

Some specialties using the Resident Case Log System must submit final summary reports for residents completing training during the 2008-2009 academic year. The instructions to complete this process, as well as the list of required specialties and their deadline are below:

<u>Specialty</u>	<u>Deadline for Submission</u>
Allergy and Immunology	August 1
Colon and Rectal Surgery	July 15
Dermatology	August 1
-Procedural Dermatology	August 1
Neurological Surgery	August 1
Obstetrics and Gynecology	August 1
Ophthalmology	August 1
Orthopaedic Surgery	August 1
-Orthopaedic surgery subs	September 1
Otolaryngology	September 1
-Otolaryngology subs	September 1
Pathology	August 1
Plastic Surgery	August 1
Radiation Oncology	August 1
Surgery	August 1
-Pediatric Surgery	August 1
-Vascular Surgery	August 1
Urology	August 1

ACGME no longer requires hard-copy signed reports to be mailed in for final summary report submission. Completing this Year End Archive will fulfill the requirement.

To prepare the 2008-2009 Year End Archive, please follow these instructions:

1. Log into the Resident Case Log System administratively (<https://www.acgme.org/residentdatacollection/>).
2. Select the "Year End" tab and set the current Graduating Class to 2008-2009.
3. Select "Verify Completing Residents" to identify the 2008-2009 graduating residents. Select a graduate and use the right arrow button to add them to the "Completing Program" box. Any residents marked incorrectly can be removed by selecting them and using the left arrow button. Click "Save" at the bottom of the screen to save changes and return to the "Year End" tab.

Please Note: Any residents completing training between September 1, 2008 and August 31, 2009 are considered graduates in the 2008-2009 academic year.

4. Select "Generate Completing Residents Report" to view the report(s). Select the print icon in the upper left corner of the report screen to print the reports. *We highly recommend that you retain an electronic or printed copy for your records.*
5. Select "Submit Completing Residents." Using the check box next to the resident's name, select those completing residents ready for submittal. You may also use the "Select All" button if all are ready for submittal. The "Comments for this Archive" box may be used to include any general or specific comments.
6. Once the completing residents names have been checked, use the "Submit" button at the bottom of the screen to continue. You will be asked to verify that the Program Director has reviewed and saved/printed all necessary reports. If this is correct, click "Ok" to submit. If not, click "Cancel" to be taken back to the "Year End" tab.

Please Note:

The deadline is NOT negotiable due to the need to create the national database and statistics for the RRC's next meeting.

If your program does NOT have graduating residents in June/July 2009, please submit an email including your 10 digit program number indicating you don't have any graduates this year by June 30, 2009 to oplog@acgme.org.

Advise your residents to save a copy of their "Full Detail Report" for future reference as this report will not be available once we archive the graduating residents data. This report can be created under the Reports tab. Once the Full Detail Report is open, select the floppy disk icon from the menu on the left-hand side of the screen in order to export the report. Please make sure you select the Adobe PDF format.

For otolaryngology: Review and save a copy of the Key Indicator Report for your graduates as well. This is generated through the "Generate Completing Residents Key Indicator Report" link on the year end tab.

For general surgery: Your general surgery program is also required to submit your preliminary residents that will be completing training at the end of this academic year. This submission will be created by using the "Verify Completing Preliminary Resident" link to select residents completing preliminary training of 1, 2, or 3 years duration. The resident status is determined by what is listed in ADS; if you have a prelim listed as a categorical or vice versa please make those changes through the ADS system. In addition, please review & save a copy of the Defined Category Reports. This is can be accomplished through the "Generate Completing Residents Defined Categories" link on the year end tab.

For vascular surgery: Review and save the defined category report for your graduates. This is generated through the "Generate Completing Residents Defined Categories" link on the Year End tab.

Thank you for your cooperation in meeting the deadline. If you should have any problems or questions, contact the ACGME Support Center at **(312) 755-7464**, or email oplog@acgme.org.

More detailed instructions with pictorial layout will be available shortly here:

http://www.acgme.org/residentdatacollection/documentation/manual_menu.asp

Select "YEAR END INSTRUCTIONS" at bottom of page

A streaming tutorial will be available shortly here:

<https://www.acgme.org/residentdatacollection/documentation/tutorials.asp>

Select "YEAR END TUTORIAL"