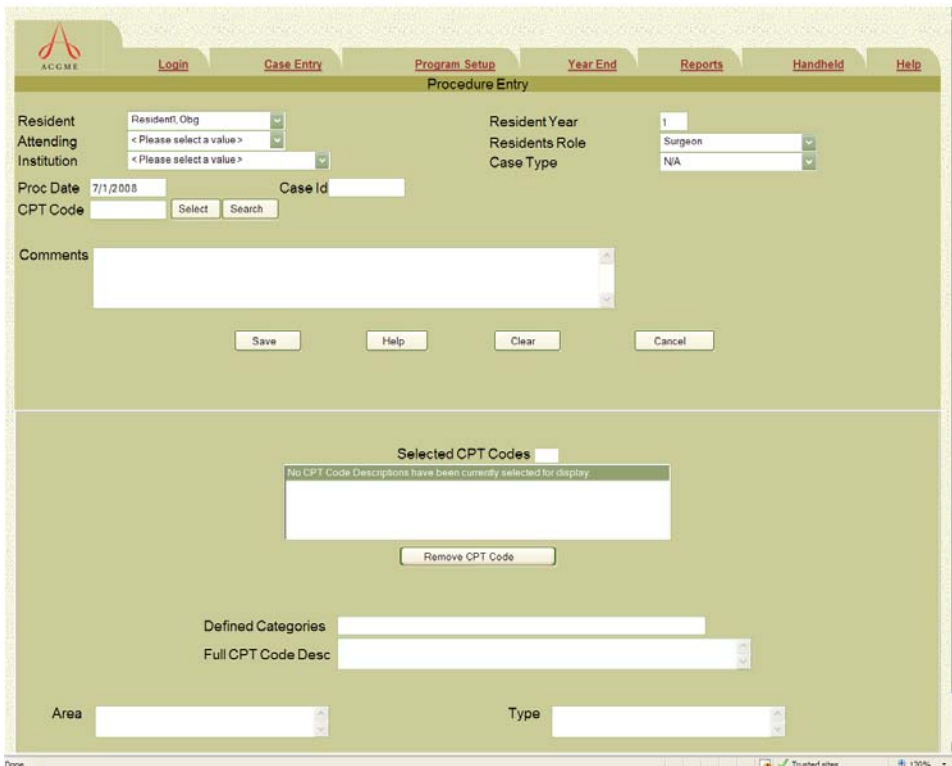


## CASE ENTRY FOR OBSTETRICS & GYNECOLOGY

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.



### 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 using the down arrow.
Resident Year:	Enter your categorical year of the specialty (This is not your 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:	Select Role using the down arrow.
	Surgeon: resident has substantial responsibility during case and performs over 50% of surgical procedure.
	Assistant: Resident assists at an operation with another surgeon (an attending or more senior resident) responsible for the operation. Resident performs less than 50% of surgical procedure.
	Teaching assistant: Senior resident (PGY3 or PGY4) instructs another resident who takes credit as surgeon. Resident performs less than 50% of surgical procedure.
Case Type:	Select using the down arrow.
	“N/A” – All other procedures not involving the above, should be listed as Not Applicable
	“Invasive Cancer” – there should be a surgical procedure involving pathologically proven invasive cancer (not dysplasia) of the reproductive organs. The procedure may be as small as a cervical biopsy and as extensive as an exenteration.
Procedure Date:	Enter Date of procedure including / or – to separate month/day/year. Format mm/dd/yyyy.
Case Id:	Patient Id is a 25-character field that is 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 CPT 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 main procedural category. This field is populated by the database based on the CPT code you choose.
Type:	The type is the specific procedure category. This field is populated by the database based on the CPT code you choose
Comment:	This can be notes about the patient and/or procedure. This is not a mandatory field.

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

### ***Selecting a CPT code***

For the procedure you are entering you will choose from the drop down list each of the following: attending, Institution, resident role, and case type. Also enter the resident year (if incorrect), date of procedure and patient ID.

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 CPT code field type the CPT code and click on the Select Button. The system will always move the CPT code from the field leaving it blank, and display it in the Selected CPT Codes List. In the pictured example, CPT code 59622 was entered. If the CPT code is valid it will automatically be placed in the Selected CPT Codes list.

The screenshot shows a web-based application window titled "AGGME" with a navigation menu including "Login", "Case Entry", "Program Setup", "Year End", "Reports", "Handheld", and "Help". The main content area is titled "Procedure Entry" and contains the following fields and controls:

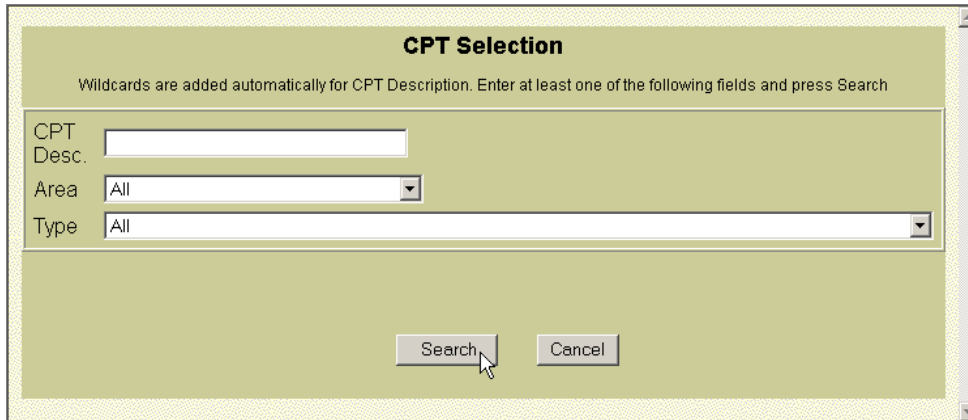
- Resident: < Please select a value >
- Attending: < Please select a value >
- Institution: < Please select a value >
- Resident Year: 0
- Residents Role: Surgeon
- Case Type: N/A
- Proc Date: 5/19/2005
- Case Id: [empty]
- CPT Code: [empty] with "Select" and "Search" buttons.
- Comments: [empty text area]
- Buttons: Save, Help, Clear, Cancel.
- Selected CPT Codes 1: A list containing "59622 Cesarean delivery only, following attempted vaginal d" (highlighted).
- Remove CPT Code: [button]
- Full CPT Code Desc: Cesarean delivery only, following attempted vaginal delivery after previous cesarean delivery; including [dropdown]
- Area: Cesarean Deliveries [dropdown]
- Type: Cesarean del, following vaginal del first twin [dropdown]

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

The selected CPT Codes 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 button.

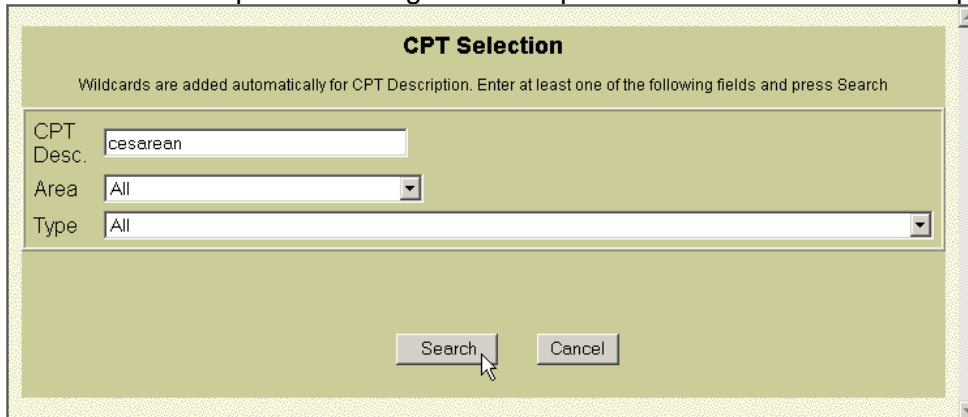
## Searching for a CPT Code

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. Below the title is a subtitle: "Wildcards are added automatically for CPT Description. Enter at least one of the following fields and press Search". There 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 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/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 one above, but the "CPT Desc." text box now contains the word "cesarean". The "Area" and "Type" dropdown menus remain set to "All". The "Search" button is still highlighted by the mouse cursor.

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

## Searching for a CPT Code (cont.)

**CPT Selection**

\* - indicates CPT is found in multiple area/types

CPT	
00855 Anesthesia for intraperitoneal procedures in lower abdomen including laparoscopy; cesarean hysterectomy	<a href="#">select</a>
00850 Anesthesia for intraperitoneal procedures in lower abdomen including laparoscopy; cesarean section	<a href="#">select</a>
59620 Cesarean delivery only, following attempted vaginal delivery after previous cesarean delivery;	<a href="#">select</a>
59622 Cesarean delivery only, following attempted vaginal delivery after previous cesarean delivery; including postpartum care	<a href="#">select</a>
59514 Cesarean delivery only;	<a href="#">select</a>
59515 Cesarean delivery only; including postpartum care	<a href="#">select</a>
58611 Ligation or transection of fallopian tube(s) when done at the time of cesarean section or intra-abdominal surgery (not a separate procedure) (List separately in addition to code for primary procedure)	<a href="#">select</a>
00857 Neuraxial analgesia/anesthesia for labor ending in a cesarean delivery (includes any repeat subarachnoid needle placement and drug injection and/or any necessary replacement of an epidural catheter during labor)	<a href="#">select</a>
99360 Physician standby service, requiring prolonged physician attendance, each 30 minutes (eg, operative standby, standby for frozen section, for cesarean/high risk delivery, for monitoring EEG)	<a href="#">select</a>
59510 Routine obstetric care including antepartum care, cesarean delivery, and postpartum care	<a href="#">select</a>
59618 Routine obstetric care including antepartum care, cesarean delivery, and postpartum care, following attempted vaginal delivery after previous cesarean delivery	<a href="#">select</a>
59610 Routine obstetric care including antepartum care, vaginal delivery (with or without episiotomy, and/or forceps) and postpartum care, after previous cesarean delivery	<a href="#">select</a>
59535 Subtotal hysterectomy after cesarean delivery (List separately in addition to code for primary procedure)	<a href="#">select</a>

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 "frozen" 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 "frozen". Click on the select link and the CPT code is returned to the case/encounter entry screen and entered in the selected CPT Codes list.

**NOTE: You may enter more than one CPT code per patient .**

To assist with data entry, the attending, institution, year in program, resident's role, case type, and procedure date have remained pre-filled from the previous entry. Change these fields as needed. When finished entering all of your procedure data, click on Save. To exit to the Procedure menu, click on the Cancel button.