

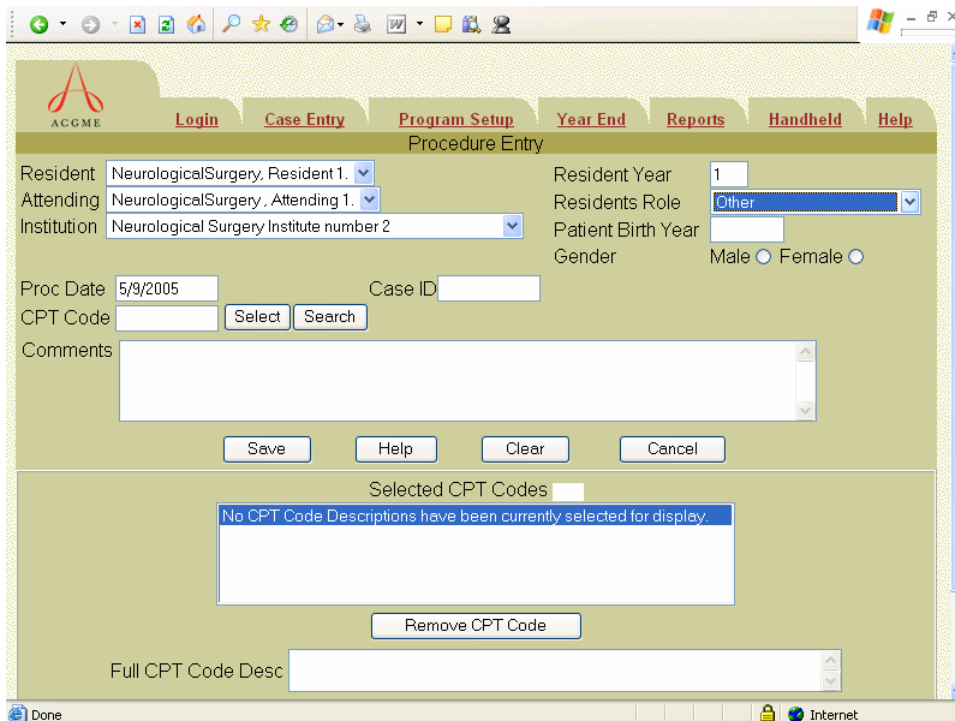
CASE ENTRY FOR NEUROLOGICAL SURGERY



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 Procedures 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 NEUROLOGICAL SURGERY

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
Resident Year:	Enter your categorical year in the specialty (This is not 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
Residents Role:	Select Role using the down arrow list: "Other" should be selected when you are not in your senior year and "Senior Clinical Year" should be selected when you are in your senior year of training.
Patient Birth Year:	Enter in the patient birth year this will indicate if the procedure was performed on an adult or pediatric patient. The RRC will use to determine if more procedures should count in the pediatric area.
Gender:	Indicate male or female.
Procedure Date:	Enter Date of case/encounter including / or – to separate Month/day/year (Format: mm/dd/yyyy).
Case Id:	Case Id is a 20-character field that is not required. It can be used to search for specific procedures or tracking patients. It is also used to avoid making duplicate entries or credit.
CPT Code:	All CPT codes are in the system. The RRC reviews all codes and maps them to an area and type. Those codes that are not mapped to an area and type will fall under a category called unassigned.
Full Code Desc.	This is the full CPT description. This field is populated by the database based on the CPT code you choose
Area:	The area is the broadest category of procedure/diagnosis the RRC is tracking
Type:	The type is the specific procedure/diagnosis that the RRC is tracking
Comment:	This can be notes about the patient and/or procedure. This is not a mandatory field.

* 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 case/encounter you are entering you will choose from the drop down list each of the following: attending; Institution; resident role, patient birth year and then enter in the resident year (if incorrect), date of the case/encounter, gender and enter in a patient ID (not required).

If you are entering a case and you do not find the attending or institution on your list you will need to contact your program director or coordinator to have them added to the list.

If you know the appropriate CPT code(s), in the Code field type the CPT code, and click on the Select button. The system will always move the CPT code from the field always leaving it blank and display it in the Selected CPT List. In the pictured example, CPT code 63740 was entered. If the CPT code is valid it will automatically be placed in the Selected CPT list.

The screenshot shows a web-based form titled "Procedure Entry" from the AGGME system. The form is divided into several sections. At the top, there are navigation tabs: Login, Case Entry (selected), Program Setup, Year End, Reports, Handheld, and Help. The main form area contains the following fields and controls:

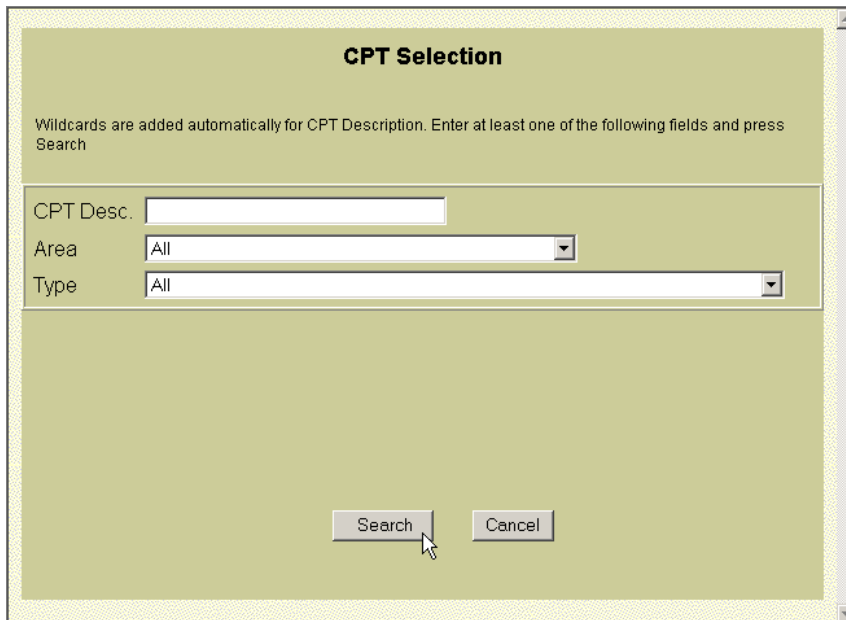
- Resident:** NeurologicalSurgery, Resident 1. (dropdown)
- Attending:** NeurologicalSurgery, Attending 1. (dropdown)
- Institution:** Neurological Surgery Institute number 2 (dropdown)
- Resident Year:** 1 (text input)
- Residents Role:** Other (dropdown)
- Patient Birth Year:** (text input)
- Gender:** Male Female
- Proc Date:** 5/9/2005 (text input)
- Case ID:** (text input)
- CPT Code:** (text input) with "Select" and "Search" buttons.
- Comments:** (text area)
- Buttons:** Save, Help, Clear, Cancel.
- Selected CPT Codes:** A list box containing "63740 Creation of shunt, lumbar, subarachnoid-peritoneal -". Below it is a "Remove CPT Code" button.
- Full CPT Code Desc:** Creation of shunt, lumbar, subarachnoid-peritoneal, - pleural, or other; including laminectomy (text area).
- Area:** CSF Shunting (dropdown)
- Type:** Initial (dropdown)

The Windows taskbar at the bottom shows "Done" and "Internet".

The Selected CPT list allows you to view the full CPT Code Description, Area and type of the CPT code chosen. Click on a CPT code in the Selected CPT Code list and the selection will be highlighted. This will then allow you to view the description, area and type for that CPT code. To remove the highlighted CPT code, click on the Remove CPT Code button.

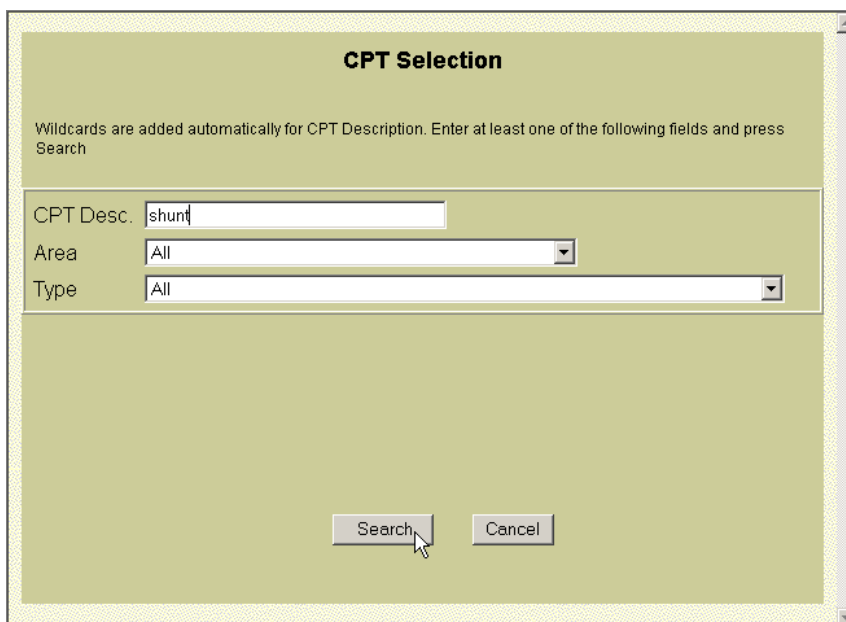
Searching for a CPT Code

If you do not know the CPT code you can do a search. To search for a CPT, 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, there are two buttons: "Search" and "Cancel". A mouse cursor is pointing at the "Search" button.

CPT/ICD9 Selection allows the user to look for CPT/ICD9s in multiple ways. A user can search for a specific phrase or word in the description, or to see all of the CPT/ICD9 codes available, you can leave the CPT/ICD9 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 "shunt". The "Area" and "Type" dropdown menus remain set to "All". The "Search" button is still highlighted by the mouse cursor.

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

Searching for a CPT Code (cont.)

CPT Selection

* -Indicates CPT is found in multiple area/types

CPT	
00220 Anesthesia for intracranial procedures; spinal fluid shunting procedures	select
01844 Anesthesia for vascular shunt, or shunt revision, any type (eg, dialysis)	select
75790 Angiography, arteriovenous shunt (eg, dialysis patient), radiological supervision and interpretation	select
66180 Aqueous shunt to extraocular reservoir (eg, Molteno, Schocket, Denver-Krupin)	select
78428 Cardiac shunt detection	select
78645 Cerebrospinal fluid flow, imaging (not including introduction of material); shunt evaluation	select
54430 Corpora cavernosa-corpora spongiosum shunt (priapism operation), unilateral or bilateral	select
54420 Corpora cavernosa-saphenous vein shunt (priapism operation), unilateral or bilateral	select
63740 Creation of shunt, lumbar, subarachnoid-peritoneal, -pleural, or other; including laminectomy	select*
63741 Creation of shunt, lumbar, subarachnoid-peritoneal, -pleural, or other; percutaneous, not requiring laminectomy	select*
62190 Creation of shunt; subarachnoid/subdural-atrial, -jugular, -auricular	select*
62192 Creation of shunt; subarachnoid/subdural-peritoneal, -pleural, other terminus	select*
62220 Creation of shunt; ventriculo-atrial, -jugular, -auricular	select*
62223 Creation of shunt; ventriculo-peritoneal, -pleural, other terminus	select*
69806 Endolymphatic sac operation; with shunt	select
69805 Endolymphatic sac operation; without shunt	select
49427 Injection procedure (eg, contrast media) for evaluation of previously placed peritoneal-venous shunt	select
63320 Injection of contrast media for evaluation of previously placed shunt	select

View the list and choose the CPT code that closely or exactly reflects the procedure done. To help further assist in find the correct code you can use the CTRL key and the F key on your keyboard which will bring up a find function. You could then enter in "corpus" 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 "corpus". Click on the select link and the CPT code is returned to the procedure entry screen and entered in the Selected CPT Codes list.

To assist with data entry, the attending, institution, resident year, 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.