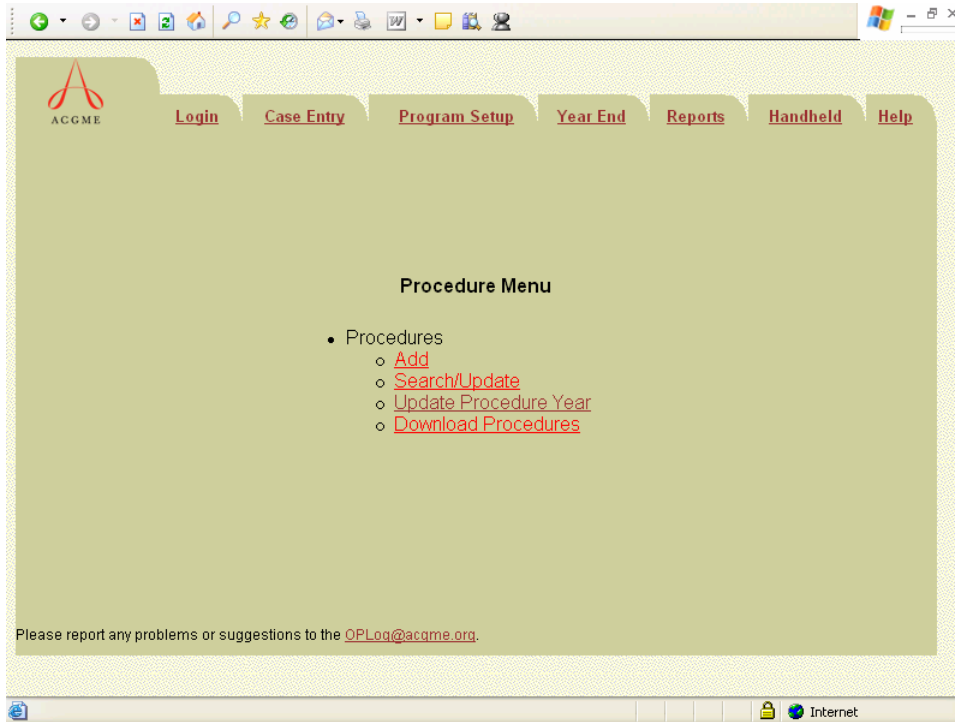


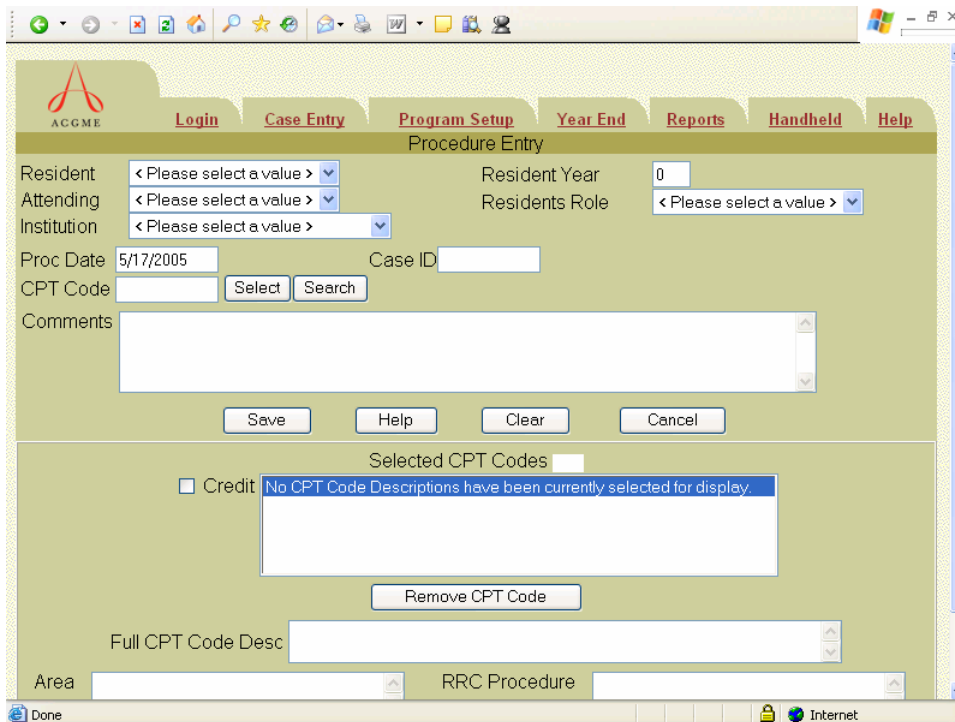
## CASE ENTRY FOR OPHTHALMOLOGY



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 OPHTHALMOLOGY

## **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 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
Resident Role:	Select Role using the down arrow.  "Surgeon" should be selected when the procedure is done, primarily, by the resident with direct supervision by faculty present in the operating room.  "Assistant" should be selected when the procedure is done, primarily, by the faculty with the resident as first assistant.
Procedure Date:	Enter Date 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 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 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 procedure you are entering you will choose from the drop down list each of the following: attending; institution, resident role, and then enter in the resident year (if incorrect), date of procedure and case id.

If you are entering a case and you do not find the institution or attending 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 always leaving it blank and display it in the Selected CPT Codes List. In the pictured example, CPT code 65410 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 a navigation bar at the top containing "Login", "Procedure", "Reports", and "Help". The form fields are as follows:

- Resident: Jones, Susan
- Resident Year: 1
- Attending: < Please select a value >
- Residents Role: < Please select a value >
- Institution: < Please select a value >
- Proc Date: 5/22/2001
- Patient ID: 1234567
- CPT Code: 65410

Buttons below the fields include "Select", "Search", "Save", "Help", "Clear", and "Cancel".

The "Selected Procedures" section shows a list with one entry: "\* 65410 Biopsy of cornea". A "Remove CPT" button is located below this entry.

Below the list is a "Full CPT Desc" field containing "Biopsy of cornea".

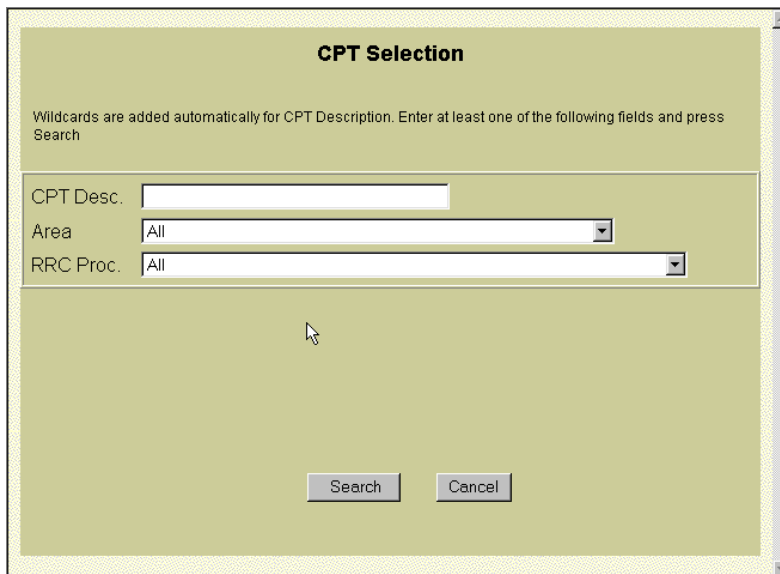
At the bottom, there are two dropdown menus: "Area" (CORNEAL SURGERY) and "RRC Procedure" (Corneal Excision (e.g., pterygium)).

The selected CPT Procedures 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 Procedures 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.

## **Selected Procedure Field**

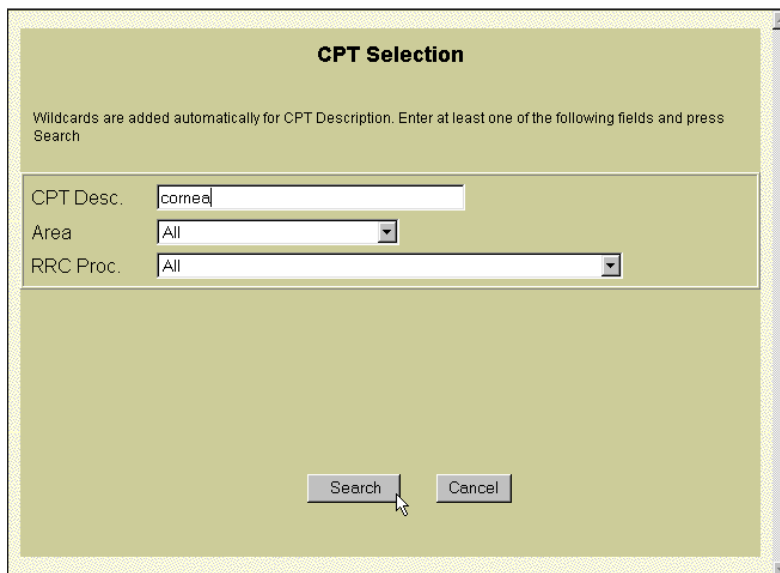
### **Searching for a CPT Code**

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." (empty), "Area" (set to "All"), and "RRC Proc." (set to "All"). At the bottom are "Search" and "Cancel" buttons.

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.



The screenshot shows the same "CPT Selection" window. The "CPT Desc." field now contains the word "cornea". The "Area" and "RRC Proc." fields remain set to "All". The "Search" button is highlighted with a mouse cursor.

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

**CPT Selection**

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

CPT	
00144 Anesthesia for procedures on eye; corneal transplant	<a href="#">select</a>
65410 Biopsy of cornea	<a href="#">select</a>
65772 Corneal relaxing incision for correction of surgically induced astigmatism	<a href="#">select</a>
65775 Corneal wedge resection for correction of surgically induced astigmatism	<a href="#">select</a>
65450 Destruction of lesion of cornea by cryotherapy, photocoagulation or thermocauterization	<a href="#">select</a>
65400 Excision of lesion, cornea (keratectomy, lamellar, partial), except pterygium	<a href="#">select</a>
66600 Iridectomy, with corneoscleral or corneal section; for removal of lesion	<a href="#">select*</a>
66635 Iridectomy, with corneoscleral or corneal section; optical (separate procedure)	<a href="#">select*</a>
66625 Iridectomy, with corneoscleral or corneal section; peripheral for glaucoma (separate procedure)	<a href="#">select*</a>
66630 Iridectomy, with corneoscleral or corneal section; sector for glaucoma (separate procedure)	<a href="#">select</a>
66605 Iridectomy, with corneoscleral or corneal section; with cyclectomy	<a href="#">select</a>
65710 Keratoplasty (corneal transplant); lamellar	<a href="#">select</a>
65730 Keratoplasty (corneal transplant); penetrating (except in aphakia)	<a href="#">select</a>
65750 Keratoplasty (corneal transplant); penetrating (in aphakia)	<a href="#">select</a>
65755 Keratoplasty (corneal transplant); penetrating (in pseudophakia)	<a href="#">select</a>
65600 Multiple punctures of anterior cornea (eg, for corneal erosion, tattoo)	<a href="#">select</a>
92312 Prescription of optical and physical characteristics of and fitting of contact lens, with medical supervision of adaptation; corneal lens for aphakia, both eyes	<a href="#">select</a>
92311 Prescription of optical and physical characteristics of and fitting of contact lens, with medical supervision of adaptation; corneal lens for aphakia, one eye	<a href="#">select</a>

View the list and choose the CPT code that closely or exactly reflects the diagnosis 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 "intracranial" 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 "intracranial". 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 however you are only able to claim one for credit.**

To assist with data entry, the attending, institution, 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, 2002. All patients should be entered with a CPT code(s) with one marked as credit. 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.