

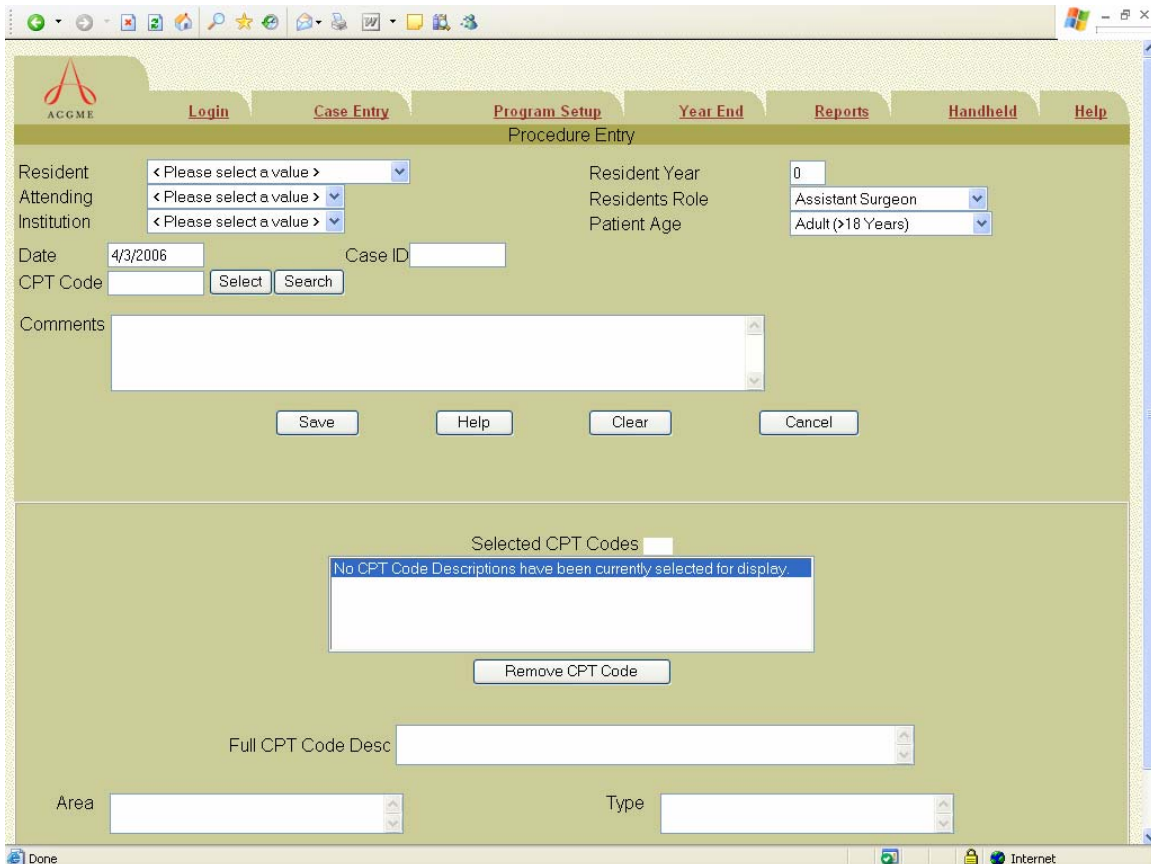
## CASE ENTRY FOR OTOLARYNGOLOGY AND ALL SUBSPECIALTIES



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 Menu 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 OTOLARYNGOLOGY AND ALL SUBSPECIALTIES

## **Fields**

Resident: Resident name is automatically entered based on your login. \*

Institution: Select the Institution where the procedure was performed using the down arrow.

Attending: Select the Attending Physician 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 procedure. 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.

Resident Supervisor: A resident supervisor instructs, and assists as needed, a more junior resident during a procedure during which the junior resident performs greater than or equal to 50% of the operation, including the key portion(s) of the procedure. The attending functions as an assistant or observer.

Resident Surgeon: A resident surgeon performs greater than or equal to 50% of the operation with the attending surgeon (and resident supervisor, if applicable), including the key portion(s) of the procedure.

Assistant Surgeon: An assistant surgeon performs less than 50% of the operation, or greater than or equal to 50% of the operation but not the key portion(s) of the procedure.

Patient Age: Select using the down arrow: Adolescent (13-18 years), Adult (>18 years), Child (2-13), Infant (28 days-2years), Newborn (<28 days)

Date: Enter Date of procedure 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; patient age and then enter in the resident year (if incorrect), date of the procedure and a case ID (not required).

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

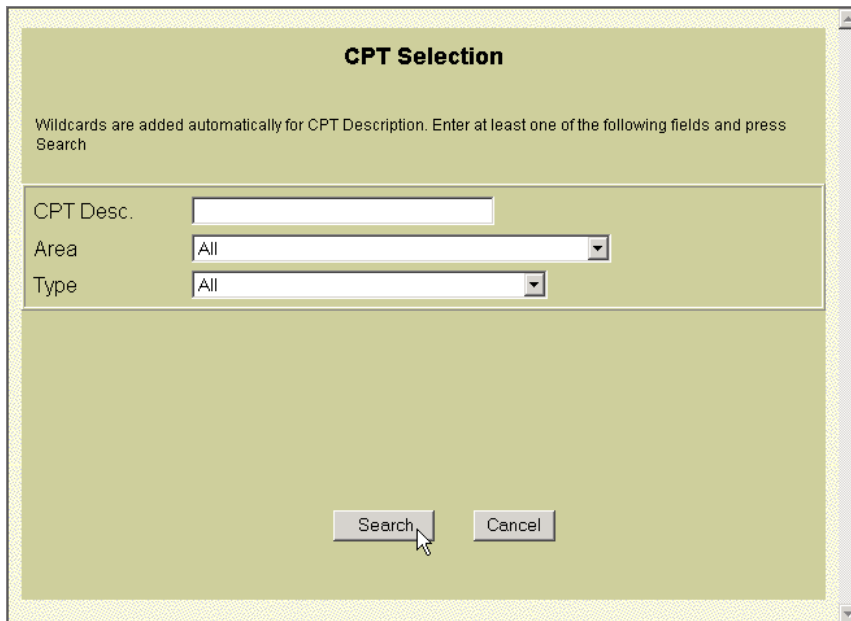
If you know the appropriate CPT code(s), in the CPT code field type the CPT code, and click on the Select button. The system will always move the CPT code from the field always leaving it blank and display it in the Selected CPT Codes List. In the pictured example, CPT code 31541 was entered. If the CPT code is valid it will automatically be placed in the Selected CPT Codes list.

The screenshot displays the ACGME Case Entry web application interface. At the top, there is a navigation menu with tabs for Login, Case Entry, Program Setup, Year End, Reports, Handheld, and Help. The main content area is titled "Procedure Entry" and contains several input fields and buttons. The fields include: Resident (OtolaryngologyResident Number1), Attending (New Data), Institution (Institution 2), Date (4/3/2006), Case ID (54872), Resident Year (1), Residents Role (Resident Surgeon), Patient Age (Adult (>18 Years)), and CPT Code (with Select and Search buttons). Below these fields is a large text area for Comments. At the bottom of the form are buttons for Save, Help, Clear, and Cancel. Below the form is a section titled "Selected CPT Codes 1" which contains a list with one entry: "31541 Laryngoscopy, direct, operative, with excision of tum". A "Remove CPT Code" button is located below the list. Below the list is a text field for "Full CPT Code Desc" containing the description: "Laryngoscopy, direct, operative, with excision of tumor and/or stripping of vocal cords or epiglottis;". At the bottom of the page are two more dropdown menus: "Area" (General/Peds - Endoscopy) and "Type" (Laryngoscopy & intervention). The browser's status bar 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 an 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.

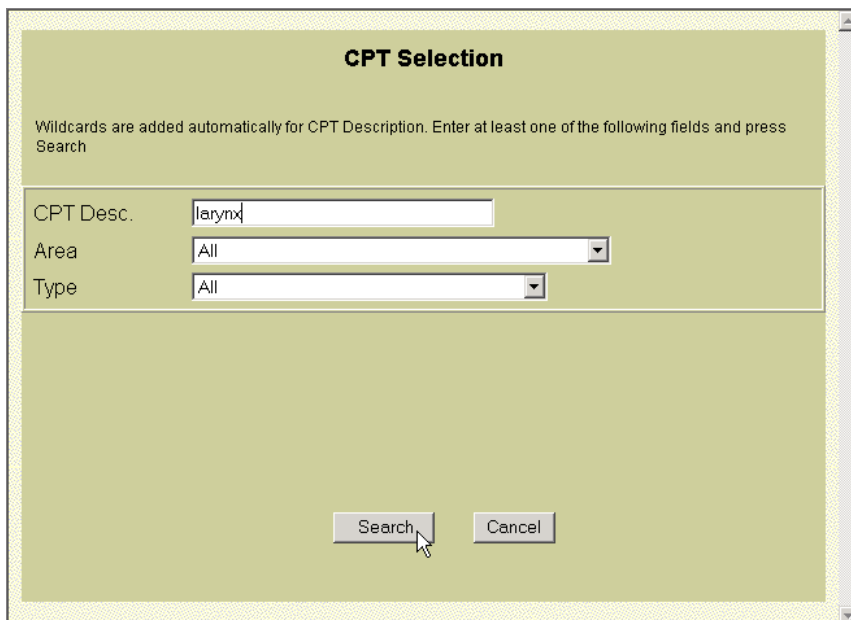
## Searching for a CPT Code

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." (empty), "Area" (set to "All"), and "Type" (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.



This screenshot is identical to the previous one, but the "CPT Desc." field now contains the text "larynx".

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

## Searching for a CPT Code (cont.)

CPT	
00322 Anesthesia for all procedures on esophagus, thyroid, larynx, trachea and lymphatic system of neck; needle biopsy of thyroid	<a href="#">select</a>
00320 Anesthesia for all procedures on esophagus, thyroid, larynx, trachea and lymphatic system of neck; not otherwise specified	<a href="#">select</a>
00326 Anesthesia for all procedures on the larynx and trachea in children less than 1 year of age	<a href="#">select</a>
70370 Radiologic examination; pharynx or larynx, including fluoroscopy and/or magnification technique	<a href="#">select</a>
31599 Unlisted procedure, larynx	<a href="#">select</a>

View the list and choose the CPT code that closely or exactly reflects the procedure or diagnosis done. To further assist in finding 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**

Once all the CPT codes and fields have been entered, click on the save button or to exit without saving click Cancel.

To assist with data entry, the attending, institution, year in program, date, resident role, and patient age have remained pre-filled from the previous entry. Change these fields as needed. When finished entering all of your case/encounter data, click on the Cancel button to exit to the Case Entry menu,

### **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 for Otolaryngology while the subspecialties have been made available but not mandatory. All patients should be entered with CPT code(s) done on patient. 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.