

CASE ENTRY MENU

SEARCH/UPDATE (RESIDENT AND ADMINISTRATOR LOGONS) SEARCH CASES (PROGRAM DIRECTOR LOGON)



To edit, delete or view procedure details, click on the “Case Entry” tab click on “Search/Update” or “Search Procedures”. The Search Procedure” criteria window displays. Enter any of the search criteria and press the Ok button

A screenshot of a web browser window titled "https://www.acgme.org - Selection Criteria Page - Microsoft Internet Explorer". The page contains a search form with various filters. The filters include: Institution (All), Attending (All), Resident (All), Date Range (two date pickers), Residents Role (All), Patient Type (All), Procedure Resident Year (All), Resident Year (All), Rotations (All), Defined Category (All), CPT Code (text input), Area Description (All), RRC Procedure (All), and records per page (12). There are "OK" and "CANCEL" buttons at the bottom of the form. The browser's status bar shows "Done" and "Internet".

You may set the following filters, the actual list of fields will vary depending on your specialty. The common ones are:

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--

If you are logged on as a resident the system will default to the resident that is logged on. If you are a Program Director or Administrator, you will get the drop-down box of all residents in your program.

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,” or specify a specific role from drop-down box.

Procedure Resident Year--

Select which year’s of procedure data from the drop-down box.

Example: If you select 1 from the drop-down box it will bring all procedures entered into the system with the year 1 indicated.

Resident Year--

Select which residents year’s data from the drop-down box.

Example: If you select 1 from the drop-down box it will bring up all procedures for all Residents that are inprogram year one1.

Records per Page--

How many procedures do you want to appear on one display page?

The default is 12, so if you have 36 procedures it will display 3 pages of data. You will then need to go into each individual page to review the data. If you enter “9999” in this field it will display all of the procedures on one page.

This will allow you to do a search on all procedures at one time.

©2005 Accreditation Council for Graduate Medical Education (ACGME). No part of this work may be reproduced or distributed in any form or by any means without ACGME’s prior written approval. This document contains Confidential Information.

Requests for permission to make copies should be made to the following address:
ACGME, 515 N. State Street, Suite 2000, Chicago, IL 60610

Information in this document is subject to change without notice. ACGME is not liable for errors or omissions appearing in this document.

SEARCH/UPDATE (RESIDENT AND ADMINISTRATOR LOGONS) AND SEARCH CASES (PROGRAM DIRECTOR LOGON) (CONT.)

A list of all the procedures matching the search criteria is displayed.

Resident Name	Resident Year	Date	Role	Case ID	Patient Type
Green, Mark	1	06-03-2003	First Assistant	23456	Adult
edit / view / delete Attending:Attending, General S. Institute:Cook County Hospital » *33315 Cardiomy, exploratory (includes removal of foreign body, atrial or ventricular thrombus), with cardiopulmonary bypass					
Green, Mark	1	06-03-2003	First Assistant	25896	Adult
edit / view / delete Attending:Attending, General S. Institute:Cook County Hospital » *47125 Hepatectomy, resection of liver, total left lobectomy					
Green, Mark	1	06-25-2003	First Assistant	0258	Adult
edit / view / delete Attending:Attending, General S. Institute:Cook County Hospital » *41018 Extraoral incision and drainage of abscess, cyst, or hematoma of floor of mouth; masticator space					
Green, Mark	1	06-25-2003	Surgeon Jr.	563	Adult
edit / view / delete Attending:Attending, General S. Institute:Cook County Hospital » *48000 Placement of drains, peripancreatic, for acute pancreatitis;					
Green, Mark	1	08-05-2003	Surgeon Chief	1asc	Adult
edit / view / delete Attending:Attending, General S. Institute:Cook County Hospital Outcome: marke green chief surgeon » *35013 Direct repair of aneurysm, pseudoaneurysm, or excision (partial or total) and graft insertion, with or without patch graft, for ruptured aneurysm, axillary-brachial artery, by arm incision					

Figure 1: Search run as "Records per page 9999"

Resident Name	Resident Year	Date	Role	Case ID	Patient Type
Green, Mark	1	06-03-2003	First Assistant	23456	Adult
edit / view / delete Attending:Attending, General S. Institute:Cook County Hospital » *33315 Cardiomy, exploratory (includes removal of foreign body, atrial or ventricular thrombus), with cardiopulmonary bypass					
Green, Mark	1	06-03-2003	First Assistant	25896	Adult
edit / view / delete Attending:Attending, General S. Institute:Cook County Hospital » *47125 Hepatectomy, resection of liver, total left lobectomy					
Green, Mark	1	06-25-2003	First Assistant	0258	Adult
edit / view / delete Attending:Attending, General S. Institute:Cook County Hospital » *41018 Extraoral incision and drainage of abscess, cyst, or hematoma of floor of mouth; masticator space					
Green, Mark	1	06-25-2003	Surgeon Jr.	563	Adult
edit / view / delete Attending:Attending, General S. Institute:Cook County Hospital » *48000 Placement of drains, peripancreatic, for acute pancreatitis;					
Green, Mark	1	08-05-2003	Surgeon Chief	1asc	Adult
edit / view / delete Attending:Attending, General S. Institute:Cook County Hospital Outcome: marke green chief surgeon » *35013 Direct repair of aneurysm, pseudoaneurysm, or excision (partial or total) and graft insertion, with or without patch graft, for ruptured aneurysm, axillary-brachial artery, by arm incision					

Figure 2: Search run as "Records per page 12"

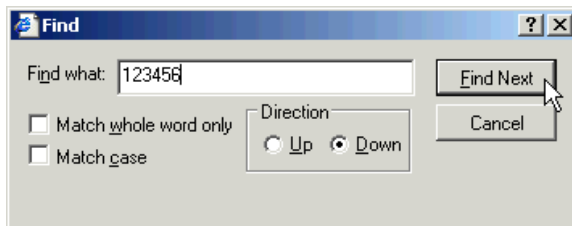
The results are sorted by Resident Name, Year, Procedure Date (chronological) and Resident Role. The Procedure descriptions are sorted alphabetically.

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

Search Result Actions (this is for records per page indicated other than 9999)

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. (Figure 40).

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



©2005 Accreditation Council for Graduate Medical Education (ACGME). No part of this work may be reproduced or distributed in any form or by any means without ACGME's prior written approval. This document contains Confidential Information.

Requests for permission to make copies should be made to the following address:
 ACGME, 515 N. State Street, Suite 2000, Chicago, IL 60610

Information in this document is subject to change without notice. ACGME is not liable for errors or omissions appearing in this document.

***Editing, Deleting, or Viewing a Procedure
(RESIDENT AND ADMINISTRATOR LOGONS CAN EDIT, DELETE AND VIEW) AND (PROGRAM
DIRECTOR LOGON CAN ONLY VIEW)***

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

“Case Entry Edit Screen”

When you click on **edit**, the details of the procedure will display on the screen. You then can make the necessary changes on the procedure. When you click on the “Update” button, all changes will be saved and you will be returned to the procedure list. To add a new Code, type the desired code into the code field or search for the specified cpt code and press the Select button. To remove a code click on the code in the selected cpt code box and then click on the remove cpt code button.

You are unable to make global changes to procedures such as attendings, institutions or role.

“Case Entry View” Screen (Program Directors will only see this option)

When you click on **view**, the details of the procedure will display on screen. No changes can be saved on this form. This screen is only for reviewing resident’s data. to return to the procedure list, click on the “Cancel” button.

“Case Entry Delete Screen”

When you click on **delete** the procedure will display on screen. Review the procedure to make sure you want to delete. Click on the delete button or click on “Cancel” to return to procedure list.

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. Figure 36 shows a file already selected for exporting.

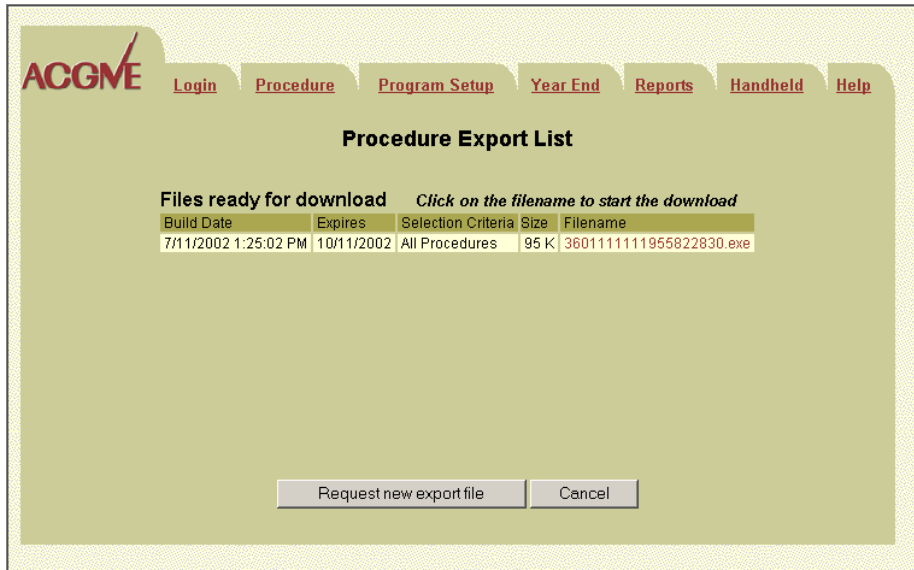


Figure 36: Procedure Export List Screen

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 (Figure 37). 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.



Figure 37: Selection Criteria for Export File

©2005 Accreditation Council for Graduate Medical Education (ACGME). No part of this work may be reproduced or distributed in any form or by any means without ACGME's prior written approval. This document contains Confidential Information.

Requests for permission to make copies should be made to the following address:
ACGME, 515 N. State Street, Suite 2000, Chicago, IL 60610

Information in this document is subject to change without notice. ACGME is not liable for errors or omissions appearing in this document.

DOWNLOADING PROCEDURES (CONT.)

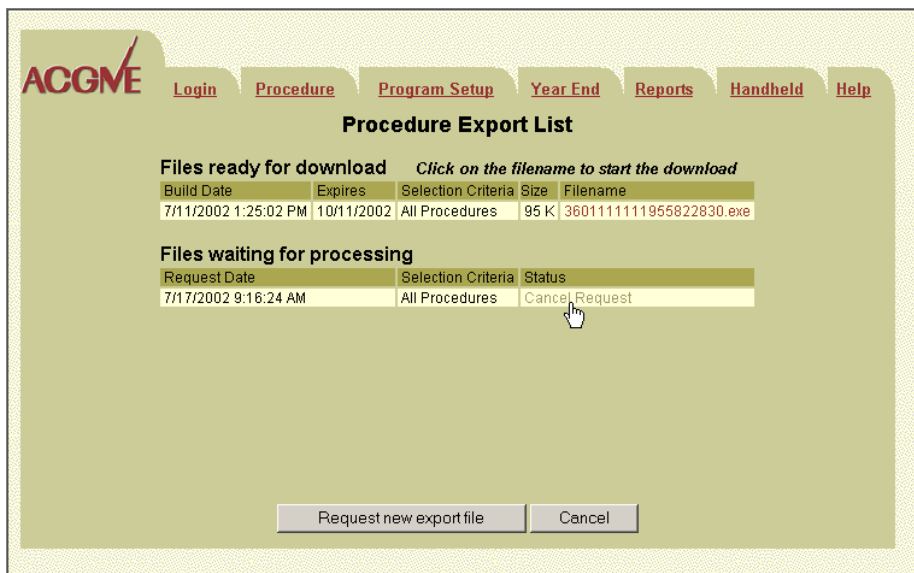


Figure 38: Procedure Export List with Files waiting to be processed

In the example above (Figure 38), a file for all residents' procedures performed will be generated. To cancel a request, click on "Cancel Request" before the file is generated. **The file is run from our server at 2 am; 8 am; 12:30 pm and 5:00 pm 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 filename 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 (Figure 39) Specify in which directory you want to put the data (the default is c:\procedures), 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.

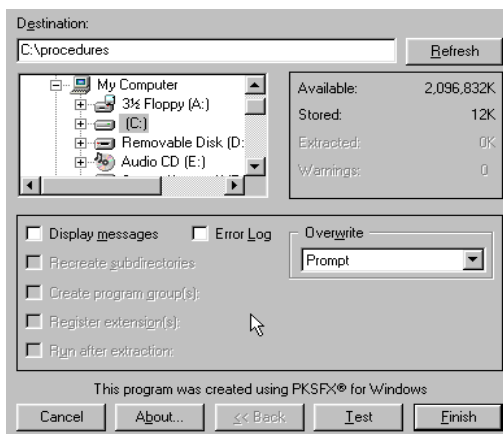


Figure 39: Procedure Data pop-up Box

©2005 Accreditation Council for Graduate Medical Education (ACGME). No part of this work may be reproduced or distributed in any form or by any means without ACGME's prior written approval. This document contains Confidential Information.

Requests for permission to make copies should be made to the following address:
ACGME, 515 N. State Street, Suite 2000, Chicago, IL 60610

Information in this document is subject to change without notice. ACGME is not liable for errors or omissions appearing in this document.

DOWNLOADING PROCEDURES (CONT.)

Case Log Procedures/Encounters Export File Layout

Field Name	Field Type (max)	Field Description
Procedure ID	Integer	Unique case ID.
Program ID	Text (10)	10-digit ACGME program number.
Procedure Date	Text (10)	The date of the procedure, in the form MM/DD/YYYY.
Resident Year	Integer	Resident's year in program when the procedure was performed.
Oncology Patient	Integer	Flag for whether it was an oncology patient. 1 = yes, 0 = no or specialty does not use this field.
MicroSurgery	Integer	Flag for whether it was microsurgery. 1 = yes, 0 = no or specialty does not use this field.
Trauma	Integer	Flag for whether it was trauma patient. 1 = yes, 0 = no or specialty does not use this field.
Patient Birth Yr	Text (4)	The 4 digit year of birth, blank if specialty does not use field.
Gender	Text (1)	M or F, otherwise blank if not used by specialty.
Case ID	Text (25)	Case ID entered, blank if specialty do not use.
CPT Code	Text (7)	The CPT (5) or ICD9 Code (7).
Credit	Integer	Flag to indicate code for credit. Code for credit = 1, 0 = noncredit. Value will be 1 for specialties that do not use credit indicator.
Area RRC Index ID	Integer	4 digit RRC index ID for the type if used by specialty, otherwise it is blank.
Area Description	Text (50)	Full description of the area in which the code counts.
Type RRC Index ID	Integer (10)	4 digit RRC index ID for the type if used by specialty, otherwise it is blank.
TypeDescription	Text (50)	Full description of the type in which the code counts.
AttendingID	Integer	ID indicating the attending physician.
AttendingLName	Text (55)	Last name of the attending physician.
AttendingMInitial	Text (1)	Middle initial of the attending physician.
AttendingFName	Text (55)	First name of the attending physician.
ResidentID	Integer	ID indicating the resident.
ResidentSS	Text (9)	Resident social security number without dashes.
ResidentLName	Text (55)	Last name of resident.
ResidentMInitial	Text (1)	Middle initial of the resident.
ResidentFName	Text (55)	First name of the resident.
InstitutionID	Integer	ID for the institution.
InstituteName	Text (100)	Name of the institution.
InstituteCity	Text (55)	City where institution located.
InstituteSt	Text (2)	State of institution.
CPTDesc	Text (50)	First 50 characters of CPT or ICD9 description.
ResidentsRole	Text (25)	Resident's role for procedure.
PatientType	Text (25)	Patient type entered, blank if not used by specialty.
RotationName	Text (45)	Rotation, blank if not used by specialty.
DefinedCtgy1	Text (30)	First defined category in which CPT code counts, otherwise blank if specialty does not use this field.
DefinedCtgy2	Text (30)	Second defined category in which CPT code counts, otherwise blank if specialty does not use this field.
CommentText	Text(1280)	Any comments entered.

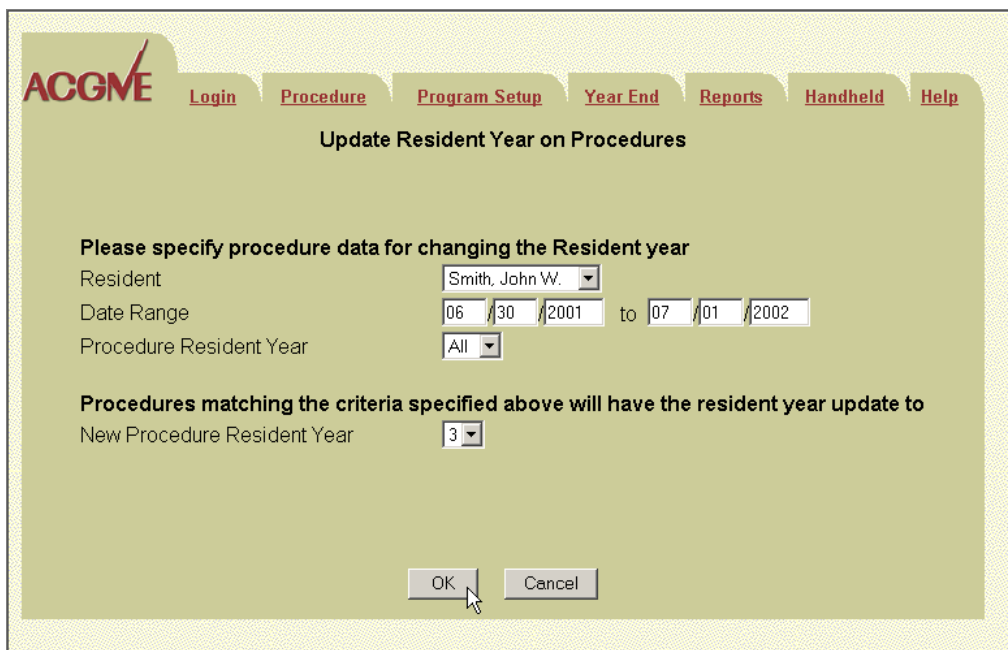
©2005 Accreditation Council for Graduate Medical Education (ACGME). No part of this work may be reproduced or distributed in any form or by any means without ACGME's prior written approval. This document contains Confidential Information.

Requests for permission to make copies should be made to the following address:
ACGME, 515 N. State Street, Suite 2000, Chicago, IL 60610

Information in this document is subject to change without notice. ACGME is not liable for errors or omissions appearing in this document.

UPDATE PROCEDURE YEAR

The update procedure year enables a program or resident to quickly change procedures for a resident who has incorrectly coded the year they did the procedure(s).



ACGME Login Procedure Program Setup Year End Reports Handheld Help

Update Resident Year on Procedures

Please specify procedure data for changing the Resident year

Resident: Smith, John W.

Date Range: 06/30/2001 to 07/01/2002

Procedure Resident Year: All

Procedures matching the criteria specified above will have the resident year update to

New Procedure Resident Year: 3

OK Cancel

Figure 47: Update Resident Year Screen

To update the resident year, first select the resident whose data needs to be updated (Figure 47). Then, specify the appropriate date range. In this example, the entire academic year (06/30/2001 through 07/01/2002) was selected. Next, choose all to update every procedure for that resident for that date range. 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 (Figure 48).



Figure 48: Update Resident Year Verification

©2005 Accreditation Council for Graduate Medical Education (ACGME). No part of this work may be reproduced or distributed in any form or by any means without ACGME's prior written approval. This document contains Confidential Information.

Requests for permission to make copies should be made to the following address:
ACGME, 515 N. State Street, Suite 2000, Chicago, IL 60610

Information in this document is subject to change without notice. ACGME is not liable for errors or omissions appearing in this document.