



**RESIDENT CASE LOG SYSTEM
RADIATION ONCOLOGY**

RESIDENT MANUAL

December 2003

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INTRODUCTION

The Resident Case Log System for Radiation Oncology is an Internet based data collection system used to track resident experiences.

While some programs prefer to have administrative personnel enter procedures, this application was designed to allow residents to enter procedures on a regular basis at their convenience. Entry can be done from any PC connected to the World Wide Web at any time 24 hours a day.

The site is secured by encryption certificates obtained through the Verisign Corporation and is backed up daily.

GETTING STARTED

No specific software is required and no software will be sent or needs to be downloaded to use this system.

The Accreditation Council for Graduate Medical Education (ACGME) has provided each program director with a 'User ID' and 'Password' to access the case log system. It is the program director/administrator's responsibility to enter and maintain program specific information such as residents, attending physicians, institutions and users. It is the program's responsibility to assign User IDs and Passwords to each resident in the program.

Access to the system is available through most commonly used Internet Browsers and providers including Microsoft Internet Explorer 5.0 (or higher), Netscape 4.7 (or higher), AOL, and Prodigy. No special download of additional software is required. You will have to enable cookies to use the application. Cookies are being used to maintain your session information with ACGME in order to improve performance. 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 screen if it appears.

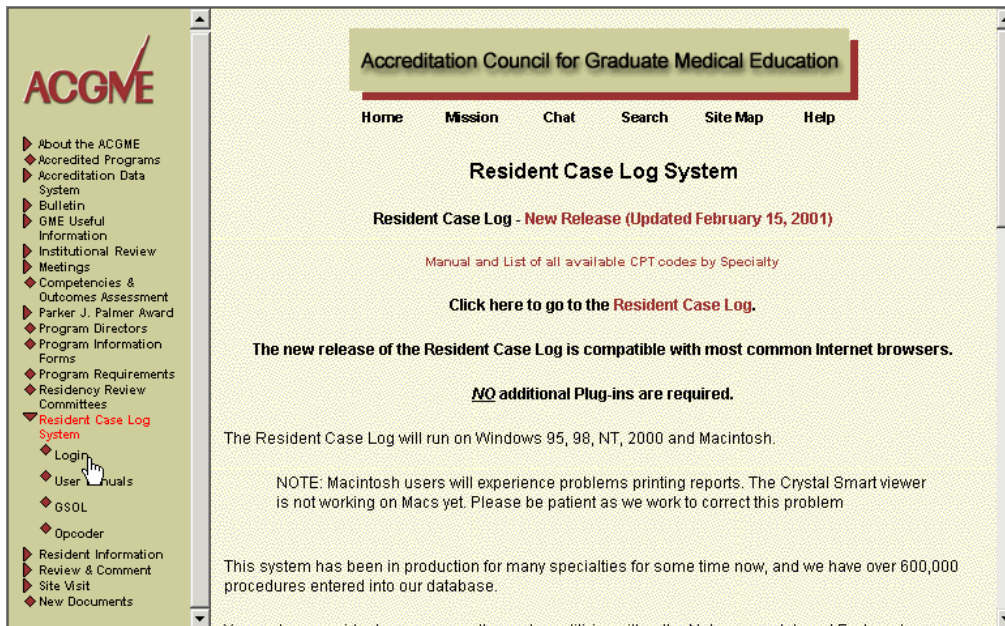
CONTACT US

As you use this application please do not hesitate to contact the ACGME Support Center (312) 755-7464 with any difficulties or suggestions. The Center is staffed from 8:00 am to 5:00 pm Central time Monday through Friday. Voice mail is utilized when staff is not available to take your call. Additionally you can correspond via E-mail at oplog@acgme.org.

LOGGING ON

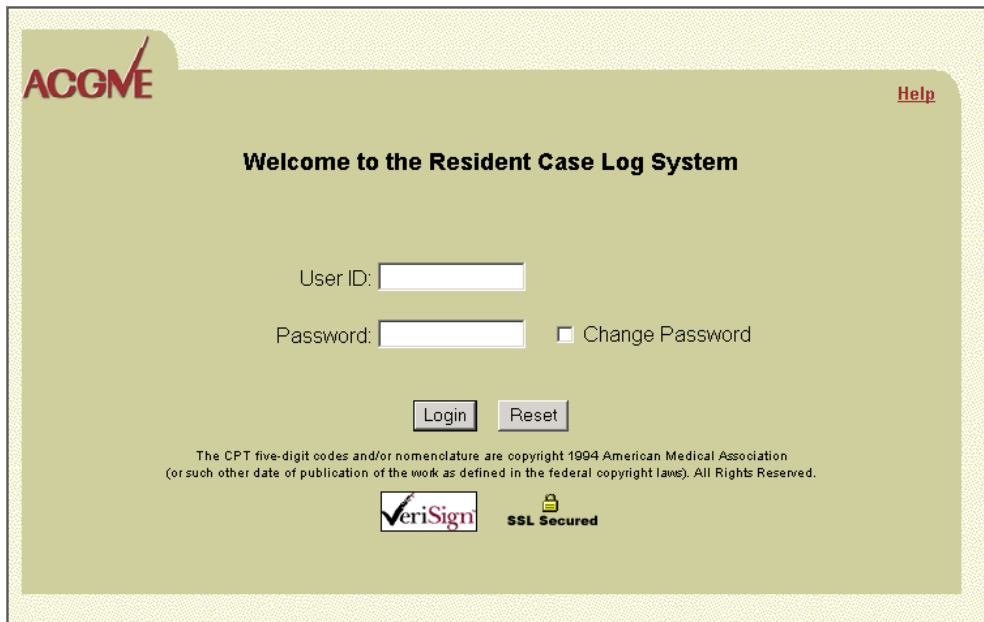


Using your Internet-browser, go to the ACGME homepage at www.acgme.org. Select Resident Case Log System”



The Resident Case Log System Screen will have updated information on Enhancements, User's Manuals, and Listings of all available CPT codes. Select 'Login'

LOGGING ON (cont.)

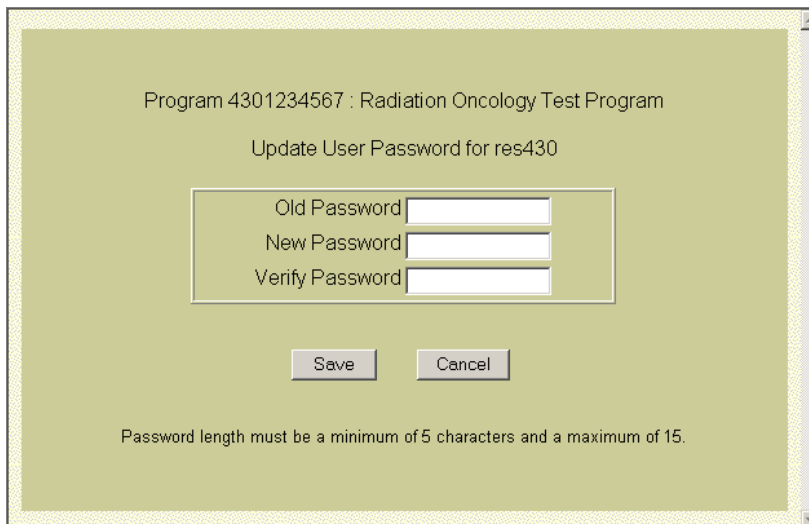


The screenshot shows the login interface for the ACGME Resident Case Log System. At the top left is the ACGME logo, and at the top right is a "Help" link. The main heading is "Welcome to the Resident Case Log System". Below this, there are two input fields: "User ID:" and "Password:". To the right of 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 ACGME) 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

A user may change their password at any time. A new window will open for you to enter and confirm your new password. If you forget your User ID and password the Program Director/Administrator must assign a new one.

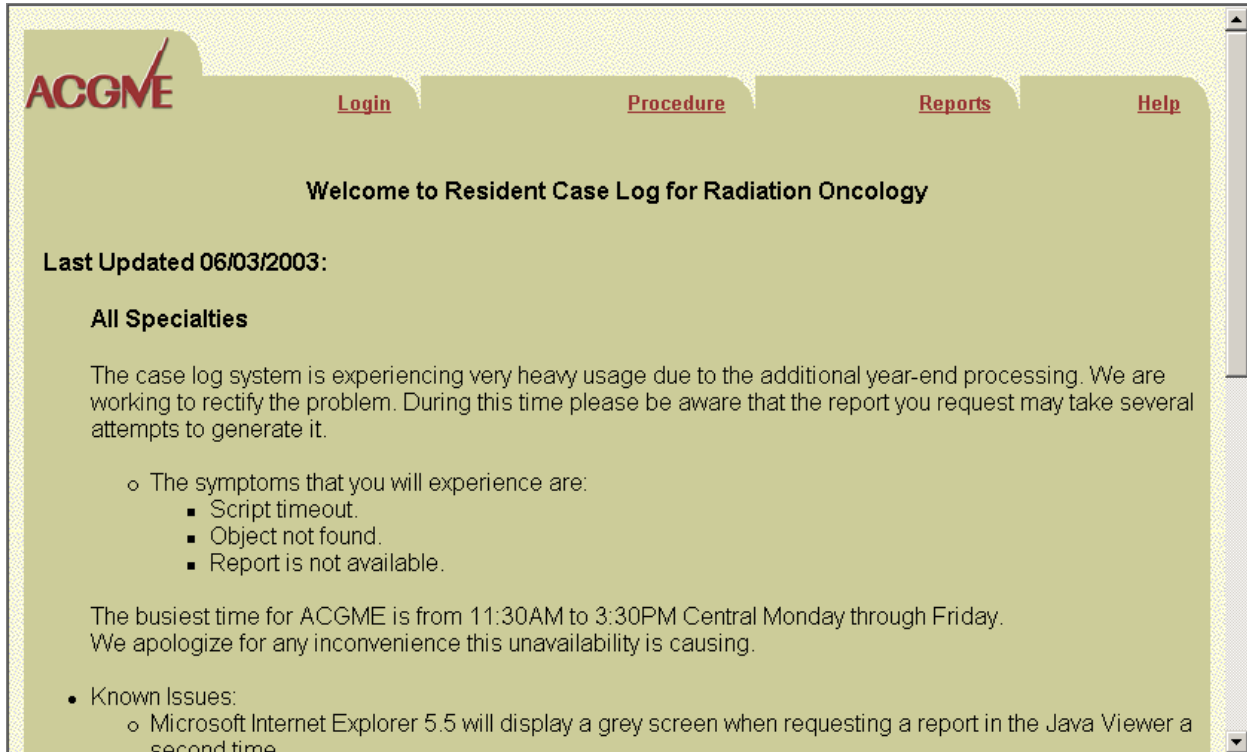


The screenshot shows a dialog box titled "Program 4301234567 : Radiation Oncology Test Program". The main heading is "Update User Password for res430". Inside the dialog, there are three input fields: "Old Password", "New Password", and "Verify Password". Below these fields are two buttons: "Save" and "Cancel". At the bottom of the dialog, there is a note: "Password length must be a minimum of 5 characters and a maximum of 15."

Enter required data and press the Save button. If you decide you don't want to change the password press the Cancel button. You will remain logged on to the system. You must provide information for all of the fields. We recommend that all passwords be at least 4 characters in length and contain at least 1 numeric value. Please use only alphanumeric (A-Z, 0-9) characters for your passwords. Stay away from any special characters including <>,.,./'{}])*^%\$#@!-_=+. The password field is NOT case sensitive.

WELCOME PAGE

The Welcome Page is the starting point after the initial login. It will confirm that you are logged on and inform you of changes and ongoing issues. It will also provide you with the necessary tabs (or Sections) to perform your data entry. The Welcome Page below is what an Administrator or Program Director will see after logging in.



The Tabs at the top of the page are the available options. Depending on the level of user access allowed, certain tabs may not be available.

Login: Brings you back to the initial login screen. You must re-enter your ID and password to gain access back into the system.

Procedure: Allows you to add, edit, delete and view case entries.

Reports: Program and resident reports are generated from this screen.

Handheld: Provides information regarding software for handheld devices.

PROCEDURE MENU

The screenshot shows the ACGME website's Procedure Menu. At the top left is the ACGME logo. To its right are navigation tabs for [Login](#), [Procedure](#), [Reports](#), and [Help](#). The main content area is titled "Procedure Menu" and contains a bulleted list:

- Procedures
 - [Add Cases](#)
 - [Search/Update Case Entries](#)

At the bottom of the page, there is a note: "Please report any problems or suggestions to the OPLog@acgme.org."

ADDING CASES

After you click on the [Add Cases](#) link, the Procedure Entry page will display:

The screenshot shows the "Procedure Entry" page. At the top left is the ACGME logo. To its right are navigation tabs for [Login](#), [Procedure](#), [Reports](#), and [Help](#). The page is titled "Procedure Entry".

On the left side, there is a section titled "Area/Type Entry" with the instruction: "To add a procedure to this case. Select a type from the list below:". Below this is a list of procedure types:

- [Radiation Oncology](#)
- [Ex Beam - non-metastatic](#)
- [Ex Beam - metastatic](#)
- [Pediatric](#)
- [Stereotactic radiosurgery](#)
- [Brachytherapy - Interstitial](#)
- [Breast](#)
- [Soft tissue Sarcoma](#)
- [Head & Neck](#)
- [Prostate](#)
- [GYN / NOS](#)
- [Other](#)
- [Brachytherapy - Intracavity](#)

The main form area contains the following fields:

- Resident:
- Institution:
- Resident Year:
- Residents Role:
- Entry Date:
- Case ID:
- Comments:

Below the form, there is a section titled "Selected Procedures" with a "Remove Row" button. Underneath are three columns:

No Groups entered	No Areas entered	No Types entered
<input type="text"/>	<input type="text"/>	<input type="text"/>

At the bottom of the form, there are four buttons: "Save", "Help", "Clear", and "Cancel". Below these buttons are two more input fields: "Area" and "Type", both with dropdown arrows.

Required Fields

Resident: Select a resident name using the down arrow.
Institution: Select the Institution where the procedure was performed using the down arrow.
Resident Year: Enter the 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 either Performed or Observed from using the down arrow.
Entry Date: Enter Date including / or – to separate month/day/year. Format mm/dd/ccyy.
Case ID: The Case Id is used to easily identify, or search for, a particular case.

* NOTE: All procedures entered for external beam simulation (non-metastatic and metastatic) will be counted as Performed.

Select an Area/Type

From the left menu click on a specific area/type to add it to the Selected Procedures box on the right hand side. When finished entering areas/types, as needed, click Save.

The screenshot shows the ACGME Procedure Entry form. The left sidebar lists various medical areas and types, with 'Breast' highlighted. The main form area contains fields for Resident, Institution, Resident Year, Residents Role, Entry Date, and Case ID. Below these fields is a 'Selected Procedures' table with two rows. The first row is highlighted, showing 'Radiation Oncology' and 'Ex Beam - non-metastatic'. The second row shows 'Radiation Oncology' and 'Ex Beam - non-metastatic'. Below the table are buttons for 'Save', 'Help', 'Clear', and 'Cancel'. At the bottom, there are 'Area' and 'Type' dropdown menus.

The "Selected Procedures" section allows you to browse the different entries. Use the mouse to point and click on a type, and the selection is highlighted and expanded in the Area and Type fields. To remove the highlighted procedure, click on the "Remove Row" button. To remove all of them click on the "Clear" button.

To assist with the entry the institution, year in program, and procedure 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 CASE ENTRIES

Search Case Entries

Program Id

Institution

Resident

Date Range / / to / /

Residents Role

Procedure Resident Year

Resident Year

Group Description

Area Description

Type Description

records per page

Enter your search criteria, if any and click the OK button. A list of procedures, matching the specified criteria, will be displayed.

Search Result Information

The results are sorted chronologically by Resident Name, Year, and Procedure Date. The procedure can be Edited, Viewed, or Deleted.

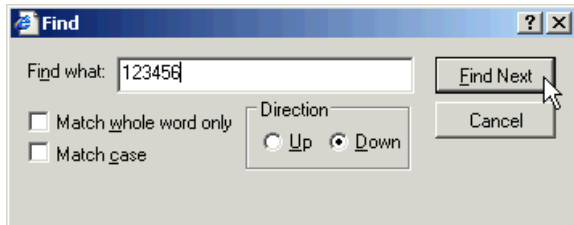
[Next Page] Jump to page page 1 of 2

Resident Name	Resident Year	Procedure Date	Role	Patient ID
Oncology, Radiation a.	1	06-27-2002	P (Performed)	45678
edit / view / delete Institute:institution number 1 Radiation Oncology Ex Beam - non-metastatic » Genitourinary				
Oncology, Radiation a.	1	06-27-2002	P (Performed)	w
edit / view / delete Institute:institution number 1 Radiation Oncology Pediatric » Leukemia » Non-Hodgkins Lymphoma » Retinoblastoma				
Oncology, Radiation a.	1	06-27-2002	P (Performed)	
edit / view / delete Institute:Not Applicable Radiation Oncology Ex Beam - non-metastatic » Genitourinary » Genitourinary » Genitourinary				

Search Result Actions

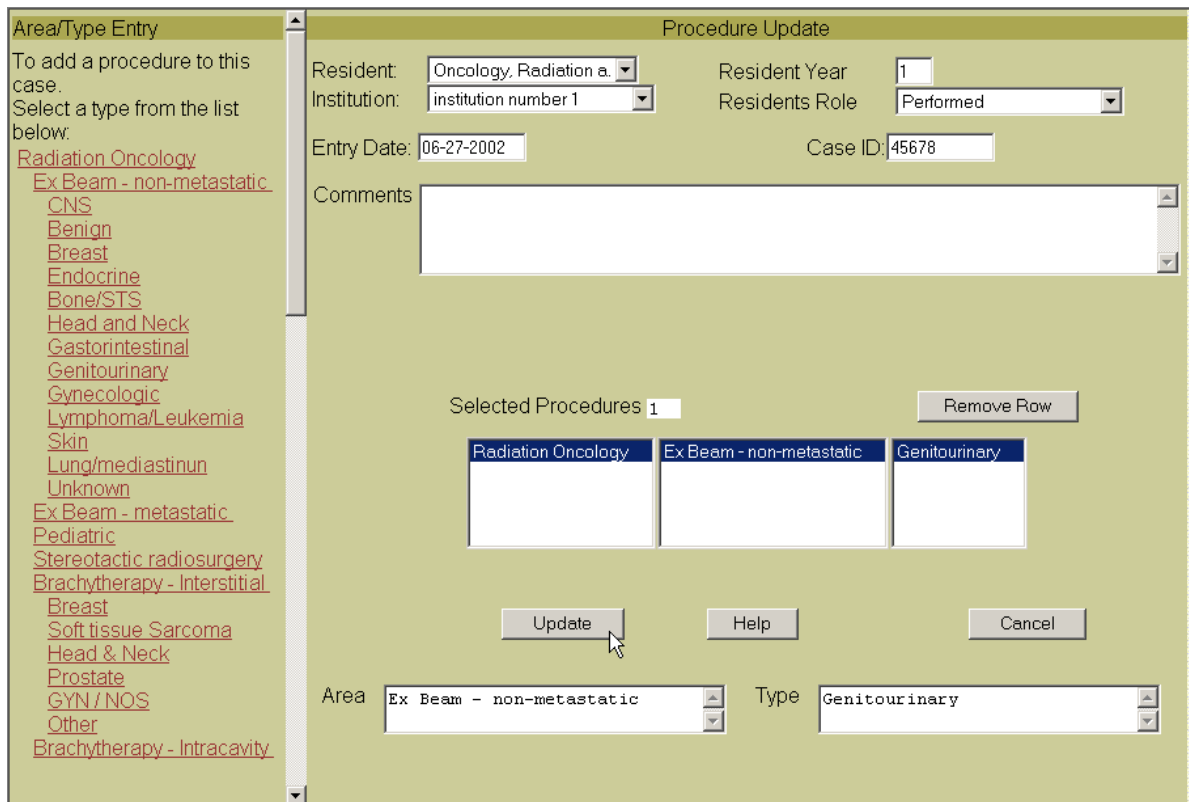
1. Next Page: Moves you through the list, page by page.
2. Jump to page : Enter the Page you want to jump to and press the Go button.
3. Search Again button: Return to the Search Criteria screen.
4. View: To view a procedure in the entry form, press the View link.

Tip: To have the computer search for an occurrence of a word or phrase or case id number press the 'Ctrl F' keys and the Find function will display. Below we are looking for the Case ID '123456' in the result list. Press the Find Next button to highlight the word as you move through the page.



Edit Procedure

Make the necessary changes to the procedure and click on Update to save or Cancel to return to the procedures list



Area/Type Entry

To add a procedure to this case.
Select a type from the list below:

- [Radiation Oncology](#)
- [Ex Beam - non-metastatic](#)
- [CNS](#)
- [Benign](#)
- [Breast](#)
- [Endocrine](#)
- [Bone/STS](#)
- [Head and Neck](#)
- [Gastorintestinal](#)
- [Genitourinary](#)
- [Gynecologic](#)
- [Lymphoma/Leukemia](#)
- [Skin](#)
- [Lung/mediastinun](#)
- [Unknown](#)
- [Ex Beam - metastatic](#)
- [Pediatric](#)
- [Stereotactic radiosurgery](#)
- [Brachytherapy - Interstitial](#)
- [Breast](#)
- [Soft tissue Sarcoma](#)
- [Head & Neck](#)
- [Prostate](#)
- [GYN/NOS](#)
- [Other](#)
- [Brachytherapy - Intracavity](#)

Procedure Update

Resident: Resident Year:
Institution: Residents Role:
Entry Date: Case ID:
Comments:

Selected Procedures 1

Area	Type
Radiation Oncology	Ex Beam - non-metastatic
Ex Beam - non-metastatic	Genitourinary

Area: Type:

View Procedure

Click Cancel to return to the procedures list.

Area/Type Entry	Procedure View		
To add a procedure to this case. Select a type from the list below: Radiation Oncology Ex Beam - non-metastatic CNS Benign Breast Endocrine Bone/STS Head and Neck Gastorintestinal Genitourinary Gynecologic Lymphoma/Leukemia Skin Lung/mediastinun Unknown Ex Beam - metastatic Pediatric Stereotactic radiosurgery Brachytherapy - Interstitial Breast Soft tissue Sarcoma Head & Neck Prostate GYN / NOS Other Brachytherapy - Intracavity	Resident: <input type="text" value="Oncology, Radiation a."/>	Resident Year: <input type="text" value="1"/>	
	Institution: <input type="text" value="institution number 1"/>	Residents Role: <input type="text" value="Performed"/>	
	Entry Date: <input type="text" value="06-27-2002"/>	Case ID: <input type="text" value="45678"/>	
	Comments: <input type="text"/>		
	Selected Procedures: 1 <input type="button" value="Remove Row"/>		
	<input type="button" value="Radiation Oncology"/>	<input type="button" value="Ex Beam - non-metastatic"/>	<input type="button" value="Genitourinary"/>
	<input type="button" value="Help"/>		<input type="button" value="Cancel"/>
	Area: <input type="text" value="Ex Beam - non-metastatic"/>	Type: <input type="text" value="Genitourinary"/>	

Delete Procedure

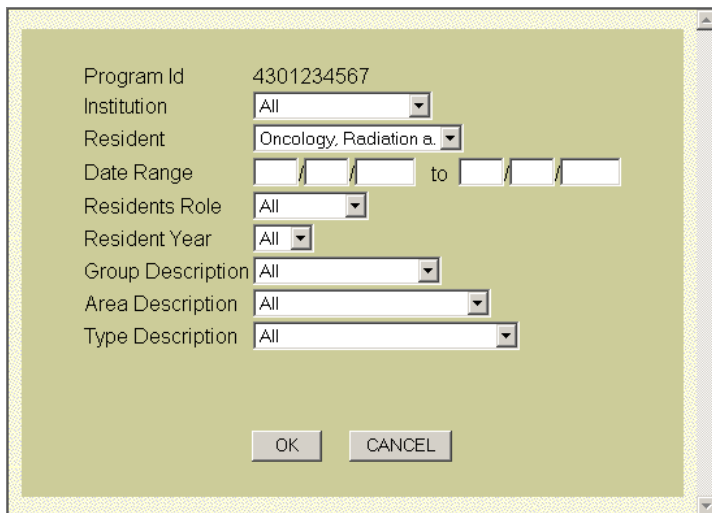
Click on Delete to delete the procedure or Cancel to return to the procedures list

Area/Type Entry	Procedure Delete		
To add a procedure to this case. Select a type from the list below: Radiation Oncology Ex Beam - non-metastatic CNS Benign Breast Endocrine Bone/STS Head and Neck Gastorintestinal Genitourinary Gynecologic Lymphoma/Leukemia Skin Lung/mediastinun Unknown Ex Beam - metastatic Pediatric Stereotactic radiosurgery Brachytherapy - Interstitial Breast Soft tissue Sarcoma Head & Neck Prostate GYN / NOS Other Brachytherapy - Intracavity	Resident: <input type="text" value="Oncology, Radiation a."/>	Resident Year: <input type="text" value="1"/>	
	Institution: <input type="text" value="institution number 1"/>	Residents Role: <input type="text" value="Performed"/>	
	Entry Date: <input type="text" value="06-27-2002"/>	Case ID: <input type="text" value="45678"/>	
	Comments: <input type="text"/>		
	Selected Procedures: 1 <input type="button" value="Remove Row"/>		
	<input type="button" value="Radiation Oncology"/>	<input type="button" value="Ex Beam - non-metastatic"/>	<input type="button" value="Genitourinary"/>
	<input type="button" value="Delete"/>	<input type="button" value="Help"/>	<input type="button" value="Cancel"/>
	Area: <input type="text" value="Ex Beam - non-metastatic"/>	Type: <input type="text" value="Genitourinary"/>	

REPORTS



There are two view options available when viewing reports, 'View with Java Viewer' or 'View with HTML Viewer'. The difference is the Java Viewer allows for indexing and searching capabilities within a report, whereas the HTML Viewer allows for only sequential viewing of the report.

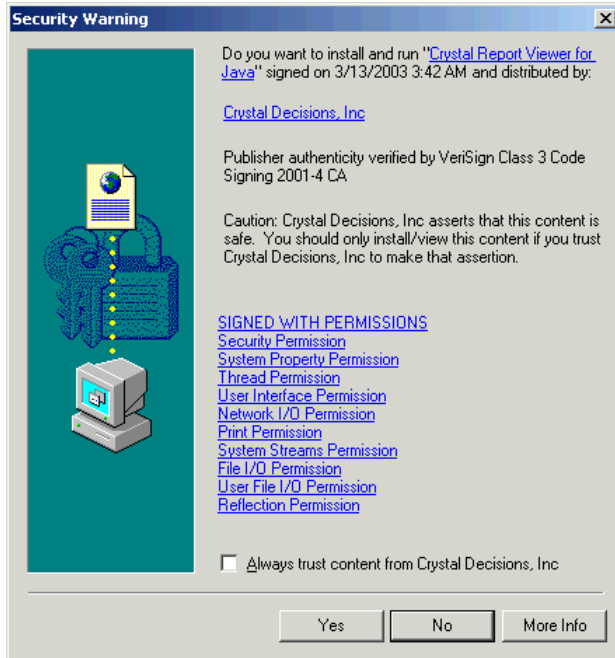


Use the selection box to filter data presented on reports and click the OK button to generate the report.

REPORTS (CONT.)

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 SUMMARY

The screenshot shows a window titled "Resident Experience Report" with a "powered by crystal" logo in the top right. The report header includes: "Program ID: 4301234567", "Program Name: Radiation Oncology Test program", "At All Institutes", "All Residents", "For All Resident Years For all Roles", "For All Types in All Areas", and "As Of 5/30/2003". A table follows with columns for "Radiation Oncology", "Observed", "Performed", and "Total".

Radiation Oncology	Observed	Performed	Total
Ex Beam - non-metastatic			
CNS		0	0
Benign		4	4
Breast		0	0
Endocrine		1	1
Bone/STS		0	0
Head and Neck		0	0
Central Nervous System		0	0

REPORTS (CONT.)

RESIDENT EXPERIENCE FULL DETAIL

powered by crystal

1 / 1+

100%

Preview

- Hendrix, Jimi
- Morrison, Jim
- Zappa, Frank

Radiation Oncology Resident Record Report

Program ID: 4301234567 Program Name: Radiation Oncology Test program
 At All Institutes
 All Residents
 All Resident Years All Roles
 For All Types in All Areas
 As Of 5/30/2003

Resident Name: Hendrix, Jimi Current Year: 1

Procedure Date: 4/18/2003	Resident Year: 1	Role: Performed	Case ID: 123
Institution: Institution Number 1			

Radiation Oncology

Area	Type
Brachytherapy - Interstitial	Breast
Brachytherapy - Interstitial	GYN / NOS

Procedure Date: 4/21/2003	Resident Year: 1	Role: Observed	Case ID: 123
Institution: Institution Number 1			

DUPLICATE PATIENT ACCOUNTING REPORT

powered by crystal

1 / 1

100%

Preview

- Case ID: 123

Duplicate Patient Accounting Report

Program ID: 4301234567 Program Name: Radiation Oncology Test program
 At All Institutes
 All Residents
 All Resident Years All Roles
 For All Types in All Areas
 As Of 5/30/2003

Case ID: 123

Resident Name: Zappa, Frank	Role: Performed
Procedure Date: 4/21/2003	

Radiation Oncology

Area	Type
Ex Beam - non-metastatic	Benign

Resident Name: Hendrix, Jimi	Role: Performed
Procedure Date: 4/18/2003	

Radiation Oncology

Area	Type
------	------

REPORTS (CONT.)

CASE ENTRY ACTIVITY

powered by crystal

Resident Activity Report

Program ID: 4301234567 Program Name: Radiation Oncology Test program
All Institutes
All Residents
All Resident Years All Roles
For All Types in All Areas and All Groups
As Of 5/30/2003

Resident Name	Current Year	Entries	Total Counts	Last Ent
Hendrix, Jimi	1 Active	5	7	5/30/2003
Morrison, Jim	1 Active	2	3	4/21/2003
Zappa, Frank	1 Active	3	3	4/21/2003
Oncology-Radiation, Number 1.	2 InActive	0		

@program (String)

RESIDENT OPERATIVE – ARCHIVED DATA

This report shows the reports for those residents who have completed the program. Click on the plus sign to expand the options. Click on the Print link to print the archived report.

ACGME Login Procedure Program Setup Year End Reports Handheld Help

List of Archived Data - Alternate Procedure Counts

Reporting Year - 2001

4301234567-Radiation Oncology Test program [Print](#)

Cancel

HANDHELD

The screenshot shows a web interface with a navigation bar at the top containing the ACGME logo and links for Login, Procedure, Program Setup, Year End, Reports, Handheld, and Help. The main content area has a green background and contains the following text:

Welcome to Handheld Setup for Radiation Oncology

Congratulations. Your program is enabled to use the Handheld application provided by the ACGME.

Please see the instruction page for details on setting up your handheld device to run the latest Resident Log application.

Palm Information

- [Setup Instructions](#)
- [Requirements](#)
- [Connection Statistics](#)
- [Known Problems](#)

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

The Handheld application will run on any handheld device using Palm OS 3.5 or higher. It is available for a nominal fee charged to the programs. The fee is based on the number of residents in program. If you have any questions please contact the ACGME Help desk at (312) 755-7464 or Email at HelpDesk@acgme.org.

- Internet Access.
- Handheld device running Palm OS 3.5 or higher.
- 2 meg of Free memory.
- Desktop PC running Windows 95/98/2000/NT.
- Port 8028 opened on firewall.
- User password to the Web application must be greater than or equal to 5 characters.
- Scout Client 4.1 (Provided by ACGME on first Sync).

If your program has registered to use the software for the handheld devices, you will see this screen. Have your residents follow the Setup Instructions in order to download the software to their handheld device.