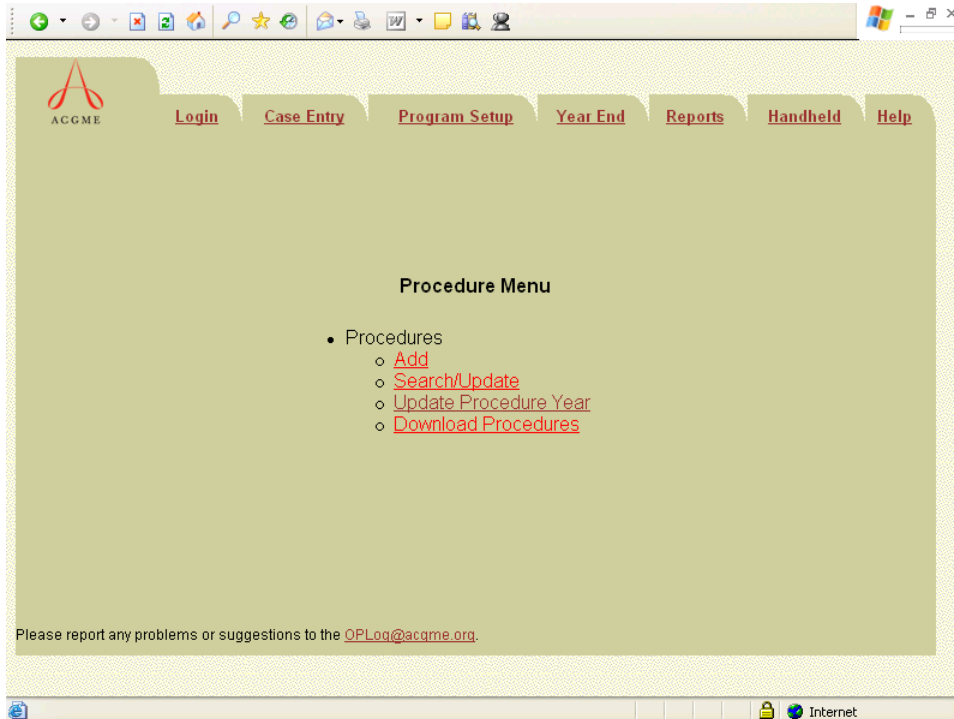


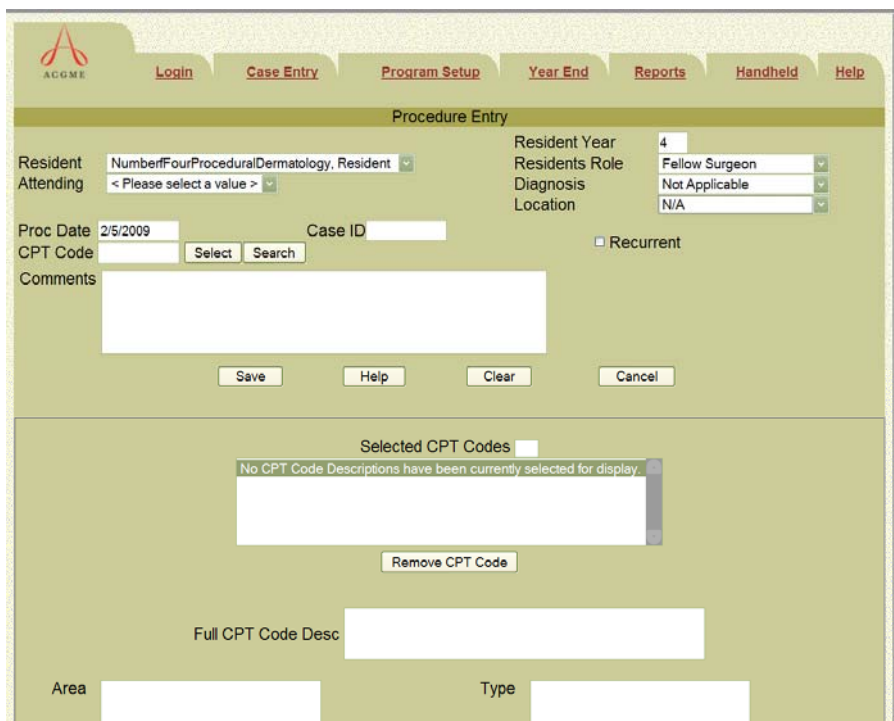


CASE ENTRY FOR PROCEDURAL DERMATOLOGY

Click on the Case Entry tab and the Procedure Menu will display. To add new procedures, click on Add.



After you click on the **Add** link, the Procedure Entry page will display. If you are a resident your name will automatically appear. If you are the administrator you will be able to choose the resident from the drop down list.



CASE ENTRY FOR DERMATOLOGY/PROCEDURAL DERMATOLOGY

Fields

Resident:	Resident name is automatically entered based on your login. *
Attending:	Select the Attending Physician using the down arrow.
Resident Year:	Enter your categorical year in this specialty (this is not necessarily your post graduate year in training) at the time of the case/encounter. The year will default to the year entered on the resident setup screen by your program director or residency coordinator.
Resident Role:	Fellow Surgeon: Scrubbed in and performed majority of the procedure. Assistant: Scrubbed in and assisted other fellow or attending who performed majority of the procedure.
Diagnosis:	Select the appropriate diagnosis from the dropdown list. Required for Mohs procedures, all other procedures can be left as "Not Applicable"
Location:	Select the appropriate location from the dropdown list. Required for Mohs procedures, all other procedures can be "N/A."
Recurrent:	Check the box if the Mohs procedure is for a recurrent cancer.
Procedure Date:	Enter Date of case/encounter including / or – to separate Month/day/year (Format: mm/dd/yyyy).
Case ID:	An identifier to that patient.
CPT Code:	All CPT codes are in the system. The RRC reviews all codes and maps them to the categories that they are tracking (Area and Type). Those codes that are not mapped to an Area and Type will fall under a category called unassigned.
Comment:	This can be notes about the patient and/or procedure. This is not a mandatory field.
Full CPT Desc.	This is the full CPT Code description. This field is populated by the database based on the CPT code you choose.
Area:	This field is populated by the database and based on the CPT Code you choose. The Area is the broadest category of the procedure/diagnosis that the RRC is tracking.
Type:	This field is populated by the database based on the CPT Code you choose. The Type is the specific procedure/diagnosis tracked by the RRC.

* If you are logging in as an administrator, you can click on the drop down box and choose the resident you are entering cases for.

For the procedure you are entering you will choose from the drop down the appropriate attending and resident role. If the correct attending or institution is not available in the list, you will need to contact the program director or coordinator to have added to the list. Then enter in the resident year (if incorrect), date of the procedure and enter in a case ID. If you entering a Mohs procedure, the diagnosis and location must be indicated as well as whether it is a recurrent cancer.

If you know the appropriate CPT code(s), in the CPT code field type in the CPT code, and click on the Select button. The system will move the CPT code from the field, leaving it blank, and display it in the Selected Procedures list. 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.

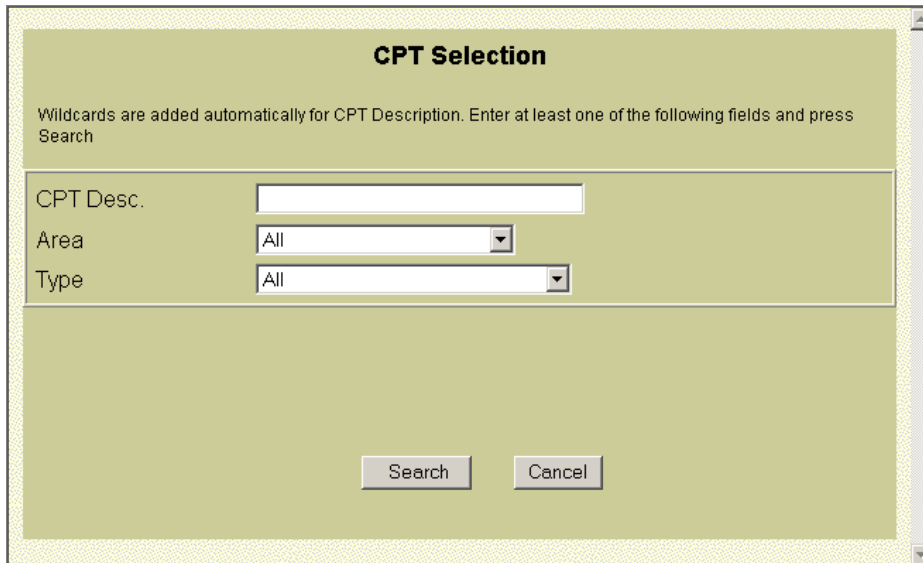
The screenshot shows a web-based form titled "Procedure Entry" with the following fields and options:

- Resident Attending:** NumberFourProceduralDermatology, Resident (dropdown); NumberOne, Attending (dropdown)
- Resident Year:** 4 (text input)
- Residents Role:** Fellow Surgeon (dropdown)
- Diagnosis:** Other (dropdown)
- Location:** ears (dropdown)
- Proc Date:** 2/5/2009 (text input)
- Case ID:** (text input)
- CPT Code:** (text input) with "Select" and "Search" buttons
- Recurrent:** (checkbox)
- Comments:** (text area)
- Buttons:** Save, Help, Clear, Cancel
- Selected CPT Codes:** 1 (count); 15782 Dermabrasion; regional, other than face (list item)
- Remove CPT Code:** (button)
- Full CPT Code Desc:** Dermabrasion; regional, other than face (text input)
- Area:** Dermatology - Procedures (text input)
- Type:** Dermabrasion (text input)

The Selected Procedures field allows you to view CPT (s) code description, Area and Type of the CPT code chosen. Click on a CPT code in the Selected Procedures list and the selection will be highlighted. This will allow you to view the description, are and type for that CPT code. To remove the highlighted CPT code, click on the remove CPT code button.

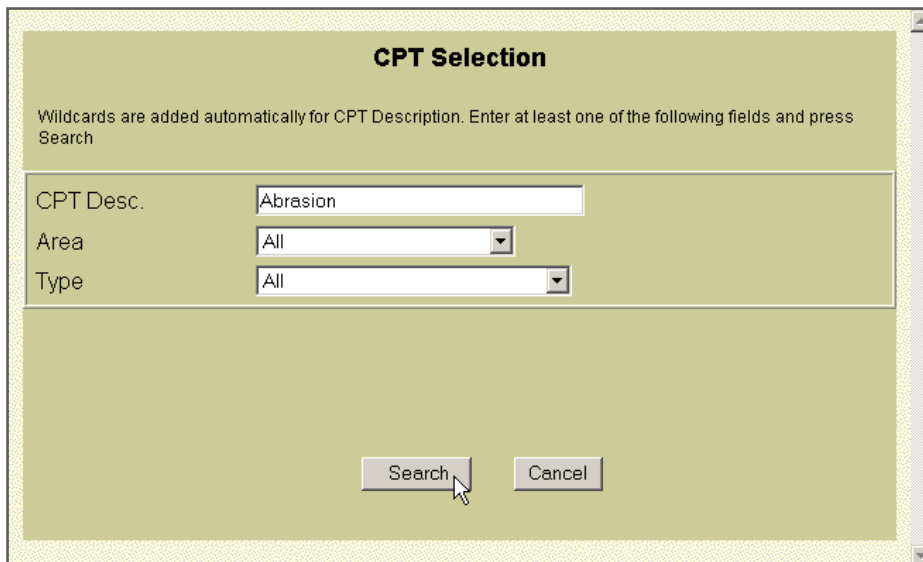
Searching for a CPT Code

If you do not know the CPT code you can do a search. To search for a CPT code, 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." (a text box), "Area" (a dropdown menu with "All" selected), and "Type" (a dropdown menu with "All" selected). At the bottom 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 to see all of the CPT codes available, you can leave the CPT description blank and select "all" for the Area and Type. You may also select an Area and/or Type from the drop-down boxes. Below is an example of entering a word or phrase that exists in the description.



This screenshot is identical to the previous one, but the "CPT Desc." text box now contains the word "Abrasion". A mouse cursor is pointing at the "Search" button.

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

Searching for a CPT Code (cont.)

CPT Selection

* -indicates CPT is found in multiple area/types

CPT	
15787 Abrasion; each additional four lesions or less (List separately in addition to code for primary procedure)	select
15786 Abrasion; single lesion (eg, keratosis, scar)	select
29862 Arthroscopy, hip, surgical; with debridement/shaving of articular cartilage (chondroplasty), abrasion arthroplasty, and/or resection of labrum	select
29879 Arthroscopy, knee, surgical; abrasion arthroplasty (includes chondroplasty where necessary) or multiple drilling or microfracture	select
15782 Dermabrasion; regional, other than face	select
15781 Dermabrasion; segmental, face	select
15783 Dermabrasion; superficial, any site, (eg, tattoo removal)	select
15780 Dermabrasion; total face (eg, for acne scarring, fine wrinkling, rhytids, general keratosis)	select
65435 Removal of corneal epithelium; with or without chemocauterization (abrasion, curettage)	select
97602 Removal of devitalized tissue from wound(s); non-selective debridement, without anesthesia (eg, wet-to-moist dressings, enzymatic, abrasion), including topical application(s), wound assessment, and instruction(s) for ongoing care, per session	select
15810 Salabrasion; 20 sq cm or less	select

View the list and choose the CPT code that closely or exactly reflects the procedure done. To further assist in finding the correct code, you can use the CTRL key and the F key on your keyboard to bring up the find dialog box. You could then enter in "segmental" and click on find next and the system will highlight the first instance it finds. Click on find next again and it will find the next instance of "segmental". Click on the select link and the CPT code is returned to the procedure entry screen and entered in the Selected Procedures box.

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

CASE LOG SYSTEM Guidelines

The RRC has re-affirmed that it will require every program to use the ACGME on line procedure logs for data collection beginning July 1, 2004. All patients should be entered and a single CPT code will be sufficient. Residents may add all procedure codes done on a patient and will count toward their operative experience. The system is HIPPA compliant, and there are business agreements in place between the covered entities and the sponsoring institution, which were created by the ACGME. As it now stands, there are many inconsistencies as to how data is collected in specialties not using the ACGME site, and this is a frequent cause of concern and subsequent citations. The ACGME data depository thus provides a mechanism that allows for training programs to comply with program requirements and provides a uniform mechanism to verify the clinical training of residents among programs. PDA software will be available for a \$25 user fee. Residents will be asked to sign a waiver at the initiation of data collection.