesion, except skin tag (unless listed elsewhere) genitalia; lesion diameter 2.1 to 3.0 cm
11424		Excision, benign lesion, except skin tag (unless listed elsewhere) genitalia; lesion diameter 3.1 to 4.0 cm

Case Log Procedures/Encounters Export

<u>Field Name</u>	<u>Field Type (max)</u>	<u>Field Description</u>
ProcedureID	Integer	Unique case ID.
ProgramID	Text (10)	10-digit ACGME program number.
ProcedureDate	Text (10)	The date of the procedure, in the form MM/DD/YYYY.
ResidentYear	Integer	Resident's year in program when the procedure was performed.
OncologyPatient	Integer	Flag for whether it was an oncology patient. 1 = yes, 0 = no or specialty does not use this field.
MicroSurgery	Integer	Flag for whether it was microsurgery. 1 = yes, 0 = no or specialty does not use this field.
Trauma	Integer	Flag for whether it was trauma patient. 1 = yes, 0 = no or specialty does not use this field.
PatientBirthYr	Text (4)	The 4 digit year of birth, blank if specialty does not use field.
Gender	Text (1)	M or F, otherwise blank if not used by specialty.
CaseID	Text (25)	Case ID entered, blank if specialty do not use.
CPTCode	Text (254)	The CPT or ICD9 Code.
Credit	Integer	Flag to indicate code for credit. Code for credit = 1, 0 = non-credit. Value will be 1 for specialties that do not use credit indicator.
AreaRRCIndexID	Integer	4 digit RRC index ID for the area if used by specialty, otherwise it is blank.
AreaDescription	Text (50)	Full description of the area in which the code counts.
TypeRRCIndexID	Integer (10)	4 digit RRC index ID for the type if used by specialty, otherwise it is blank.
TypeDescription	Text (50)	Full description of the type in which the code counts.
AttendingID	Integer	ID indicating the attending physician.
AttendingLName	Text (55)	Last name of the attending physician.
AttendingMInitial	Text (1)	Middle initial of the attending physician.
AttendingFName	Text (55)	First name of the attending physician.
ResidentID	Integer	ID indicating the resident.
ResidentSS	Text (9)	Resident social security number without dashes.
ResidentLName	Text (55)	Last name of resident.
ResidentMInitial	Text (1)	Middle initial of the resident.
ResidentFName	Text (55)	First name of the resident.
InstitutionID	Integer	ID for the institution.
InstituteName	Text (100)	Name of the institution.
InstituteCity	Text (55)	City where institution located.
InstituteSt	Text (2)	State of institution.
CPTDesc	Text (50)	First 50 characters of CPT or ICD9 description.
ResidentsRole	Text (25)	Resident's role for procedure.
Patient Type	Text (25)	Patient type entered, blank if not used by specialty.
RotationName	Text (45)	Rotation, blank if not used by specialty.
DefinedCtgy1	Text (30)	First defined category in which CPT code counts, otherwise blank if specialty does not use this field.
DefinedCtgy2	Text (30)	Second defined category in which CPT code counts, otherwise blank if specialty does not use this field.
CommentText	Text(1280)	Any comments entered.