



**RESIDENT CASE LOG SYSTEM  
PEDIATRIC SURGERY**

**DIRECTOR/ADMINISTRATIVE MANUAL**

**December 2003**

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## **INTRODUCTION**

The Resident Case Log System for Pediatric Surgery Operative Logs is an Internet based case log system utilizing CPT codes to track resident experiences. The Residency Review Committee (RRC) has indexed these codes into categories for evaluation. Any valid CPT code can be entered into the application, but only those codes the RRC has selected will be counted for experience.

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 'Username' 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 4.01 (or higher), Netscape 4.0 (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.

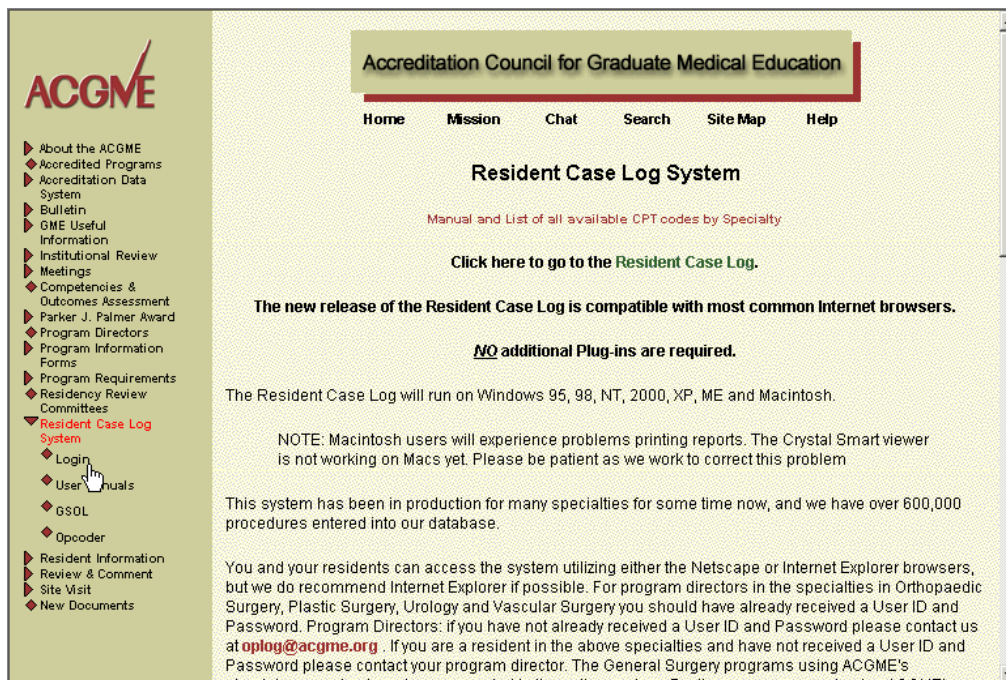
## **CONTACT US**

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. Voicemail is utilized when staff is not available to take your call. Additionally you can correspond via E-mail at [oplog@acgme.org](mailto:oplog@acgme.org).

## LOGGING ON

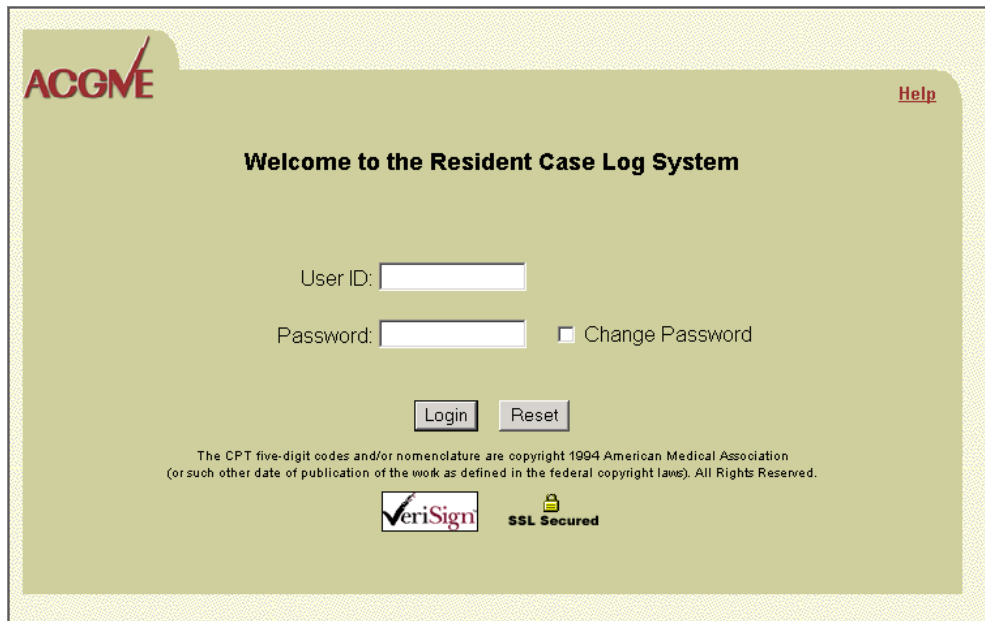


Using your Internet-browser, go to the ACGME homepage at [www.acgme.org](http://www.acgme.org). Select Resident Case Log System.



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.)

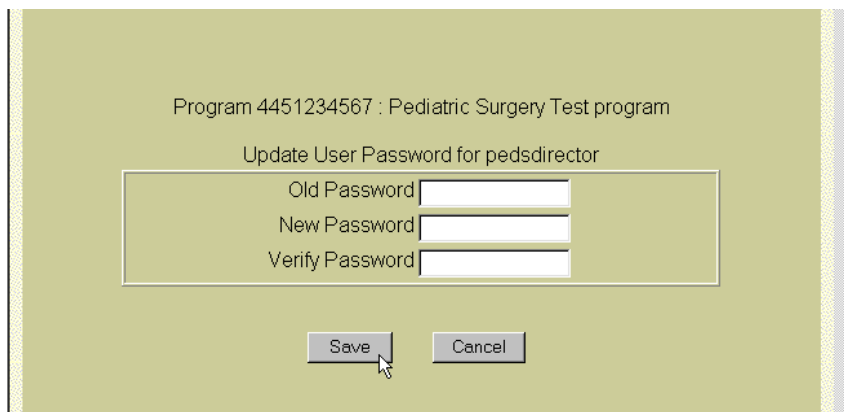


The screenshot shows the login interface for the ACGME Resident Case Log System. At the top left is the ACGME logo, and at the top right is a 'Help' link. The main heading is 'Welcome to the Resident Case Log System'. Below this are two input fields: 'User ID:' and 'Password:'. To the right of the password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

Enter the Username and Password (provided by ACGME) and click on the “Login” button.

## CHANGING YOUR PASSWORD

A user may change their password at any time. To change your password you must login to the system as explained above, however, you need to click on the ‘Change Password’ check box prior to pressing the Login button. A new window will open for you to enter and confirm your new password. The image below shows the Change Password Screen, which allows the user to change their password. If you forget your password you must contact the ACGME Support Center to obtain a new one. **If a resident forgets his/her password the Program Director/Administrator must assign a new one.** (See Instructions under Resident Information).

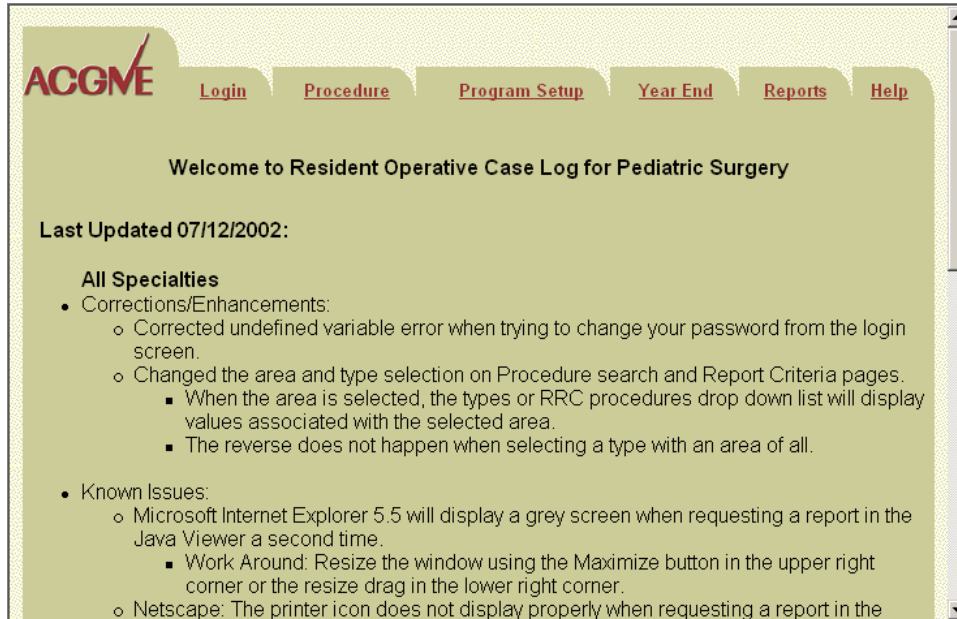


The screenshot shows a 'Change Password' dialog box. At the top, it displays 'Program 4451234567 : Pediatric Surgery Test program'. Below that is the title 'Update User Password for pedsdirector'. The dialog contains three input fields: 'Old Password', 'New Password', and 'Verify Password'. At the bottom are two buttons: 'Save' and 'Cancel'. A mouse cursor is pointing at the 'Save' button.

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. 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:** This screen provides the Program Director/Administrator the ability to view individual records entered by any resident in their program. Search criteria include resident, date of procedure, and attending physician.
- Program Setup:** This screen allows the Program Director/Administrator to perform initial setup and ongoing maintenance of the database.
- Year End:** Allows the program to set the correct reporting year and identify graduating residents so annual operative log reports can be generated.
- Reports:** Program and resident reports are generated from this screen.

# PROGRAM SETUP

Prior to residents entering data into the system, certain data elements must be entered. The Program Setup Menu displays all the program specific data that needs to be created and maintained. The Program Director/Administrator can Add or Update Attending Physicians, Residents, Institutions and Director/Administrator data through the Program Setup tab.



# DIRECTOR

When you first log on the system please verify that the information we have for your program is accurate. Click on the Update Program Information button under the Director option on the Program Setup tab. Then click the Edit or View option to see your Program details.



## Update Program Information

**Director View**

**Director**

First Name  M.I.  Last Name

Phone  Co-Director

User ID

Password  Confirm Password

**Program**

Program ID

Program Name

Duration of Program  Active

Program Status

## New Administrator Entry Screen

**Administrator Create**

**Administrator**

User ID

Password  Confirm Password

**Program**

Program ID

Program Name

Duration of Program  Active

Program Status

Some programs desire to have an administrator enter and/or edit the procedures entered by the residents. Create an Administrator User ID and Password. This User ID and password will allow the user to enter and/or edit any procedure for any resident.

NOTE: The RRC highly recommends that the residents enter their own data.

## ***MAINTAINING ATTENDING PHYSICIAN LIST***

The Add/Update Attending Physician function allows you to enter attending physicians to the list as available options for residents to select when entering procedures. Use the Add/Update link to add, change, or remove attending physician names from the list of attending physicians shown.

Attending Name	Status	Action
Benton, Mark	ACTIVE	<a href="#">Edit</a> / <a href="#">Details</a> / <a href="#">Delete</a> /
Benton, Mark E.	ACTIVE	<a href="#">Edit</a> / <a href="#">Details</a> / <a href="#">Delete</a> /
Johnson , Nicole	ACTIVE	<a href="#">Edit</a> / <a href="#">Details</a> / <a href="#">Delete</a> /
Martinez, Juan J.	ACTIVE	<a href="#">Edit</a> / <a href="#">Details</a> / <a href="#">Delete</a> /
Miller, William	INACTIVE	<a href="#">Edit</a> / <a href="#">Details</a> / <a href="#">Delete</a> /
Paige , Neil	ACTIVE	<a href="#">Edit</a> / <a href="#">Details</a> / <a href="#">Delete</a> /
Williams, John	ACTIVE	<a href="#">Edit</a> / <a href="#">Details</a> / <a href="#">Delete</a> /

### ***Adding an Attending Physician***

Programs accessing the system for the first time must add an attending physician. From the screen shown above, click the ADD ATTENDING button. The Add Attending Screen appears.

After an initial attending is entered, the screen will list the attendings entered in the database.

Review the list presented and verify that an Attending does not already exist. When you are certain the attending physician does not already exist, press the Add Attending button at the bottom of the list. A new window will display.

## Adding an Attending Physician (cont.)

Program 4451234567 : Pediatric Surgery Test program

Add Attending Information:  
(Fields marked with an asterisk \* must be entered)

First Name *	MI	Last Name *
--------------	----	-------------

Save Cancel

Enter First Name, Middle Initial (optional) and Last Name and click the Save button. A confirmation window will display. Click the OK button.

**NOTE:** A program may choose not to collect attending physician information. This is fine, as the RRC does not use these data. The sole purpose of the attending data is to provide additional information to the Program Director about his program. Should the program choose not to enter attending information, at least one generic entry, such as ATTENDING PHYSICIAN, needs to be entered, as this is a required field for residents to enter for procedure data entry.

Information for the Attending 'Nicole' has successfully been entered into the database.  
Press OK to close.

OK

When the OK button is pressed the Attending List will display again. Continue adding or updating Attendings or Press the Program Setup Tab to display the menu of other choices.

### ***Editing an Attending Physician***

To change or correct an Attending Physician record follow the same steps as Adding until you get the List of Attending Physicians. Then Select the Edit link under actions on the Attending record you wish to change. A new window displaying the record you selected will appear. Make desired changes and click the Save button. Click OK on the confirmation screen and the list will be updated.

### ***Viewing Attending Physician Details***

To View the detail for an Attending Physician follow the same steps as Adding an Attending until you get the list of Attending Physicians. Then Select the Details link under actions on the Attending record you wish to view. A new window displaying the record you selected will appear (information cannot be changed from this screen). Press the Cancel button when finished.

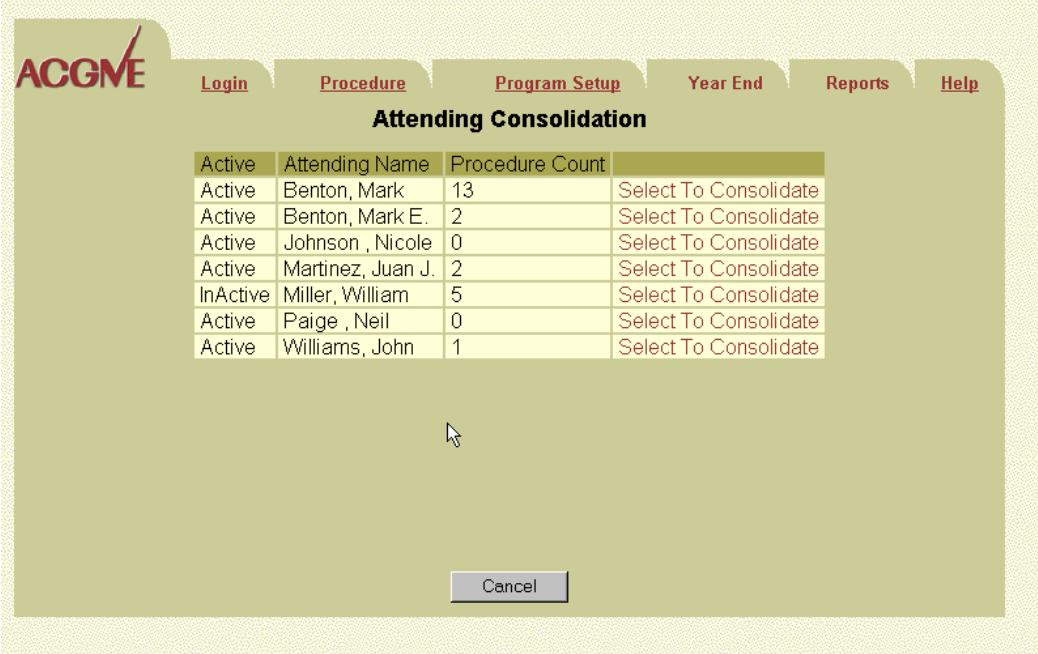
### ***Deleting an Attending Physician***

To Delete an Attending Physician record follow the same steps as Adding an Attending until you get the list of Attending Physicians. Then Select the Delete link under actions on the Attending record you wish to remove. A new window displaying the record you selected will appear. Press the Delete button.

Press OK on the confirmation screen and the Attending Physician will be deleted. If procedures exist that use this Attending ID, the Attending Physician record will be marked inactive and not deleted until the procedures are changed or removed.

### Consolidate Attending Physician

In the course of entering Attending Physicians, there may be times when the same Attending has been entered using similar but different names. The Consolidate function allows the Program Director/Administrator to combine all of the procedures entered under one Physician and then delete the duplicate. In the example below, Mark Benton has been added as an attending, as has Mark E. Benton.



Mark E. Benton has 2 procedures identifying him as the attending. Mark Benton has 13 procedures. Clearly there has been an error in that only one of those Attending names should be there. If you were to delete Mark E. Benton from the system, then he would be flagged as inactive, but remain there since there are 2 procedures referencing him. The Consolidate function allows you to do a mass change of all records to the preferred Attending Identifier and then delete the erroneous entry. First identify the Attending you wish to change FROM. In this example we click on the Select To Consolidate link for Mark E. Benton.

## Consolidate Attending Physician (cont.)

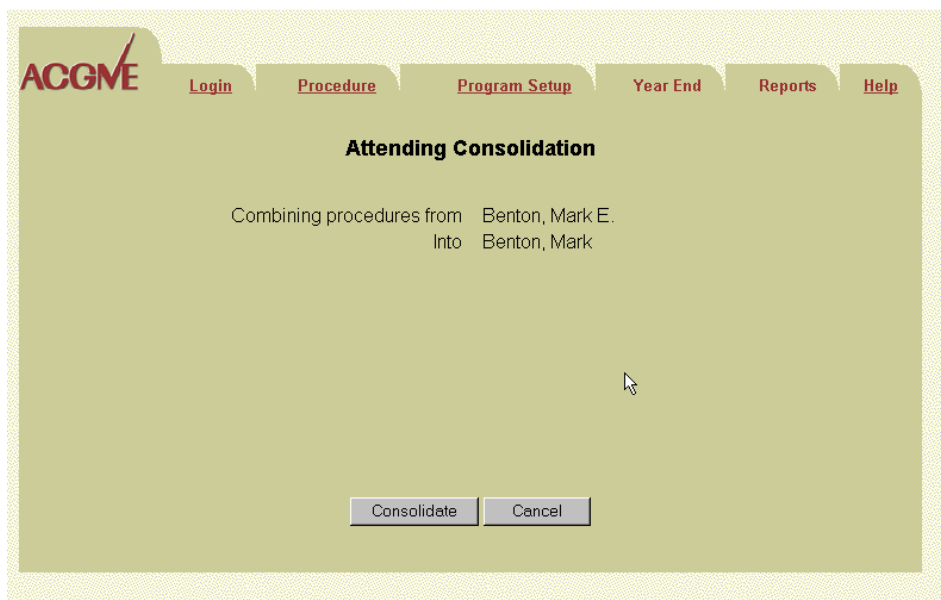


The screenshot shows the ACGME software interface with the 'Attending Consolidation' screen. The navigation menu includes Login, Procedure, Program Setup, Year End, Reports, and Help. The title is 'Attending Consolidation' and the text indicates 'Combining procedures from Benton, Mark E.'. A table lists the following data:

Active	Attending Name	Procedure Count	
Active	Benton, Mark	13	Select To Consolidate
Active	Johnson , Nicole	0	Select To Consolidate
Active	Martinez, Juan J.	2	Select To Consolidate
InActive	Miller, William	5	Select To Consolidate
Active	Paige , Neil	0	Select To Consolidate
Active	Williams, John	1	Select To Consolidate

A 'Cancel' button is located at the bottom of the screen.

The screen then shows the remaining choices from which we select the Attending to change TO. In this case we click on the Select To Consolidate button for Mark Benton.



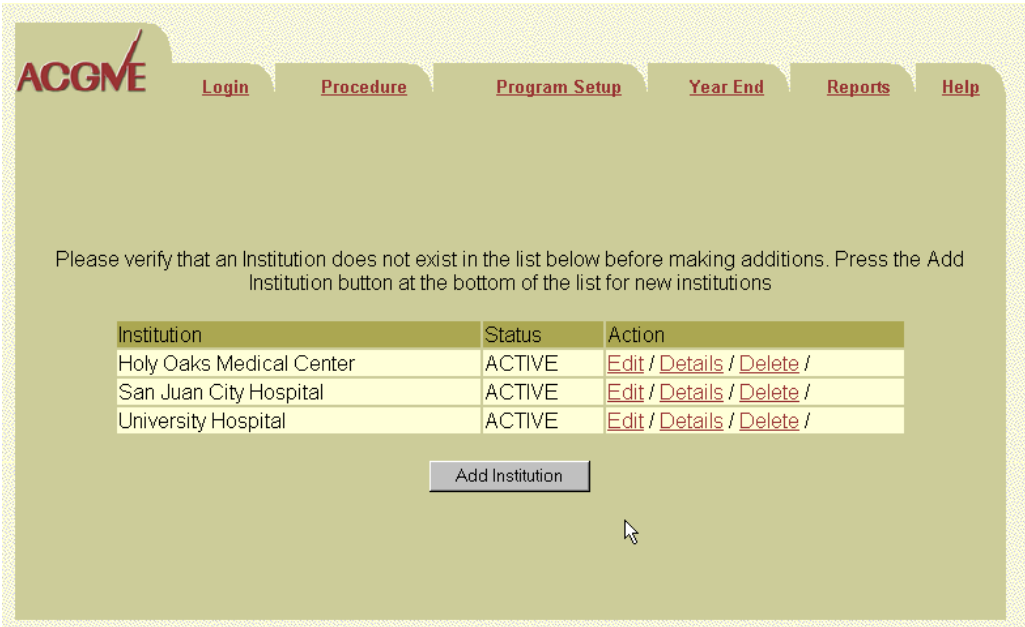
The screenshot shows the ACGME software interface with the 'Attending Consolidation' screen. The navigation menu includes Login, Procedure, Program Setup, Year End, Reports, and Help. The title is 'Attending Consolidation' and the text indicates 'Combining procedures from Benton, Mark E. Into Benton, Mark'. At the bottom, there are two buttons: 'Consolidate' and 'Cancel'.

In this case we are changing all the procedures with Mark E. Benton as the attending to show that Mark Benton is the attending. Press the Consolidate button to initiate the changes as presented on the screen. In this case the Attending Physician field will change from Mark E. Benton to Mark Benton for all procedures already entered into the system. Once completed, Mark E. Benton will be deleted from the system.

Utilizing this function eliminates the need to edit records individually when errors of this nature have occurred.

## MAINTAINING INSTITUTIONS LIST

Use the Add/Update link to Add, Change, or Remove Institution names as options for residents to select when entering procedures.



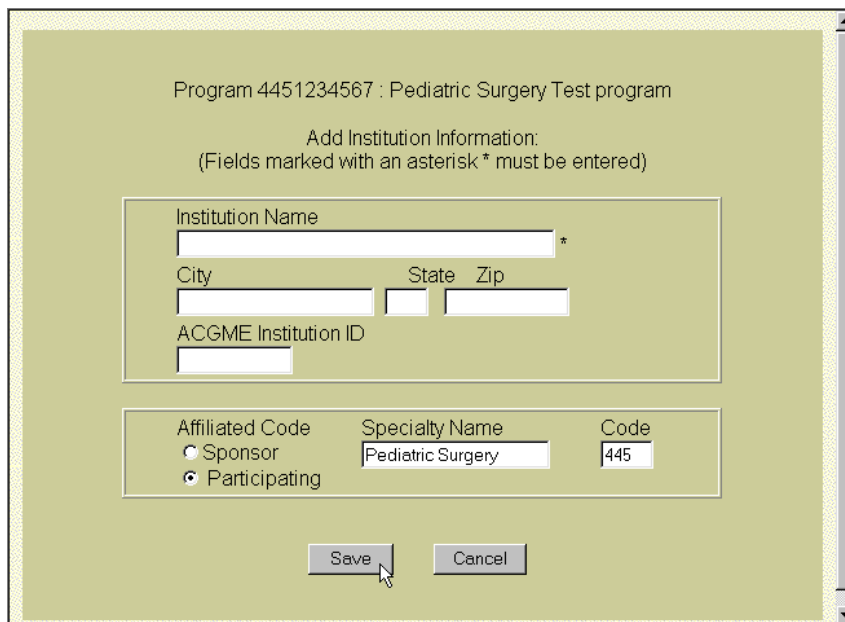
The screenshot shows the ACGME Program Setup interface. At the top, there is a navigation menu with links for Login, Procedure, Program Setup, Year End, Reports, and Help. Below the menu, a message states: "Please verify that an Institution does not exist in the list below before making additions. Press the Add Institution button at the bottom of the list for new institutions". A table lists existing institutions:

Institution	Status	Action
Holy Oaks Medical Center	ACTIVE	<a href="#">Edit / Details / Delete /</a>
San Juan City Hospital	ACTIVE	<a href="#">Edit / Details / Delete /</a>
University Hospital	ACTIVE	<a href="#">Edit / Details / Delete /</a>

Below the table is an "Add Institution" button.

### Adding an Institution

Programs accessing the Case Log System for the first time must click on the Add Institution button prior to seeing any institutions in the list. Review the list and verify that an Institution does not exist before adding. When you are certain the Institution is not already in your selection list press the Add Institution button. A new window will display.



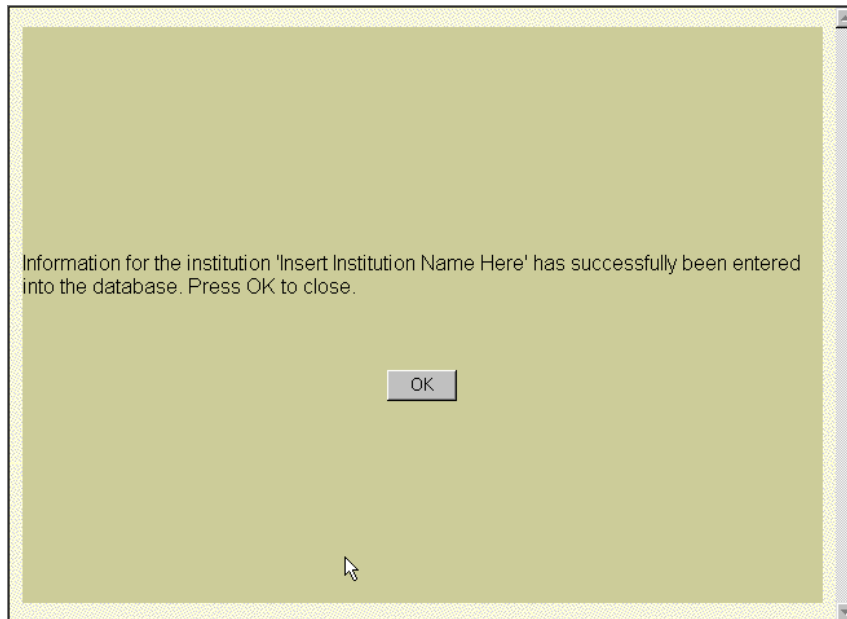
The dialog box is titled "Program 4451234567 : Pediatric Surgery Test program" and "Add Institution Information: (Fields marked with an asterisk \* must be entered)". It contains the following fields:

- Institution Name (required, marked with an asterisk)
- City, State, and Zip (separate input boxes)
- ACGME Institution ID
- Affiliated Code:  Sponsor,  Participating
- Specialty Name: Pediatric Surgery
- Code: 445

At the bottom are "Save" and "Cancel" buttons.

### ***Adding an Institution (cont.)***

Enter the Institution Name (required), City, State, and Zip code (optional). The ACGME Institution ID is for future use and should be left blank. Indicate the type of relationship this institution has with your program. The default is Participating Institution. Specialty Name and Code are display only fields. Press the Save button to write the record to the database. A confirmation page will display.



Click the OK button and an update institution list will display. Click the Program Setup tab to return to the Program Setup Screen.

### ***Editing Institution Data***

To change or correct an Institution record, follow the same steps as Adding an Institution. Select the Edit link under Action, on the Institution record you wish to change. A new window displaying the record you selected will appear. Make desired changes and press the Save button.

Press OK on the confirmation screen and the list will be updated.

### ***Viewing Institution Data***

To View an Institution record, follow the same steps as Adding an Institution. Select the Details link under actions on the Institution record you wish to view. A new window displaying the record you selected will appear. Press the Cancel button to return to the List of Institutions.


### ***Deleting Institution Data***

To delete an Institution record, follow the same steps as Adding an Institution. Select the Delete link under Action on the Institution record you wish to change. A new window displaying the record you selected will appear. Press the Delete button.

Press OK on the confirmation screen and the list will be updated. The Institution will be marked inactive. The deleted institution will remain in the system as inactive until all the records of the residents, who identified those institutions, have been removed through attrition.

## Consolidate Institution Data

In the course of entering an Institution, there may be times when the same Institution has been entered using similar but different names. The Consolidate function allows the Program Director/Administrator to combine all of the procedures entered under one Institution and then delete the duplicate. In the example below, Cook County Hospital has been added as an Institution, as well as Cook County.




The screenshot shows the ACGME web interface with the 'Institution Consolidation' page. The navigation menu includes Login, Procedure, Program Setup, Year End, Reports, and Help. The main content area displays a table with the following data:

Active	Institution ID	Institution Name	Institution Location	Procedure Count	
Active		Cook County	Chicago IL 60606	0	<a href="#">Select to Consolidate</a>
Active		Cook County Hospital	Chicago IL 60606	21	<a href="#">Select to Consolidate</a>
Active		San Juan City Hospital	San Juan PR 00936	0	<a href="#">Select to Consolidate</a>
Active		University Hospital	San Juan PR 00936	2	<a href="#">Select to Consolidate</a>

A 'Cancel' button is located at the bottom of the screen.

Only one of those Institution names should be entered. The Consolidate function allows you to do a mass change of all records to the preferred Institution Identifier and then delete the erroneous entry. First identify the Institution you wish to change FROM. In this example we click on the Select To Consolidate link for Cook County.



The screenshot shows the ACGME web interface with the 'Institution Consolidation' page. The navigation menu is the same as in the previous screenshot. The main content area displays a table with the following data:


Combining procedures from --- Cook County

Active	Institution ID	Institution Name	Institution Location	Procedure Count	
Active		Cook County Hospital	Chicago IL 60606	21	<a href="#">Select to Consolidate</a>
Active		San Juan City Hospital	San Juan PR 00936	0	<a href="#">Select to Consolidate</a>
Active		University Hospital	San Juan PR 00936	2	<a href="#">Select to Consolidate</a>

A 'Cancel' button is located at the bottom of the screen.

The screen then shows the remaining choices from which we select the Institution to change TO. In this case we click on the Select To Consolidate link for Cook County Hospital.

## Consolidate Institution Data (cont.)



The screenshot displays the ACGME software interface. At the top left is the ACGME logo. A navigation bar contains the following menu items: Login, Procedure, Program Setup, Year End, Reports, and Help. The main content area is titled "Institution Consolidation". Below the title, there are two dropdown menus: "Combining procedures from" set to "Cook County" and "Into" set to "Cook County Hospital". At the bottom of the dialog, there are two buttons: "Consolidate" and "Cancel".

In this case we are changing all the procedures with Cook County as the institution to show that Cook County Hospital is the institution. Press the Consolidate button to initiate the changes as presented on the screen. In this case the Institution field will change from Cook County to Cook County Hospital for all procedures already entered into the system. Once completed, Cook County will be deleted from the system.

Utilizing this function eliminates the need to edit records individually when errors of this nature have occurred.

## MAINTAINING RESIDENT INFORMATION

Since residents may move from one program to another (switch programs), ACGME will keep a separate list of the Resident's Social Security Number and Name. When a program adds a Resident the system will check this separate list to see if this resident has ever been entered into the system. If the resident does not exist then he/she will be added. If the resident does exist, you will be asked to verify that the person you are trying to add is the same one that already exists in the database. If you have a discrepancy please e-mail ACGME at [oplog@acgme.org](mailto:oplog@acgme.org) or call the Support Center (312) 755-7464 with the details.

The Resident Option has three menu links, Add, Update, and User Update.

The resident will need a User ID and Password to access the system for entering procedures and accessing reports. *Creating resident User IDs and Passwords are the responsibility of the Program Directors/ Administrator. If the resident forgets their User ID or Password you can assign a new one through the Resident Update function.*



Click the Add link from the Resident option on the Program Setup Screen to add a new resident to the system.

## Adding Resident Information

ACGME Login Procedure Program Setup Year End Reports Help

Program 4451234567 : Pediatric Surgery Test program

Add Resident Information:  
(Fields marked with an asterisk \* must be entered)

Resident SSN *	First Name *	MI	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

User ID	Password	Confirm Password
<input type="text"/>	<input type="text"/>	<input type="text"/>
Active <input checked="" type="checkbox"/>	Year <input type="text"/> *	
Training Completed By	Medical School	Date of MD Degree
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Clear Cancel

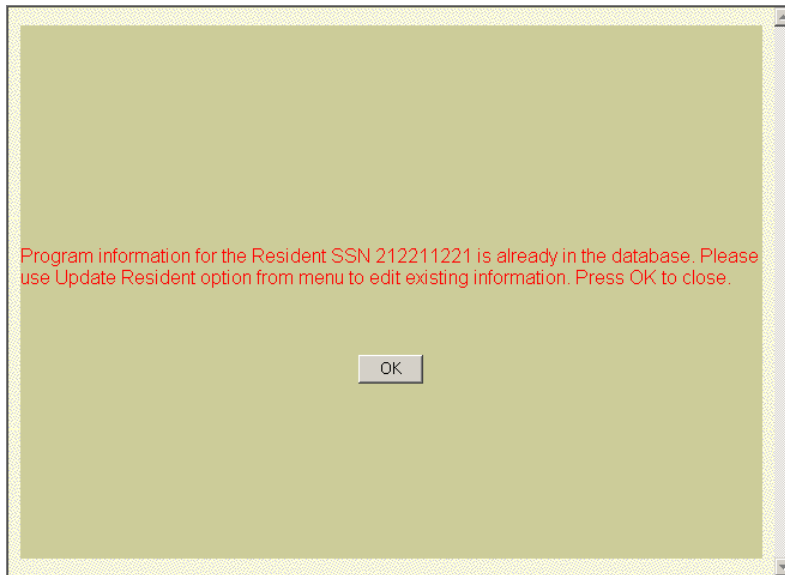
Enter the Resident's Social Security Number, First Name, Last Name and Year in Program (all required fields). Assign the resident a unique User ID and Password. This will allow the resident to access the system to view and add data on the case log system.

**NOTE:** Social Security Number is a required field. Entry of invalid SSNs could result in problems with certification and verification of accredited training in future years.

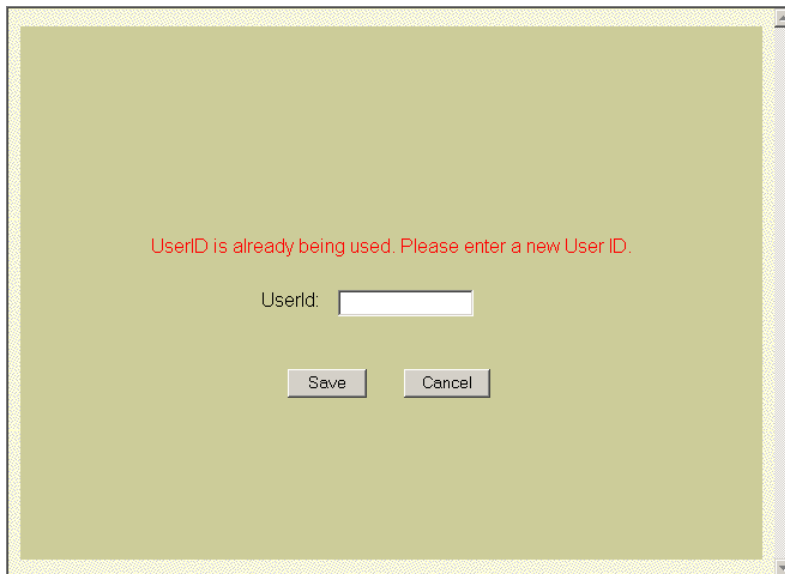
As residents are added, the Active check box will automatically be checked. If the resident is not yet active in the program you may deselect this box.

Press the Save button to add the resident to your program. Clear will remove the information entered for the current resident. Cancel will return you to the Program Setup menu.

## Adding Resident Information (cont.)

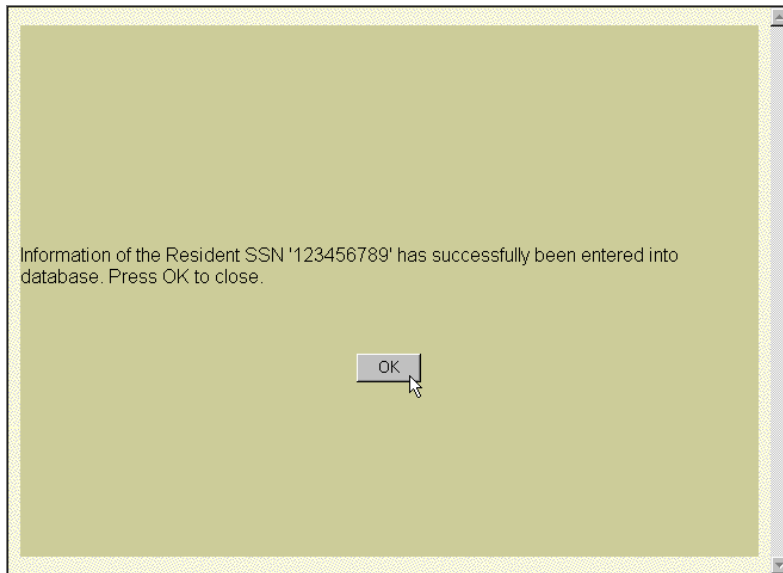


This screen is displayed when a duplicate Resident Social Security Number is found in the list of active residents regardless of program. The name of the resident with the same SSN will appear. If this is the resident you are also attempting to add to your program press Save. If some other resident from another program has used the wrong SSN, please contact the Support Center with the information to aid in resolution of this situation. If you press Cancel the resident is not added to your program.



This screen will appear if you enter a User ID that is the same as someone who already exists in your program. Simply enter a new user id and press the Save button. This message will continue to display until the ID entered is unique. If you press Cancel the resident will not be added.

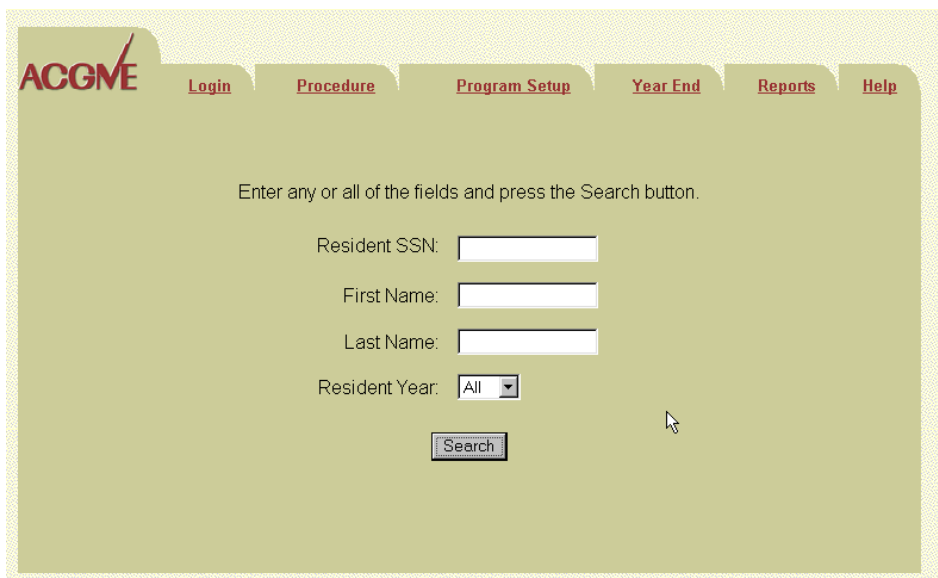
## ***Adding Resident Information (cont.)***



This is the confirmation screen showing that the resident has been successfully added to the system. Press the OK button to return to the Add Resident Screen to allow entry of another resident. Press the Program Setup tab to return to the Program Setup menu.

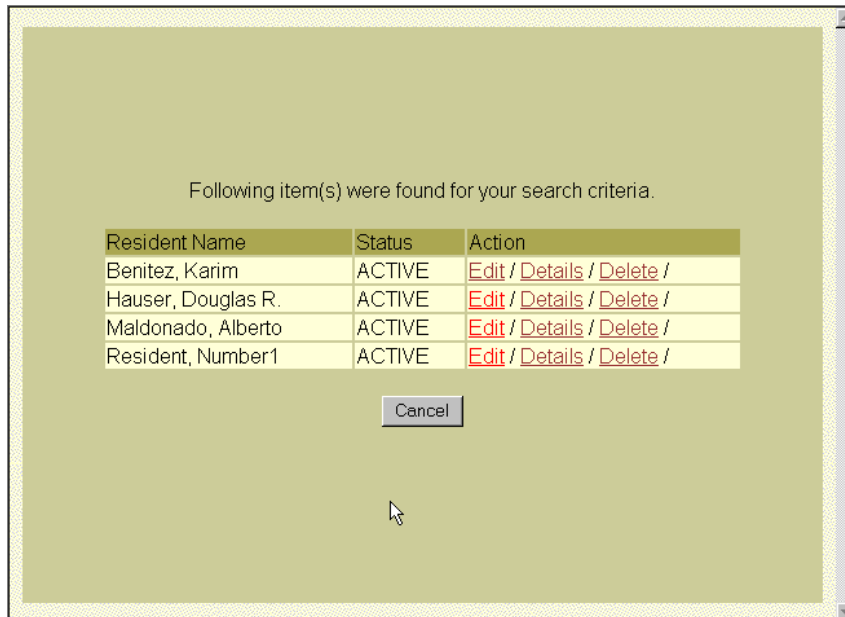
## ***Editing/Viewing/Deleting Residents***

To change resident information click on the Update link on the Program Setup menu. The Resident Search screen will display.

A screenshot of the Resident Search screen. At the top left is the ACGME logo. To its right are navigation tabs: Login, Procedure, Program Setup, Year End, Reports, and Help. Below the tabs, the text says "Enter any or all of the fields and press the Search button." There are four input fields: "Resident SSN:" with a text box, "First Name:" with a text box, "Last Name:" with a text box, and "Resident Year:" with a dropdown menu currently set to "All". Below these fields is a "Search" button. A mouse cursor is visible near the Search button.

Enter search criteria (Resident SSN, First Name, Last Name, Resident Year, or any combination) and press the Search button. **If you leave all the fields blank all the residents in your program will appear on the resulting list.**

## ***Editing/Viewing/Deleting Residents (cont.)***



### ***Editing Resident Information***

To change the resident information, press the Edit link next to the resident name. The Update Resident Information page displays. Make changes and press Save. Once the confirmation page displays, press OK and you will be returned to the Search Result screen. Press Cancel to return to the Search screen

### ***Viewing Resident Detail***

To view the resident information press the Details link next to the resident name. The Update Resident Information page displays. Press the Cancel button and you will be returned to the Search Result screen. Press the Program Setup tab to display the Program Setup Menu.

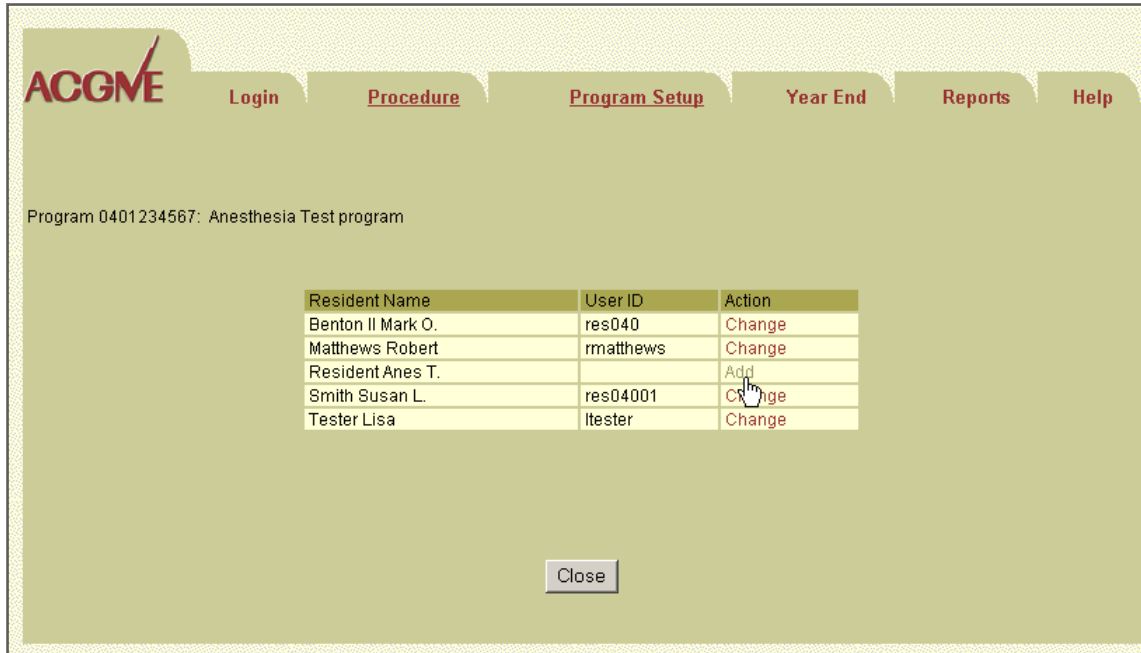
### ***Deleting Resident***

To remove a resident from your program, press the Delete link next to the resident name. The Delete Resident Information page displays. Press the Delete button. The confirmation page displays, press OK and you will be returned to the Search Result screen.

## Resident User Update

The Resident User Update section is used to easily assign each resident a User ID and password. The residents are added to the Case Log System from WebADS each night.

A list will display with the resident name, userid, and action.



### Add Resident User ID and Password

If you have recently added residents to the WebADS system, the information will be copied to the Resident Case Log System. The list will display: the resident's name; the User ID will be blank; and the Action will say Add.

Click on the Add link and follow the instructions starting on page 10. Continue adding User ID's and Passwords as necessary.

If the resident is not listed on this screen you can click on the Resident Add link from the Program Setup tab.

### Change Resident User ID and Password

To change the residents' User ID and password, click on the Change link. Highlight and delete the User ID, password, and confirm password fields. Replace them with a new User ID and password.

## PROCEDURE MENU (PROGRAM DIRECTOR)



Program Directors are not given the capability to change or enter a resident's procedures, only view capabilities. Click on the Search link to find procedures to review. A new window will open which allows you to specify search criteria.

### ***SEARCHING PROCEDURES***

The "Search Procedures" dialog box contains the following search criteria fields:

- Program Id: 4451234567
- Institution: All (dropdown)
- Attending: All (dropdown)
- Resident: All (dropdown)
- Date Range: [ ] to [ ] (date pickers)
- Residents Role: All (dropdown)
- Procedure Resident Year: All (dropdown)
- Resident Year: All (dropdown)
- Area Description: All (dropdown)
- RRC Procedure: All (dropdown)
- records per page: 12 (text input)

Buttons for "OK" and "CANCEL" are located at the bottom of the dialog.

### ***Enter Search Criteria***

Enter your search criteria. A list of procedures matching the specified criteria will be displayed. You can adjust the number of procedures displayed per page by typing in the number (enter 9999 to view all the procedures within one page). Press the OK button.

## Search Result Information

The results are sorted by Resident Name, Year, Procedure Date (chronological) and Resident Role. The Procedure descriptions are sorted alphabetically.

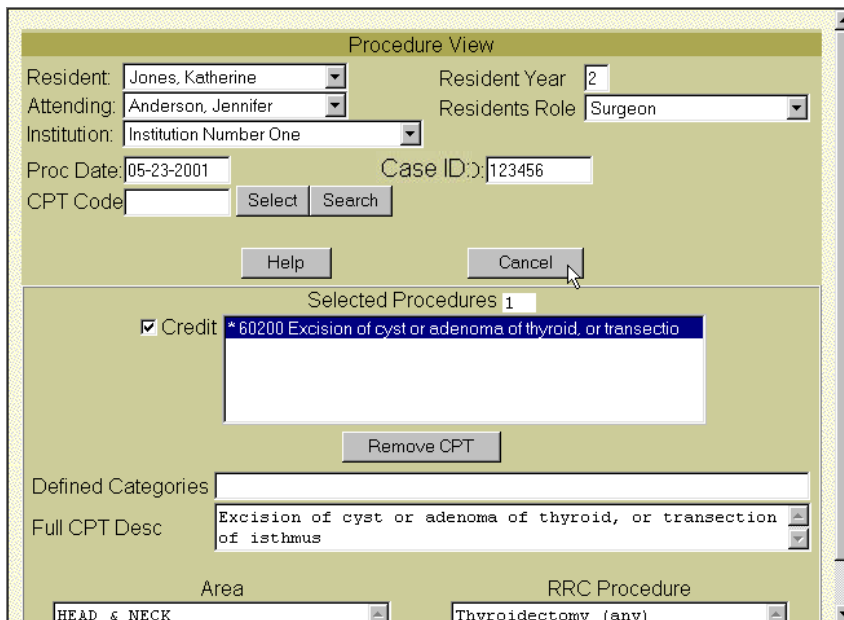
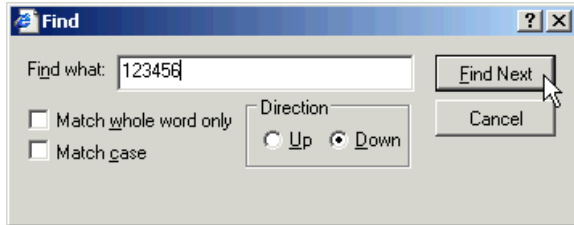
The Case ID field is included to allow for easier searching of procedures.

Resident Name	Resident Year	Procedure Date	Role	Case ID
Jones, Katherine	2	05-23-2001	S(Surgeon)	123456
<a href="#">view</a> Attending Anderson, Jennifer Institute Institution Number One <ul style="list-style-type: none"> <li>*60200 Excision of cyst or adenoma of thyroid, or transection of isthmus</li> </ul>				
Jones, Katherine	2	05-23-2001	S(Surgeon)	123451
<a href="#">view</a> Attending Anderson, Jennifer Institute Pediatric Medical Center <ul style="list-style-type: none"> <li>*49525 Repair inguinal hernia, sliding, any age</li> </ul>				
Jones, Susan	1	05-23-2001	S(Surgeon)	123457
<a href="#">view</a> Attending Benton, Mark Institute Pediatric Medical Center <ul style="list-style-type: none"> <li>*42815 Excision branchial cleft cyst, vestige, or fistula, extending beneath subcutaneous tissues and/or into pharynx</li> </ul>				
Jones, Susan	1	05-23-2001	S(Surgeon)	123458
<a href="#">view</a> Attending Benton, Mark E. Institute Pediatric Surg Gen Hospit <ul style="list-style-type: none"> <li>*51596 Cystectomy, complete, with continent diversion, any technique, using any segment of small and/or large bowel to construct neobladder</li> </ul>				
Jones, Susan	1	05-23-2001	S(Surgeon)	123452
<a href="#">view</a> Attending Jefferson, Sarah F. Institute Pediatric Surg Gen Hospit <ul style="list-style-type: none"> <li>*35281 Repair blood vessel with graft other than vein; intra-abdominal</li> </ul>				
Jones, Susan	1	05-23-2001	S(Surgeon)	123453
<a href="#">view</a> Attending Benton, Mark Institute Pediatric Surgery General <ul style="list-style-type: none"> <li>*32525 Resection of lung; with major reconstruction of chest wall, with prosthesis</li> </ul>				
Pediatric, Resident O.	1	05-16-2001	S(Surgeon)	1
<a href="#">view</a> Attending Smith, John M. Institute Institution Number One <ul style="list-style-type: none"> <li>*32000 Arteriovenous fistula; for treatment of thrombocytopenia (eg, for thrombocytopenia)</li> </ul>				

## 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 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.



No changes can be saved on this form. This screen is only for reviewing resident's data. Press the Cancel button to return to the Search Results screen.

## DOWNLOADING PROCEDURES

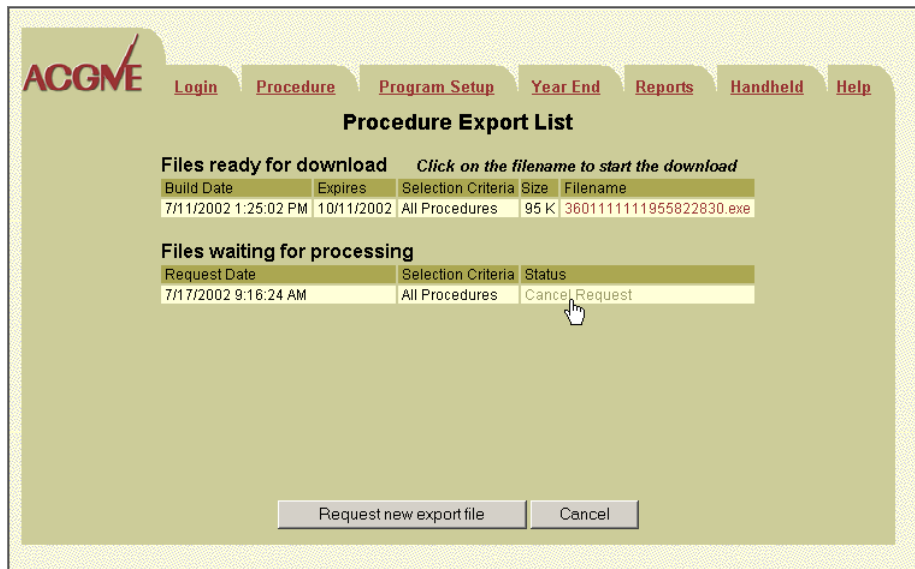
The Download Procedure section is used to generate a text file of procedures entered for your program. This is a 2-step process; first the file needs to be selected for exporting and then the file will need to be downloaded.

Build Date	Expires	Selection Criteria	Size	Filename
5/23/01 8:01:42 PM	8/23/01	All Procedures	87 K	<a href="#">4451234567467480460.exe</a>
5/23/01 8:01:43 PM	8/23/01	All Procedures	87 K	<a href="#">4451234567460153630.exe</a>
5/23/01 8:01:43 PM	8/23/01	All Procedures	87 K	<a href="#">4451234567467013420.exe</a>

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

Program Id 4451234567  
Resident: < All Residents >  
Date Range: / / to / /

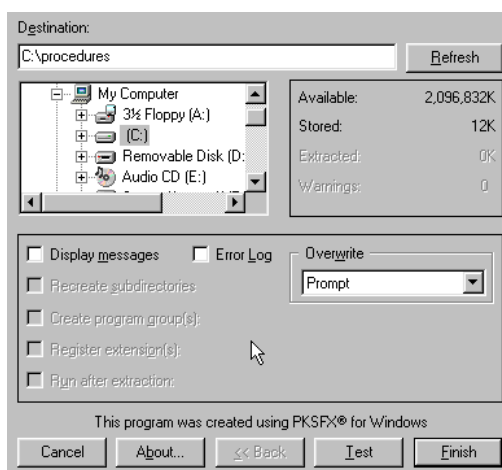
## DOWNLOADING PROCEDURES (CONT.)



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.



## PROCEDURE MENU (PROGRAM ADMINISTRATOR)



The screenshot shows a web interface for the ACGME Procedure Menu. At the top left is the ACGME logo. To its right is a navigation menu with the following items: Login, Procedure (which is highlighted), Program Setup, Year End, Reports, and Help. The main content area is titled "Procedure Menu" and contains a list of options under the heading "Procedures":

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

At the bottom of the page, there is a footer text: "Please report any problems or suggestions to the [OPLog@acgme.org](mailto:OPLog@acgme.org)."

## ADDING PROCEDURES

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

The screenshot shows the 'Procedure Entry' form in the ACGME system. The form includes the following fields and controls:

- Resident:** A dropdown menu with the placeholder '< Please select a value >'. The 'Resident Year' is a text input field containing '0'.
- Attending:** A dropdown menu with the placeholder '< Please select a value >'. The 'Residents Role' is a dropdown menu with the placeholder '< Please select a value >'.
- Institution:** A dropdown menu with the placeholder '< Please select a value >'.
- Proc Date:** A text input field containing '7/24/2002'. The 'Case ID' is an empty text input field.
- CPT Code:** A text input field with 'Select' and 'Search' buttons.
- Comments:** A large text area for entering procedure details.
- Buttons:** 'Save', 'Help', 'Clear', and 'Cancel' buttons are located below the comments field.
- Selected Procedures:** A section with a checkbox for 'Credit' and a message: 'No CPT Descriptions have been currently selected for display.' Below this is a 'Remove CPT' button.
- Bottom Fields:** 'Defined Categories', 'Full CPT Desc', 'Area', and 'RRC Procedure' are all empty text input fields.

### Required Fields

- Resident:** Resident name is automatically entered based on your login.
- Attending:** Select the Attending Physician using the down arrow.
- Institution:** Select the Institution where the procedure was performed using the down arrow.
- Resident Year:** Enter your year of residency at the time of the procedure. The year will default to the year entered on the resident setup screen by your local system administrator.
- Resident Role:** Select Role using the down arrow. "Surgeon" should be selected when you had the substantial responsibility during the procedure; "Teaching Assistant" should be selected if you were the senior resident who assisted a junior resident who took the credit for the procedure as surgeon.
- 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.

Case ID is a 20-character field that is optional. It can be used to search for specific procedures or tracking patients. It is also used to avoid making duplicate entries or credit.

Comments is an optional field added to list the outcome of the procedure, which will display in the Resident Full Detail Report and the Critical Care Index Report.

## Select 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 15782 was entered. If the CPT code is valid it will automatically be placed in the “Selected Procedures” list.

The screenshot shows the ACGME Procedure Entry form. At the top, there is a navigation bar with tabs for Login, Procedure, Program Setup, Year End, Reports, and Help. The main form area is titled "Procedure Entry" and contains several input fields: Resident (Jones, Katherine), Resident Year (2), Attending (Benton, Mark), Residents Role (Surgeon), Institution (Institution for Pediatric Surgery), Proc Date (7/24/2002), and Case ID (12345). There is a CPT Code field with a "Select" button and a "Search" button. Below this is a large text area for "Comments". At the bottom of the form are buttons for "Save", "Help", "Clear", and "Cancel".

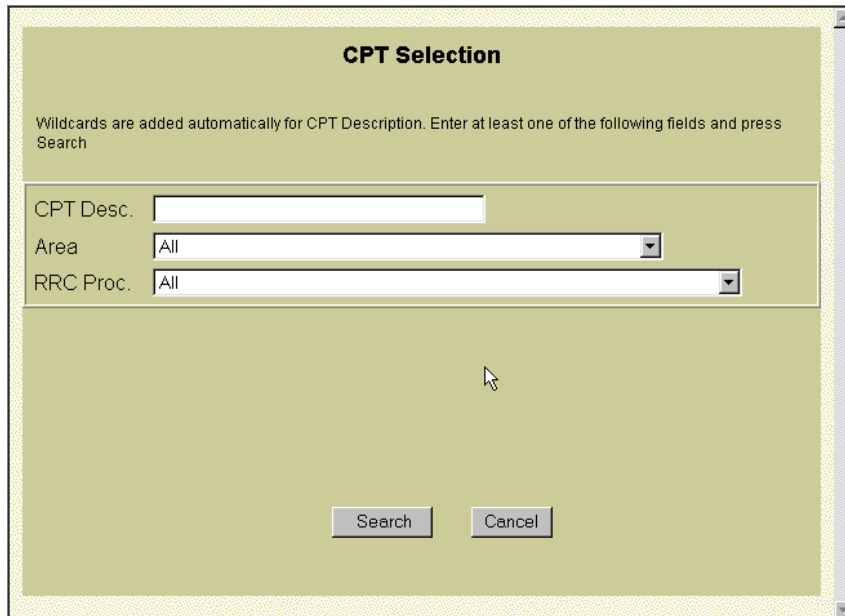
Below the main form area is a section titled "Selected Procedures 1". It contains a checked checkbox labeled "Credit" and a text field displaying the selected CPT code: "\* 35631 Bypass graft, with other than vein; aortoceliac, aort". Below this text field is a "Remove CPT" button. Further down are fields for "Defined Categories", "Full CPT Desc" (Bypass graft, with other than vein; aortoceliac, aortomesenteric, aortorenal), "Area" (CARDIOVASCULAR), and "RRC Procedure" (Renal artery reconstruction).

## Selected Procedures 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.

## Searching for a CPT Code

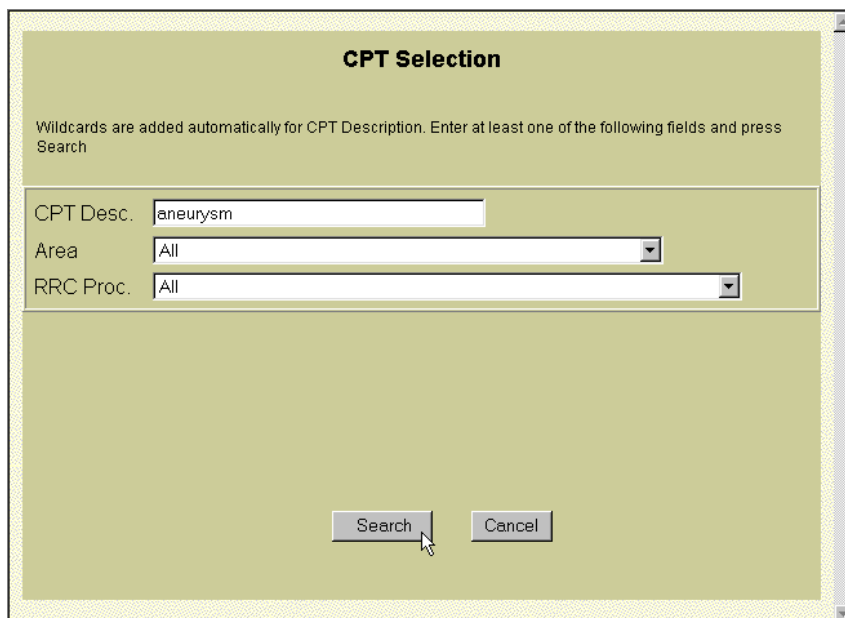
To search for a CPT, click on the “Search” button next to the CPT code field. The “CPT Selection” window will display.



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." (empty), "Area" (set to "All"), and "RRC Proc." (set to "All"). At the bottom are "Search" and "Cancel" buttons. A mouse cursor is visible in the center of the window.

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. Below is an example of entering a word or phrase that exists in the description.

When “aneurysm” is entered and the “Search” button is clicked, the results are displayed for all of the CPT descriptions containing the word “aneurysm”:



This screenshot is identical to the one above, but the "CPT Desc." field now contains the text "aneurysm". The mouse cursor is now pointing at the "Search" button.

## Searching for a CPT Code (cont.)

**CPT Selection**

\* -indicates CPT is found in multiple areatypes

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

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

**ACGME**

[Login](#)
[Procedure](#)
[Program Setup](#)
[Year End](#)
[Reports](#)
[Help](#)

Procedure Entry

Resident:  Resident Year:

Attending:  Residents Role:

Institution:

Proc Date:  Case ID:

CPT Code:

Comments:

Selected Procedures 1

Credit \* 35631 Bypass graft, with other than vein; aortoceliac, aort

Defined Categories:

Full CPT Desc:

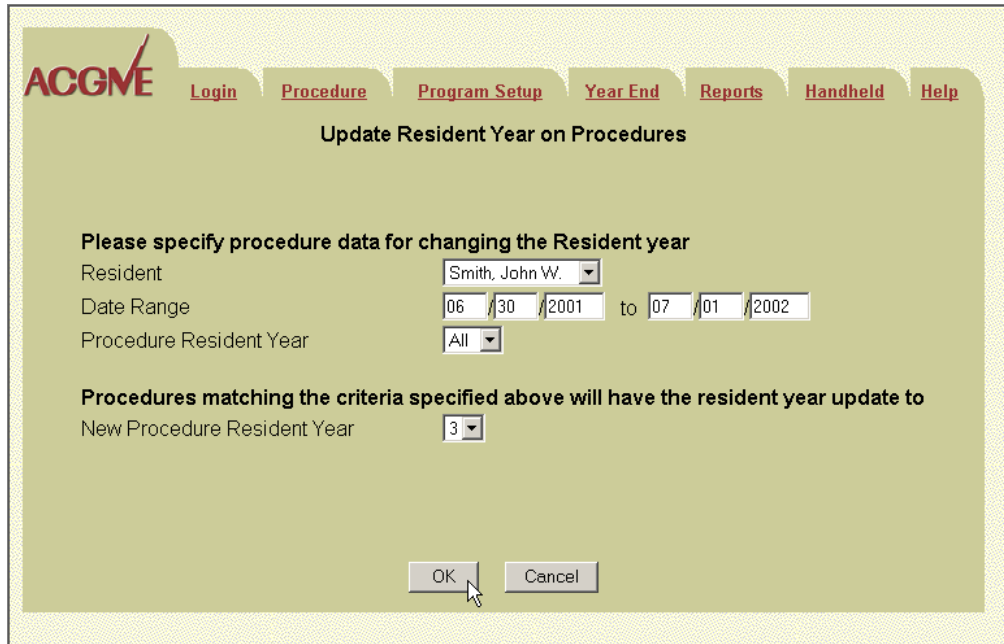
Area:  RRC Procedure:

Once all the CPT codes have been selected for a procedure, click on the CPT code you would like to take for Credit. To save the entry, click on the Save button. Only one CPT code may be saved for credit.

To assist with the entry the attending, institution, resident year, resident role, 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.

## 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 menu at the top containing 'ACGME', 'Login', 'Procedure', 'Program Setup', 'Year End', '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 'Smith, John W.' 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, 'Procedures matching the criteria specified above will have the resident year update to', includes 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.



## YEAR END

The “Year End” tab is used to identify the residents completing their training during a specific academic year and generate the reports submitted annually to the RRC. On this tab, you can set the current reporting year, select the completing residents, generate the completing resident’s reports and in the future, set resident program years.



### SET CURRENT REPORTING YEAR

The current reporting year enables the program to set the appropriate academic year. For the 2001-2002 academic year, the current reporting year should be set to 2002. The current academic year determines which residents’ data are printed when choosing the “Completing Residents Report.”



## YEAR END (cont.)

### SET COMPLETING RESIDENTS

To identify which residents are completing the program within the current academic year (by August 31), click on “Set Completing Residents.” This will display the list of resident that the program has indicated are completing their training during the academic year specified by the program. If any residents have been incorrectly identified, click on “Remove” to delete them *from the list of residents completing during this academic year*. Similarly, all the other residents in your program are listed below. If they have been marked as completing during a particular academic year, that year will be listed. Click on “add” to add them to the current academic year.

The screenshot shows the ACGME Year End reporting interface. At the top, there is a navigation menu with the following items: Login, Procedure, Program Setup, Year End (highlighted), Reports, Handheld, and Help. The main content area is titled "Residents Completing in Current Reporting Year 2002". Below this title, there are two sections:

**Residents completing Program this reporting year**

Resident Name	Year	
Jones, Susan O.	2002	<a href="#">Remove</a>

**Residents not completing Program this reporting year**

Resident Name	Year	
Smith, John	2001	<a href="#">Add</a>
Smith, John W.	2001	<a href="#">Add</a>
Welby, Marcus	2001	<a href="#">Add</a>

At the bottom center of the interface, there is an "OK" button with a mouse cursor pointing to it.

## YEAR END (cont.)

### COMPLETING RESIDENTS REPORT

To generate the appropriate report that must be signed for the RRC click on, "Completing Residents Report." This will print the report for all residents marked as completing the program during the current academic year.

To generate these reports individually click on the Reports tab and print out the "Resident Operative" report.

The screenshot shows a web browser window with a 'Preview' tab. On the left, a sidebar lists three residents: John W. Smith, Marcus L. Welby, and Susan O. Jones. The main content area displays the 'Resident Operative Experience Report' for John W. Smith, Program ID: 4409912345, Program Name: General Surgery Study Program. The report includes a table with columns for SC, SJ, TA, and FA. The procedures are categorized into SKIN/SOFT TIS and HEAD/NECK.

	SC	SJ	TA	FA
<b>SKIN/SOFT TIS</b>				
MAJ LYMPHADENECTOMIES				
MAJ EXC & REP/GRAFT FOR SKIN NEOPLASM				
SENTINEL LYMPH NODE BIOPSY FOR MELANOMA				
RAD EXCIS SOFT TIS TUMOR				
OTHER MAJOR SKIN/SOFT TIS - DEF CAT CREDIT				
OTHER MAJOR SKIN/SOFT TIS				
<b>Total SKIN/SOFT TIS</b>				
<b>HEAD/NECK</b>				
RESECT LESION-LIPS				
RESECT LESION-TONGUE				
RESECT LESION-FLOOR MOUTH/BUCCAL MUC				
PAROTIDECTOMY				
RESECT OTHER SALIVARY GLND				
RADICAL NECK DISSECT				
RESECT MANDIBLE/MAXILLA				
TRACHEOSTOMY				
OTHER MAJOR HEAD/NECK - DEF CAT CREDIT				
OTHER MAJOR HEAD/NECK				

### SET RESIDENT PROGRAM YEARS

In the future, a way to quickly advance each resident into the next year in the program will be provided by clicking on, "Set Resident Program Years."

## REPORTS

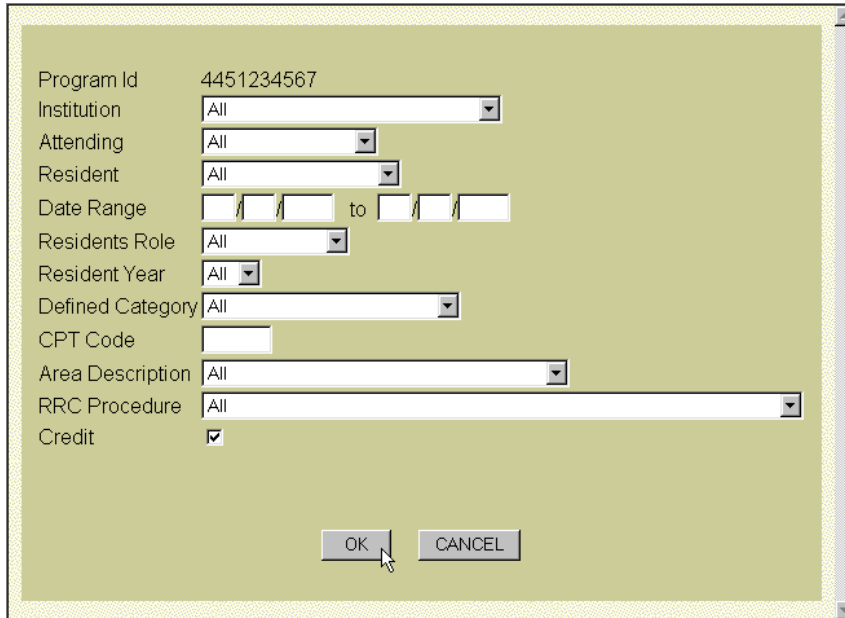
The Resident Operative report is submitted to the Residency Review Committee. The Resident Full Detail report is a detail listing of procedures entered which is similar to the Procedure Search Results list. The Resident Activity report lists the last procedure date a resident has entered. The Resident Index Category report lists residents' minimum procedures by category.



The Resident Operative, Resident Full Detail, and Resident Brief Detail Reports will allow you to select search criteria for filtering the data presented on the 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.**

## REPORTS (cont.)

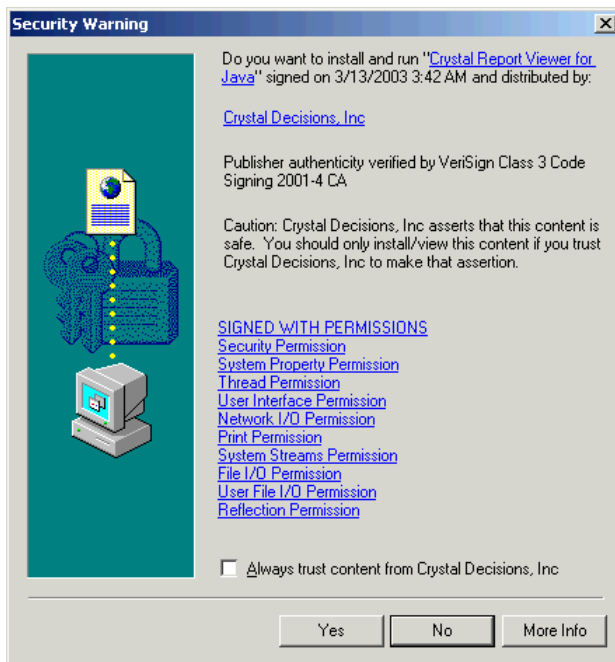


A screenshot of a report generation dialog box. The dialog has a light green background and contains the following fields and controls:

- Program Id: 4451234567
- Institution: All (dropdown)
- Attending: All (dropdown)
- Resident: All (dropdown)
- Date Range: [ ]/[ ]/[ ] to [ ]/[ ]/[ ]
- Residents Role: All (dropdown)
- Resident Year: All (dropdown)
- Defined Category: All (dropdown)
- CPT Code: [ ]
- Area Description: All (dropdown)
- RRC Procedure: All (dropdown)
- Credit:
- Buttons: OK, CANCEL

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

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



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

