



## INTRODUCTION

The Resident Case Log System for Operative Log Reporting is an Internet based case log system utilizing CPT codes and ICD9 codes to track resident experiences. The Residency Review Committee (RRC) has indexed these codes into categories for evaluation. All valid CPT and ICD9 codes have been added to the ACGME Resident Case Log System. Then RRC's identify the codes that pertain to the specific specialty, and choose the category in which it counts (area and type). Those codes that the RRC is not tracking at this time are placed into an area and type called miscellaneous or unassigned and will display on the reports as "miscellaneous" or "unassigned".

The resident should enter encounters/procedures and choose codes that accurately reflect the encounter/procedure performed or the code that most closely matches the procedure done. Some entries may fall into the unassigned category. You can generate a full detail report on a weekly or monthly basis to review the unassigned procedures to make sure that they are being reported correctly. When you run the report, choose the appropriate resident and in the area select "unassigned". The residents also have this capability so they can run the report as well (see report section for more details).

Any valid 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 resident experience, this application was designed to allow residents to enter data 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.

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## 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 'UserID' 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 (supervisor) physicians, institutions (location), rotation, 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. If you do not get this option you should contact your IT department to ensure that you have the Java component of your browser installed.

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