



RESIDENT CASE LOG SYSTEM

PEDIATRIC SURGERY

DATA ENTRY MANUAL

December 2003

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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, attending physicians, institutions, and users.

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

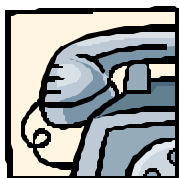


TECHNICAL NOTE: "Cookies" are small pieces of information stored on a web browser that improve computer performance. In order for the Resident Case Log System to work properly, your computer must be set up so that Cookies are *NOT* disabled. Contact your local technical support staff if your computer's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

When running reports the system will ask you to download the "Crystal Smart Viewer." This is a Seagate Crystal Report application, which allows you to search and print reports. Please answer yes to the download.

CONTACT US

As you use this application, please do not hesitate to contact the ACGME Help Desk (312/755-7464) when you have questions or suggestions. Additionally, you can contact us via e-mail at oplog@acgme.org



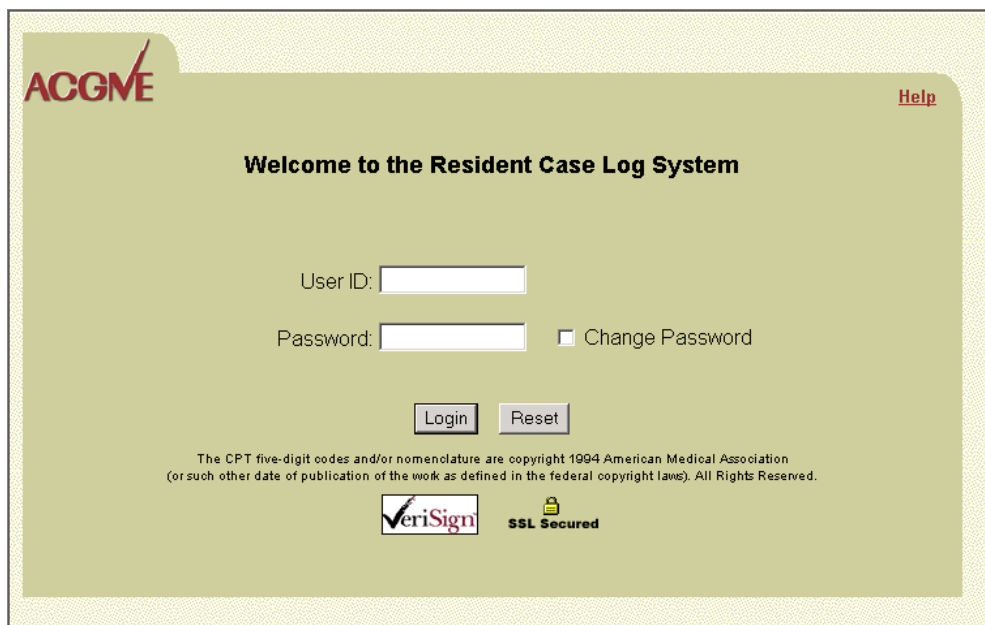
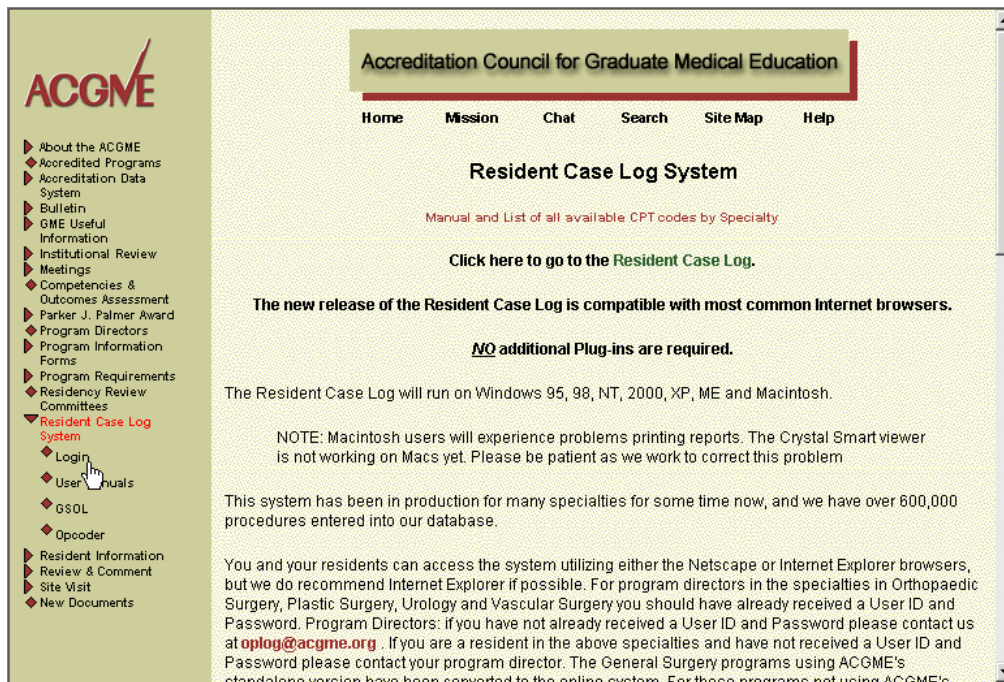
312.755.7464



oplog@acgme.org

LOGGING ON

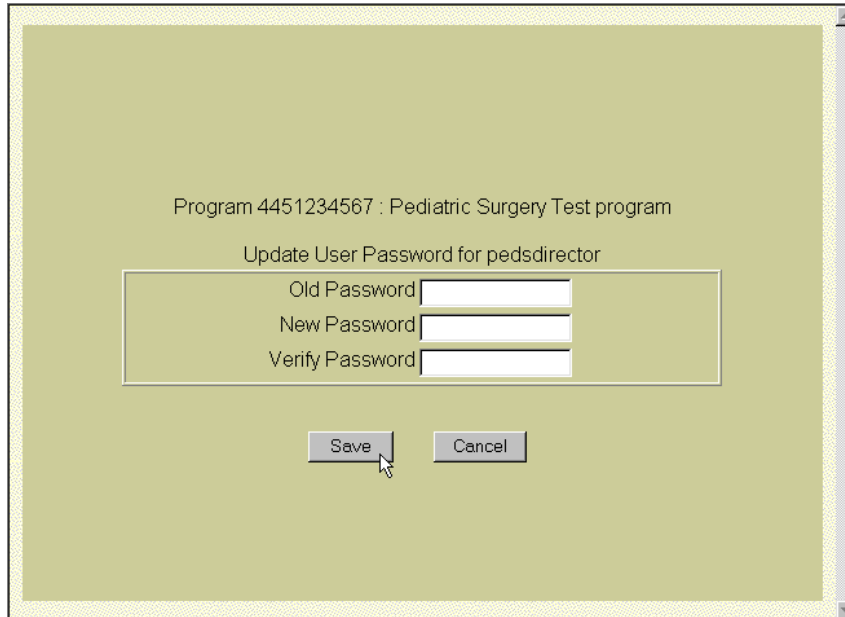
Using your Internet-browser, go to the ACGME homepage at www.acgme.org. Select “Resident Case Log System.”



Enter the User ID and Password (provided by your program’s system coordinator) and click on the “Login” button. *If you want to change your password, click on the “Change Password” box **before** you log in.*

CHANGING YOUR PASSWORD

Enter your User ID and Password, click on the “Change password” check box, and press the “Login” button. A new window will open to request your password and confirm the new one. **If you forget your password, your program’s system coordinator is the only person who can assign you a new one.** Enter the required data and press the save button. If you decide you don’t want to change the password press the Cancel button. You will still be logged on to the system.



Program 4451234567 : Pediatric Surgery Test program

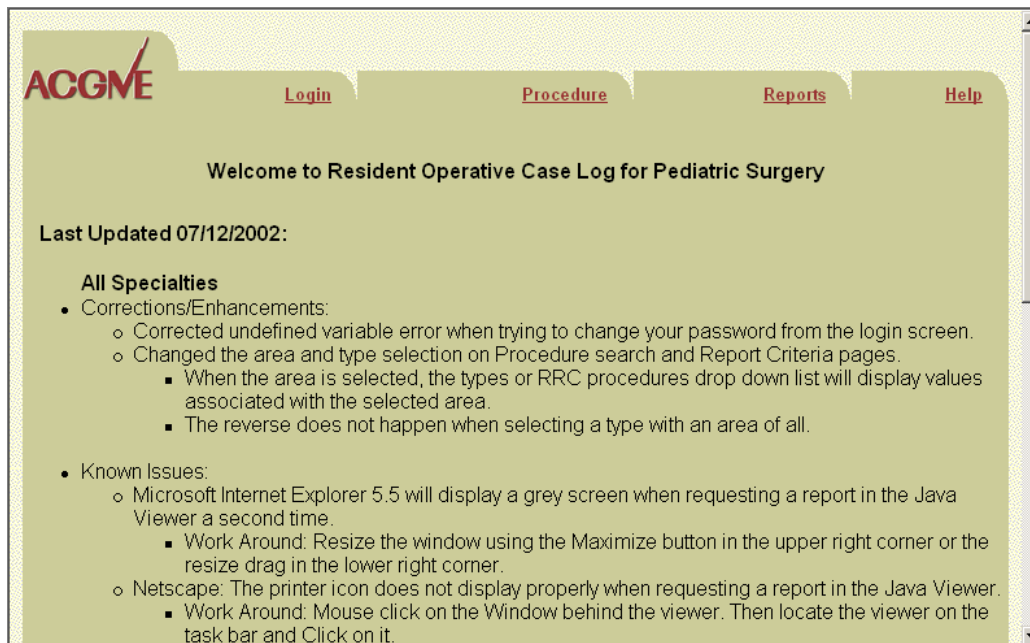
Update User Password for pedsdirector

Old Password	<input type="password"/>
New Password	<input type="password"/>
Verify Password	<input type="password"/>

The image shows a screenshot of a web-based password change dialog box. The background is a light olive green. At the top, it displays the program name: "Program 4451234567 : Pediatric Surgery Test program". Below that, it says "Update User Password for pedsdirector". A white-bordered box contains three password input fields: "Old Password", "New Password", and "Verify Password". At the bottom of the dialog, there are two buttons: "Save" and "Cancel". 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.



LIST OF OPTIONS

The Welcome Page has a group of tabs listed across the top of the Page.

1. "**Login**" will place you on the Login page and permit you to log onto the system. (At this point, however, you are already logged on.)
2. "**Procedure**" will allow you to add, edit, delete, and view procedures.
3. "**Reports**" allows you to view and print:
 - a. "Resident Operative" report lists total procedures by area and type, which can be filtered by date range, attending, and institution, etc;
 - b. "Resident Full Detail" report is an itemized, chronological list of all your entries, which also can be filtered by date range, attending, and institution, etc.; or
 - c. "Resident Activity" report lists the procedure date that was entered; or
 - d. "Resident Brief Detail" report shows a chronological list of all your entries, which also can be filtered by date range, attending, and institution, etc.; or
 - e. "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. "**Help**" will provide you with an index of topics and information about the system.

PROCEDURES

Click on the "Procedure" tab and the Procedure Menu will display. To add new procedures, click on "Add." To change, delete or view procedures, click on "Search/Update." To change and incorrect resident procedure year, 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:

Under "Resident's Role" - "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.

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 the ACGME logo and tabs for Login, Procedure, Reports, and Help. The main form area is titled "Procedure Entry" and contains the following fields and controls:

- Resident:** A dropdown menu showing "Pediatric, Resident O."
- Resident Year:** A text input field containing "1".
- Attending:** A dropdown menu with "< Please select a value >".
- Residents Role:** A dropdown menu with "< Please select a value >".
- Institution:** A dropdown menu with "< Please select a value >".
- Proc Date:** A text input field containing "7/24/2002".
- Patient ID:** A text input field.
- CPT Code:** A text input field with "Select" and "Search" buttons.
- Comments:** A large text area with a vertical scrollbar.
- Buttons:** "Save", "Help", "Clear", and "Cancel" buttons.
- Selected Procedures:** A section with a "Credit" checkbox and a message: "No CPT Descriptions have been currently selected for display." Below this is a "Remove CPT" button.
- Defined Categories:** A text input field.
- Full CPT Desc:** A text input field with a vertical scrollbar.
- Area:** A dropdown menu.
- RRC Procedure:** A dropdown menu with a vertical scrollbar.

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.

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 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 interface. At the top, there are tabs for Login, Procedure, Reports, and Help. The main form is titled "Procedure Entry" and contains several input fields: Resident (Pediatric, Resident O.), Resident Year (1), Attending (Anderson, Jennifer), Residents Role (Surgeon), Institution (Institution for Pediatric Surgery), Proc Date (7/24/2002), and Patient ID (12345). There is a CPT Code field with a "Select" button and a "Search" button. A large text area for "Comments" is present. Below the form are buttons for "Save", "Help", "Clear", and "Cancel". A section titled "Selected Procedures 1" contains a list with a checked "Credit" and a highlighted entry: "*35631 Bypass graft, with other than vein; aortoceliac, aort". Below this list 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).

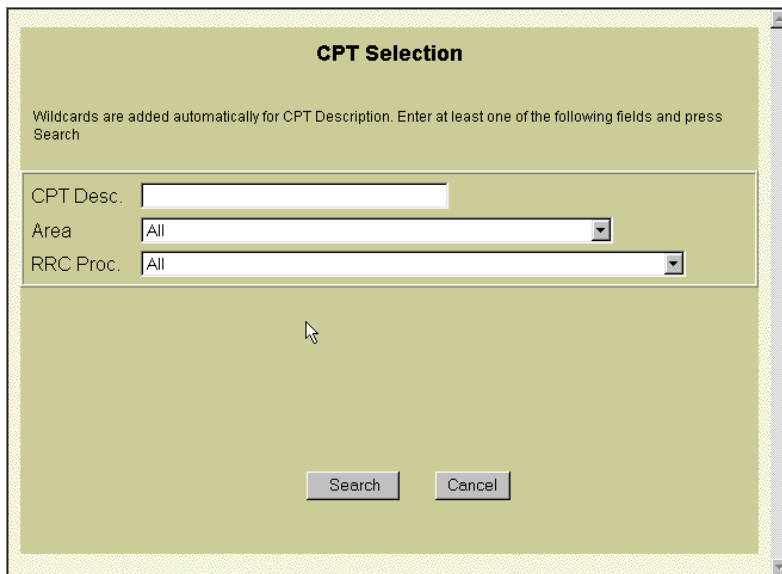
Selected Procedure Field

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.

This is a close-up view of the "Selected Procedures" section from the previous screenshot. It shows a list with a checked "Credit" box and a highlighted entry: "*35631 Bypass graft, with other than vein; aortoceliac, aort". Below the list 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).

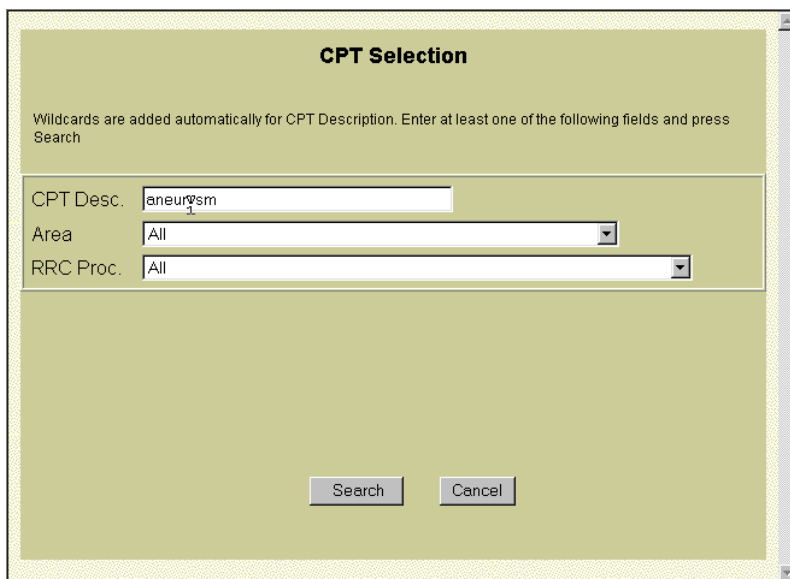
Searching for a CPT Code

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 "RRC Proc." (a dropdown menu with "All" selected). At the bottom of the window are two buttons: "Search" and "Cancel".

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.



This screenshot is identical to the one above, but the "CPT Desc." text box now contains the word "aneurysm". The "Area" and "RRC Proc." dropdown menus remain set to "All". The "Search" and "Cancel" buttons are still visible at the bottom.

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

Searching for a CPT Code (cont.)

CPT Selection

* -indicates CPT is found in multiple area/types

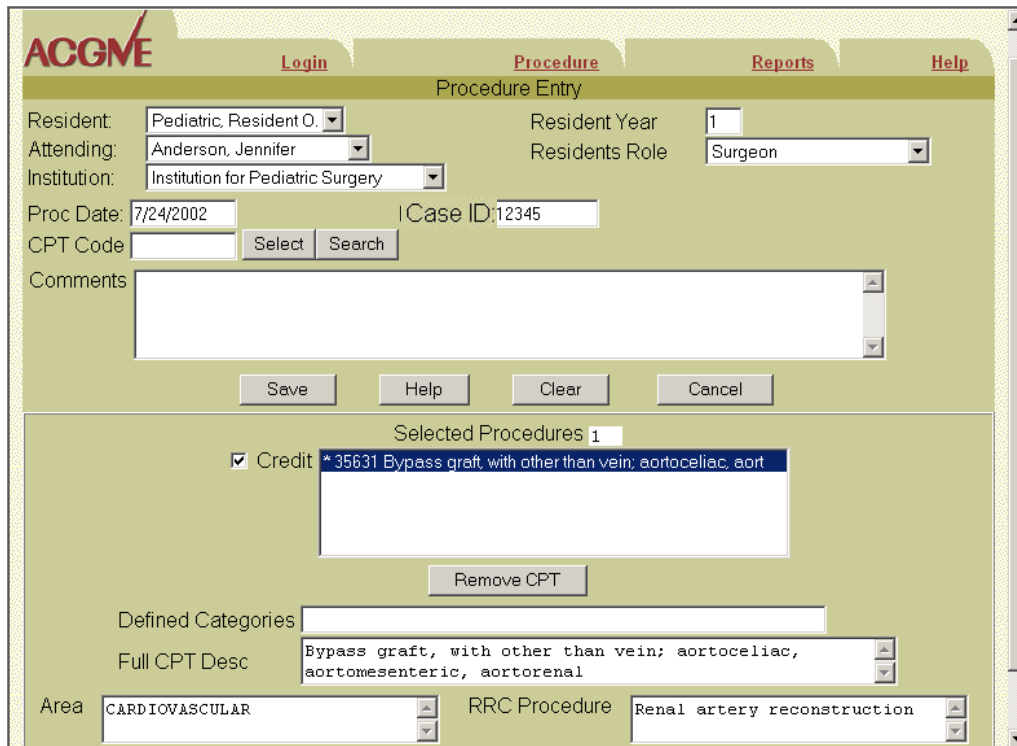
CPT	select
01444Anesthesia for procedures on arteries of knee and popliteal area; popliteal excision and graft or repair for occlusion or aneurysm	select
01652Anesthesia for procedures on arteries of shoulder and axilla; axillary-brachial aneurysm	select
35011Direct repair of aneurysm, false aneurysm,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

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

ADDING A NEW PROCEDURE (CONT.)

NOTE: You may enter more than one CPT code per procedure or patient; however you can only take credit for one CPT code.

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



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

- Resident:** Pediatric, Resident 0 (dropdown)
- Resident Year:** 1 (text input)
- Attending:** Anderson, Jennifer (dropdown)
- Residents Role:** Surgeon (dropdown)
- Institution:** Institution for Pediatric Surgery (dropdown)
- Proc Date:** 7/24/2002 (text input)
- Case ID:** 12345 (text input)
- CPT Code:** (text input) with "Select" and "Search" buttons.
- Comments:** (large text area)
- Buttons:** Save, Help, Clear, Cancel.

Below the main form is a section titled "Selected Procedures 1". It contains a list with a checked "Credit" checkbox and a selected CPT code: "*35631 Bypass graft, with other than vein; aortoceliac, aort". A "Remove CPT" button is located below the list.

At the bottom of the form, there are several dropdown menus:

- Defined Categories:** (empty)
- Full CPT Desc:** Bypass graft, with other than vein; aortoceliac, aortomesenteric, aortorenal
- Area:** CARDIOVASCULAR
- RRC Procedure:** Renal artery reconstruction

To assist with data entry, the attending, institution, year in program, 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.

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 4451234567

Institution All

Attending All

Resident All

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

Residents Role All

Procedure Resident Year All

Resident Year All

Defined Category All

CPT Code []

Area Description All

RRC Procedure All

records per page 12

OK CANCEL

Filters (you may set the following filters)

- Institution:** A drop-down box will list all of the institutions that the program has entered.
- Attending:** A drop-down box will list all of the attendings entered by the program.
- Resident:** Defaults to you, the resident that is logged on.
- Date Range:** If you enter the beginning date only, the system will filter procedure data since and including that date. Likewise, if you enter the ending date only, the system will filter procedure data up to and including that date. Of course, entering both the beginning and ending dates yields all procedure data entered between the two dates, inclusively.
- Residents Role:** Select "All," "Surgeon", "Teaching Assistant" from the drop-down box.
- 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.
- Defined Category:** Select the defined category 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 Type Description from the drop-down menu.
- Records per Page:** How many procedures do you want to appear on one display page?
If you want all of the procedures to appear on one page, enter "9999."

Editing, Deleting, or Viewing a Procedure

Locate the procedure that you want to edit, delete, or view the details of, and click on the appropriate link. Either the “Procedure Edit,” “Procedure View”, or “Procedure Delete” screen will display.

Resident Name	Resident Year	Procedure Date	Role
Resident, Number1 edit / view / delete Attending Attending , Number1 Institute Number One Institution	1	01-01-2000	C(Surgeon Chief)
<ul style="list-style-type: none"> 35021 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, innominate, subclavian artery, by thoracic incision 35022 Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft, for ruptured aneurysm, innominate, subclavian artery, by thoracic incision 			
Resident, Number1 edit / view / delete Attending Attending , Number1 Institute Number One Institution	1	08-01-2000	C(Surgeon Chief)
<ul style="list-style-type: none"> 38740 Axillary lymphadenectomy, superficial 			
Resident, Number1 edit / view / delete Attending Attending , Number1 Institute Number One Institution	1	11-14-2000	C(Surgeon Chief)
<ul style="list-style-type: none"> 32657 Thoracoscopy, surgical; with wedge resection of lung, single or multiple 99199 Unlisted special service, procedure or report 			
Resident, Number1 edit / view / delete Attending Attending , Number1 Institute Number One Institution	1	12-05-2000	C(Surgeon Chief)
<ul style="list-style-type: none"> 47100 Biopsy of liver, wedge 44120 Enterectomy, resection of small intestine; single resection and anastomosis 56304 Laparoscopy, surgical; with lysis of adhesions 			
Resident, Number1 edit / view / delete Attending Attending , Number1 Institute Number One Institution	1	12-06-2000	J(Surgeon Jr.)
<ul style="list-style-type: none"> 31612 Tracheal puncture, percutaneous with transtracheal aspiration and/or injection 			
Resident, Number1 edit / view / delete Attending Ripper , Jackson X. Institute Number One Institution	1	12-06-2000	F(First Assistant)
<ul style="list-style-type: none"> 17266 Destruction, malignant lesion, any method, trunk, arms or legs; lesion diameter over 4.0 cm 21015 Radical resection of tumor (eg, malignant neoplasm), soft tissue of face or scalp 			

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. Select only one code for credit. To choose a different CPT code for credit, click on the CPT code with the asterisk next to it and unclick the credit box. When you click on the “Update” button, all changes will be saved and you will be returned to the result list.

Procedure Update

Resident: Pediatric, Resident 0. Resident Year: 1
Attending: Smith, John M. Residents Role: Surgeon
Institution: Institution Number One
Proc Date: 05-16-2001 Case ID: 1
CPT Code: [] [Select] [Search]

[Update] [Help] [Cancel]

Selected Procedures 2

Credit * 33800 Aortic suspension (aortopexy) for tracheal decompress
19260 Excision of chest wall tumor including ribs

[Remove CPT]

Defined Categories: []
Full CPT Desc: Aortic suspension (aortopexy) for tracheal decompression (eg, for tracheomalacia) (separate)

Area: CARDIOVASCULAR RRC Procedure: Aortopexy

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.

Procedure View

Resident: Pediatric, Resident 0. Resident Year: 1
Attending: Smith, John M. Residents Role: Surgeon
Institution: Institution Number One
Proc Date: 05-16-2001 Case ID: 1
CPT Code: [] [Select] [Search]

[Help] [Cancel]

Selected Procedures 2

Credit * 33800 Aortic suspension (aortopexy) for tracheal decompress
19260 Excision of chest wall tumor including ribs

[Remove CPT]

Defined Categories: []
Full CPT Desc: Aortic suspension (aortopexy) for tracheal decompression (eg, for tracheomalacia) (separate)

Area: CARDIOVASCULAR RRC Procedure: Aortopexy

Procedure Delete Screen

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

The screenshot shows a web-based interface for deleting a procedure. The title is "Procedure Delete".

Resident Information:

- Resident: Pediatric, Resident O. (dropdown)
- Resident Year: 1 (input)
- Attending: Smith, John M. (dropdown)
- Residents Role: Surgeon (dropdown)
- Institution: Institution Number One (dropdown)

Procedure Details:

- Proc Date: 05-16-2001 (input)
- Case ID: 1 (input)
- CPT Code: (input) with "Select" and "Search" buttons.

Buttons: Delete, Help, Cancel (with a mouse cursor over it).

Selected Procedures: 2

- Credit *33800 Aortic suspension (aortopexy) for tracheal decompress
- 19260 Excision of chest wall tumor including ribs

Remove CPT (button)

Defined Categories: (input)

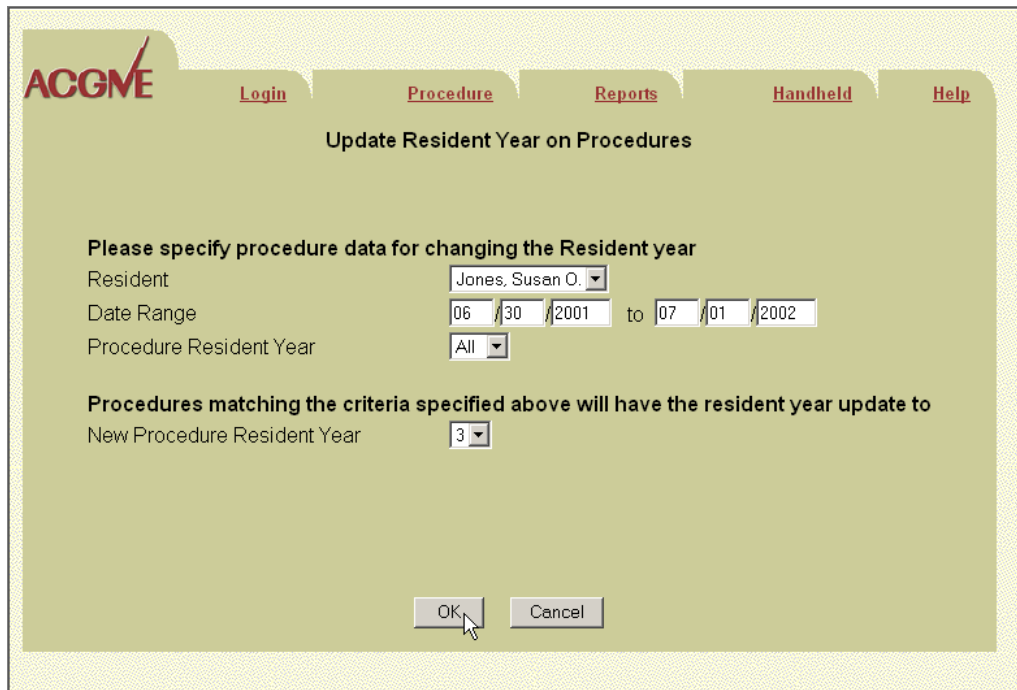
Full CPT Desc: Aortic suspension (aortopexy) for tracheal decompression (eg, for tracheomalacia) (separate (dropdown))

Area: CARDIOVASCULAR (dropdown)

RRC Procedure: Aortopexy (dropdown)

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.



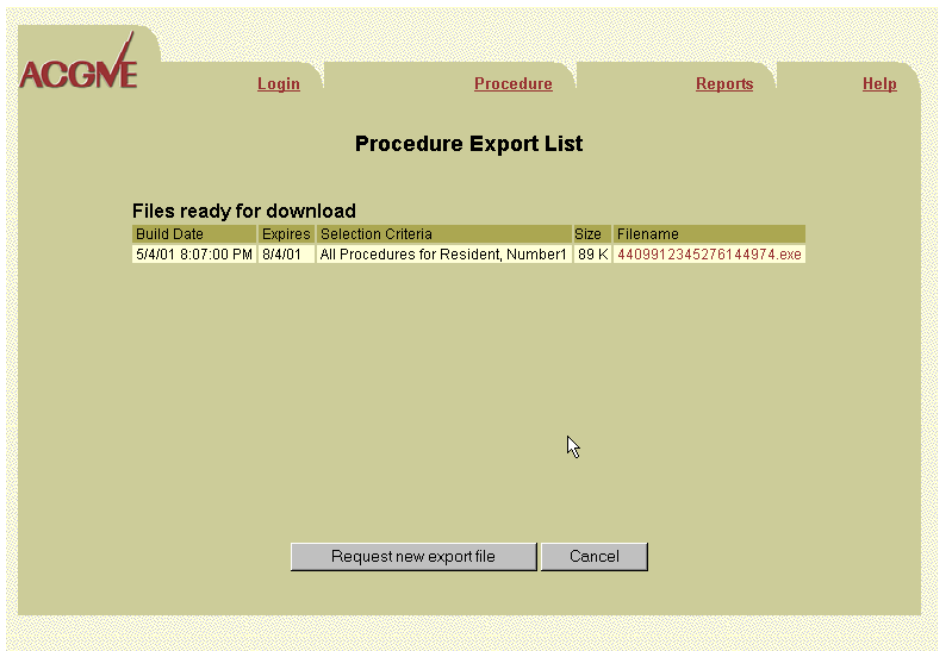
The screenshot shows a web application interface with a navigation bar at the top containing 'ACGME', 'Login', 'Procedure', 'Reports', 'Handheld', and 'Help'. The main heading is 'Update Resident Year on Procedures'. Below this, a section titled 'Please specify procedure data for changing the Resident year' contains the following fields: 'Resident' (a dropdown menu showing 'Jones, Susan O.'), 'Date Range' (two date pickers showing '06/30/2001' and '07/01/2002'), and 'Procedure Resident Year' (a dropdown menu showing 'All'). A second section titled 'Procedures matching the criteria specified above will have the resident year update to' contains a 'New Procedure Resident Year' dropdown menu showing the value '3'. At the bottom of the form 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 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.



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



DOWNLOADING PROCEDURES (CONT.)

The screenshot shows the ACGME web interface with a navigation bar containing 'Login', 'Procedure', 'Reports', and 'Help'. The main heading is 'Procedure Export List'. Below this, there are two sections:

Files ready for download

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

Files waiting for processing

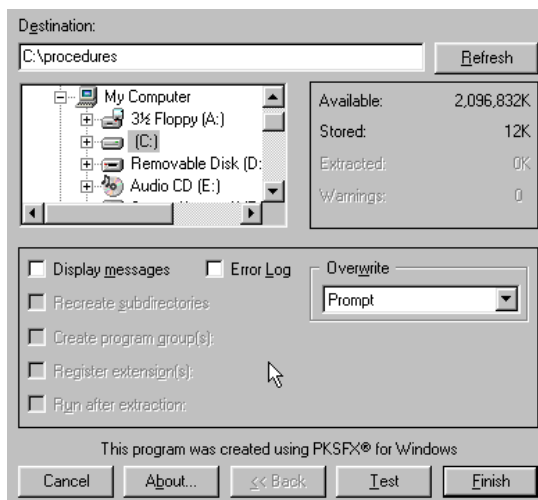
Request Date	Selection Criteria	Status
5/11/01 9:32:00 AM	All Procedures for Resident, Number1	Cancel Request

At the bottom of the interface are two buttons: 'Request new export file' and 'Cancel'.

In the example above, a file for all residents' procedures performed will be generated. To cancel a request, click on "Cancel Request" before the file is generated. The export requests are processed four times daily at 2:00 a.m., 8:00 a.m., 12:30 p.m., and 5:00 p.m. Central time. Once the file has been generated you will need to download it to your computer.

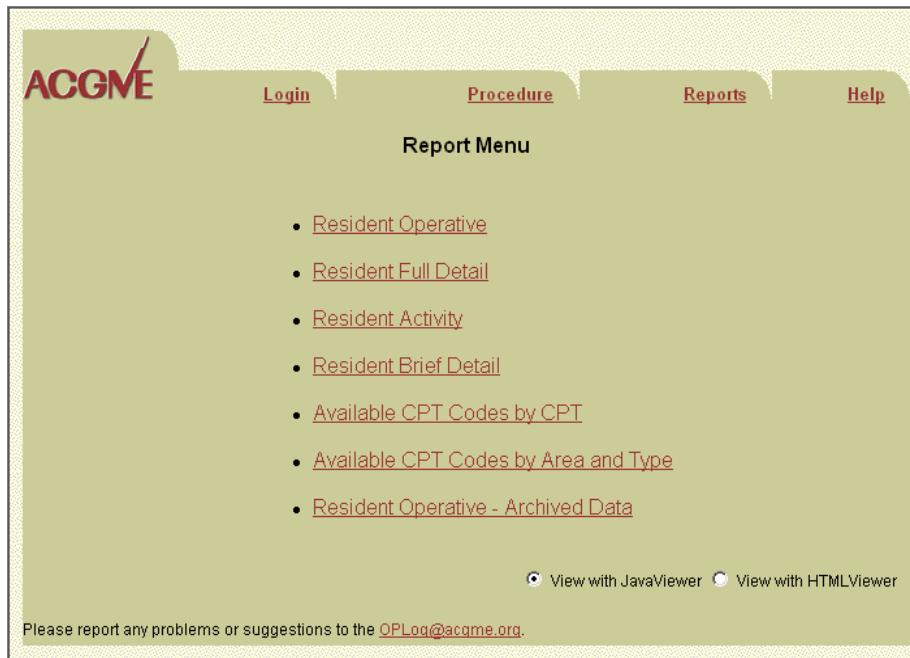
To download the file to your computer, click on the file name link. A message box will open allowing you to select "open this file under current location" or "save this file to disk". Select "Save this File to disk," and specify where you want to save the file on your computer.

The downloaded file is a self-extracting zip file named 'procedures'. Simply double-click on it and a window will pop up. Specify in which directory you want to put the data, and click finish. This will extract the file (the first ten characters of the name will be the program id). The resulting text file is tab-delimited with field names on the first row. It can be imported into Excel, Access, FoxPro, etc.



REPORTS

System reports are written in Crystal Report Writer and viewed with a smart viewer that allows you to search and navigate through groupings while viewing the report. Occasionally, printing reports can be problematic. For example, at times the Netscape browser increases the font size by approximately 50%. The reports do print consistently better on the latest printers which use the Print Control Language 6 (PCL6) drivers.



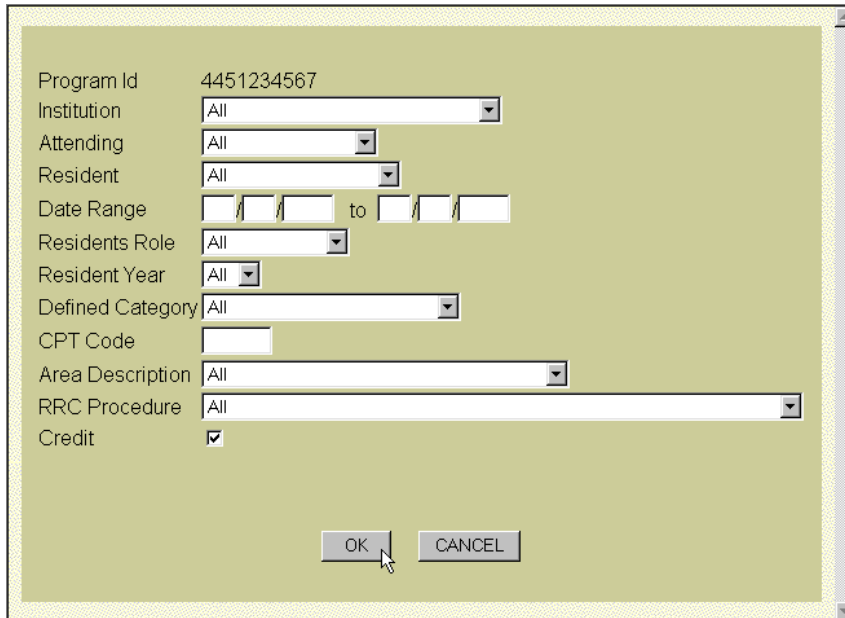
There are two ways to view reports:

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 JavaViewer. 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.



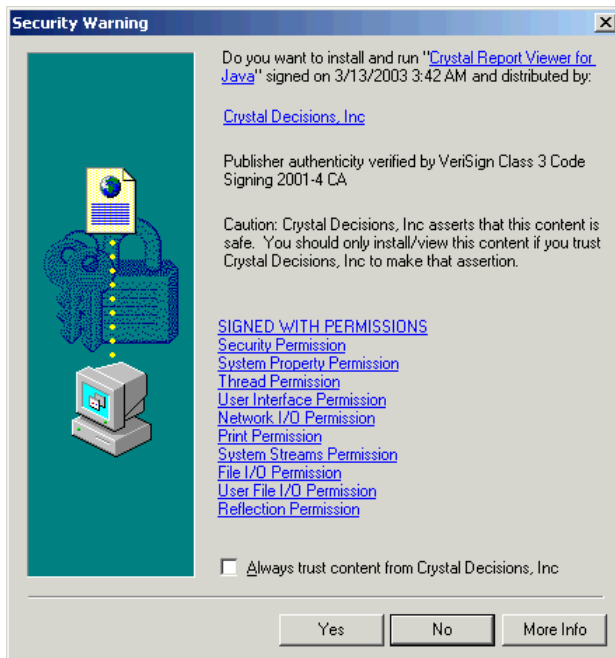
A screenshot of a report selection criteria dialog box. The dialog has a light green background and contains the following fields:

- 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:

At the bottom of the dialog are two buttons: "OK" and "CANCEL". 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 REPORT

Close

1 of 1+ 100%

Preview

Resident Operative Experience Report

Primary Procedures

Program ID: 4451234567 Program Name: Pediatric Surgery Test program
 All Residents
 For All Attendings at All Institutes
 For All Resident Years For All Roles For All Patients
 For All CPTs in All Areas and All RRC Procedures
 As Of 7/24/2002

	Surgeon	Teaching Assistant
SKIN/SOFT TISSUE/MUSCULOSKELETAL		
Burn debridement or grafting	3	3
Complex wound closure		
Subcutaneous mastectomy		
Pilonidal cyst excision		
Major excision soft tissue tumor		

ReportResProcSummary360:1.CreditType (String)

RESIDENT FULL DETAIL REPORT

Close

1 of 1+ 100%

Preview

Pediatric, Resident O.

Pediatric Surgery Resident Record Report

Program ID: 4451234567 Program Name: Pediatric Surgery Test program
 Resident O. Pediatric
 For All Attendings at All Institutes
 For All Resident Years For All Roles
 For All CPTs in All Areas and All Types
 As Of 7/24/2002

Resident Name: Pediatric, Resident O.		Current Year: 1	
Procedure Date: 5/16/2001	Resident Year: 1	Resident Role: Surgeon	
Attending: John M. Smith		Patient Id: 1	
Institution: Institution Number One			

<u>Area</u>	<u>RRC Procedure</u>
SKIN/SOFT TISSUE/MUSCULOSKELET	Major excision soft tissue tumor
SKIN/SOFT TISSUE/MUSCULOSKELET	Major excision soft tissue tumor
CARDIOVASCULAR	Aortopexy
CARDIOVASCULAR	Aortopexy

Comments: duplicate set of cpt codes

RESIDENT ACTIVITY REPORT

1 of 1

100%

Preview

Active

Resident Activity Report

Program ID: 4451234567 Program Name: Pediatric Surgery Test program
For All Attendings at All Institutes
Resident O. Pediatric
For All Resident Years For All Patients
For All CPTs in All Areas and All RRC Procedures
As Of 7/24/2002

Resident Name	Current Year	Cases	CPT Codes	Last Procedure
Pediatric, Resident O.	1 Active	16	19	4/25/200

RESIDENT BRIEF DETAIL REPORT

1 of 1

100%

Preview

Pediatric, Resident O.

Pediatric Surgery Resident Record Report

Program ID: 4451234567 Program Name: Pediatric Surgery Test program
For All Attendings at All Institutes
Resident O. Pediatric
For All Resident Years For All Roles For All Patients
For All CPTs in All Areas and All Types including All Defined Categories
As Of 7/24/2002

Resident Name: Pediatric, Resident O. Current Year: 1

Procedure Date	Attending Initials	Institution Name	Resident's Role	CPT Code	CPT Description
05/16/2001	JMS	Institution Number One	Surgeon	19260	Removal of chest w
05/16/2001	JMS	Institution Number One	Surgeon	19260	Removal of chest w
05/16/2001	JMS	Institution Number One	Surgeon	33800*	Aortic suspension
05/16/2001	JMS	Institution Number One	Surgeon	33800	Aortic suspension
05/23/2001	SFJ	Pediatric Surgery General Ho	Surgeon	33470*	Revision of pulmo
05/23/2001	MEB	Institution Number One	Surgeon	44110*	Excision of bowel l

ReportResProcDetail;1.CPTSHORTDesc (String)

AVAILABLE 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
11010	Debridement including removal of foreign material associated with open fracture(s) and/or dislocation(s); skin and subcutaneous tissues
11011	Debridement including removal of foreign material associated with open fracture(s) and/or dislocation(s); skin, subcutaneous tissue, muscle fascia, and muscle
11012	Debridement including removal of foreign material associated with open fracture(s) and/or dislocation(s); skin, subcutaneous tissue, muscle fascia, muscle, and bone
11040	Debridement; skin, partial thickness
11041	Debridement; skin, full thickness
11042	Debridement; skin, and subcutaneous tissue
11043	Debridement; skin, subcutaneous tissue, and muscle
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

Available CPT Codes by Area and Type Report

CPT Code	Defined Cty	CPT Description
15000		Surgical preparation or creation of recipient site by excision of open wounds, burn eschar, or scar (including subcutaneous tissues); first 100 sq cm or one percent of body area of infants and children
15050		Pinch graft, single or multiple, to cover small ulcer, tip of digit, or other minimal open area (except on face), up to defect size 2 cm diameter
15100		Split graft, trunk, arms, legs; first 100 sq cm or less, or one percent of body area of infants and children (except 15050)
15101		Split graft, trunk, arms, legs; each additional 100 sq cm, or each additional one percent of body area of infants and children, or part thereof (List separately in addition to code for primary procedure)
15120		Split graft, face, scalp, eyelids, mouth, neck, ears, orbits, genitalia, hands, feet and/or multiple digits; first 100 sq cm or less, or one percent of body area of infants and children (except 15050)