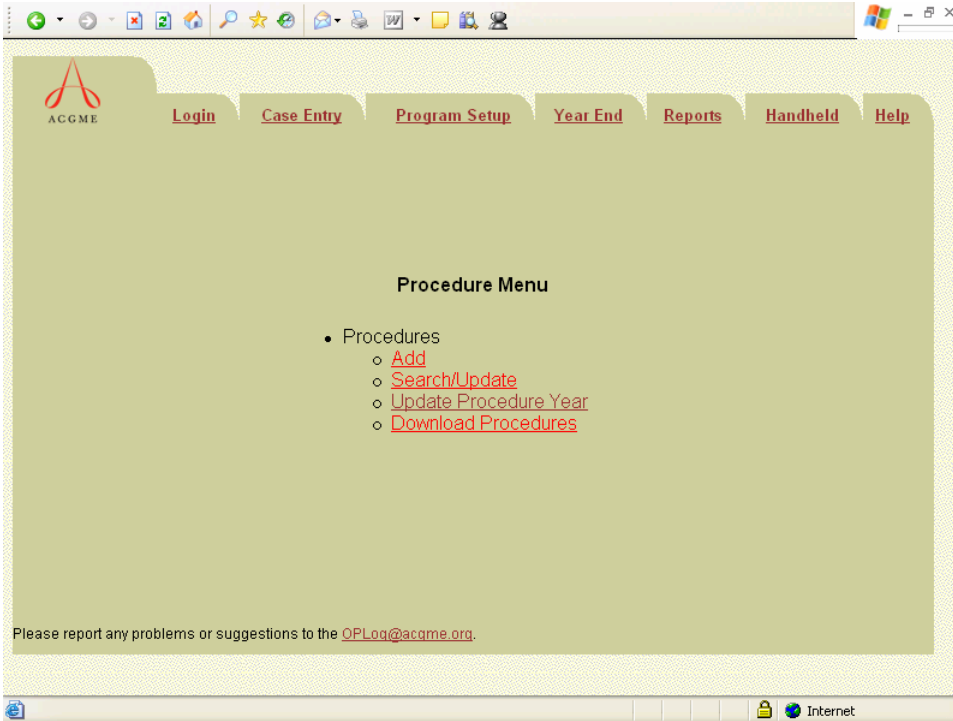


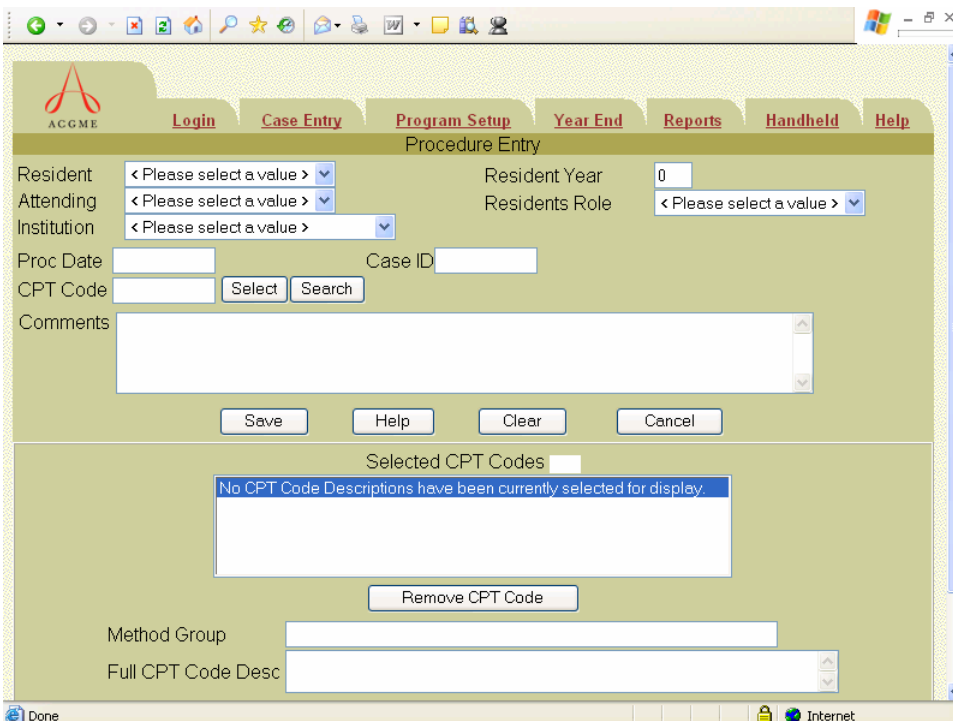
CASE ENTRY FOR PLASTIC SURGERY – INDEPENDENT/INTEGRATED



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 your will be able to choose the resident from the drop down list.



CASE ENTRY FOR PLASTIC SURGERY – INDEPENDENT/INTEGRATED

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. “ ** “Assistant” should be selected if you had a primarily assisting role, without substantial responsibility for the procedure; “Res. Surgeon” should be selected when you had a substantial responsibility for the procedure.
Procedure Date:	Enter Date of procedure including / or – to separate month/day/year. Format mm/dd/yyyy.
Patient Id:	Patient 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 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 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, and resident role. Then enter in the resident year (if incorrect), date of procedure and enter in a 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 always leaving it blank and display it in the Selected CPT Codes List. In the pictured example, CPT code 40702 was entered. If the CPT code is valid it will automatically be placed in the Selected CPT Codes list.

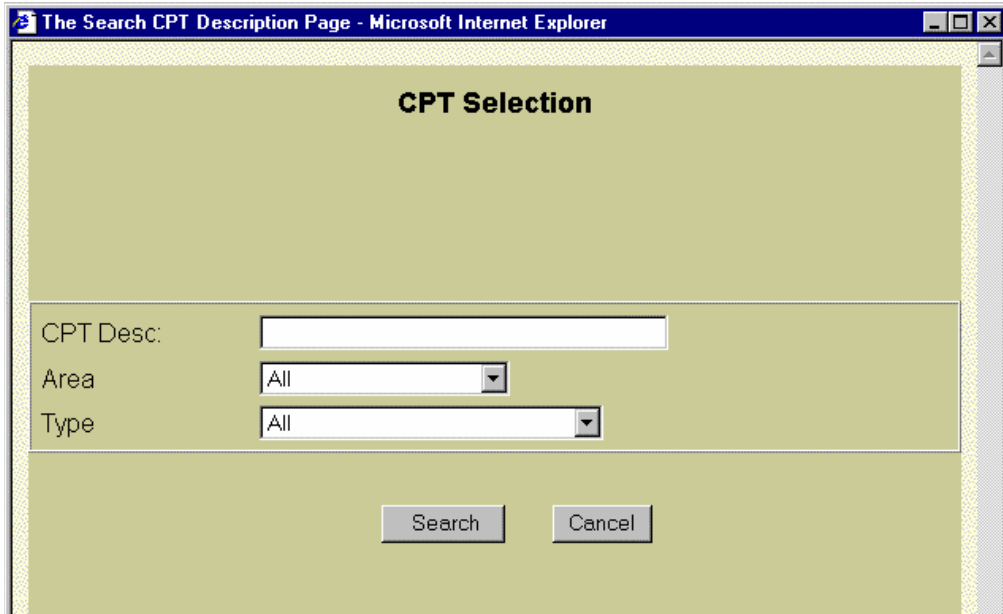
The screenshot shows the 'Procedure Entry' form in the AGGME system. The form includes the following fields and options:

- Resident: < Please select a value >
- Attending: < Please select a value >
- Institution: < Please select a value >
- Resident Year: 0
- Residents Role: < Please select a value >
- Proc Date: [Text Field]
- Case ID: [Text Field]
- CPT Code: [Text Field] with 'Select' and 'Search' buttons.
- Comments: [Text Area]
- Buttons: Save, Help, Clear, Cancel.
- Selected CPT Codes 1: [List Box] containing '40702 Plastic repair of cleft lip/nasal deformity; primary'.
- Remove CPT Code: [Button]
- Method Group: [Text Field]
- Full CPT Code Desc: Plastic repair of cleft lip/nasal deformity; primary bilateral, one of two stages
- Area: Congenital Defects of the Head and Neck
- Type: Cleft Lip Repair - Primary, bilateral repair

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

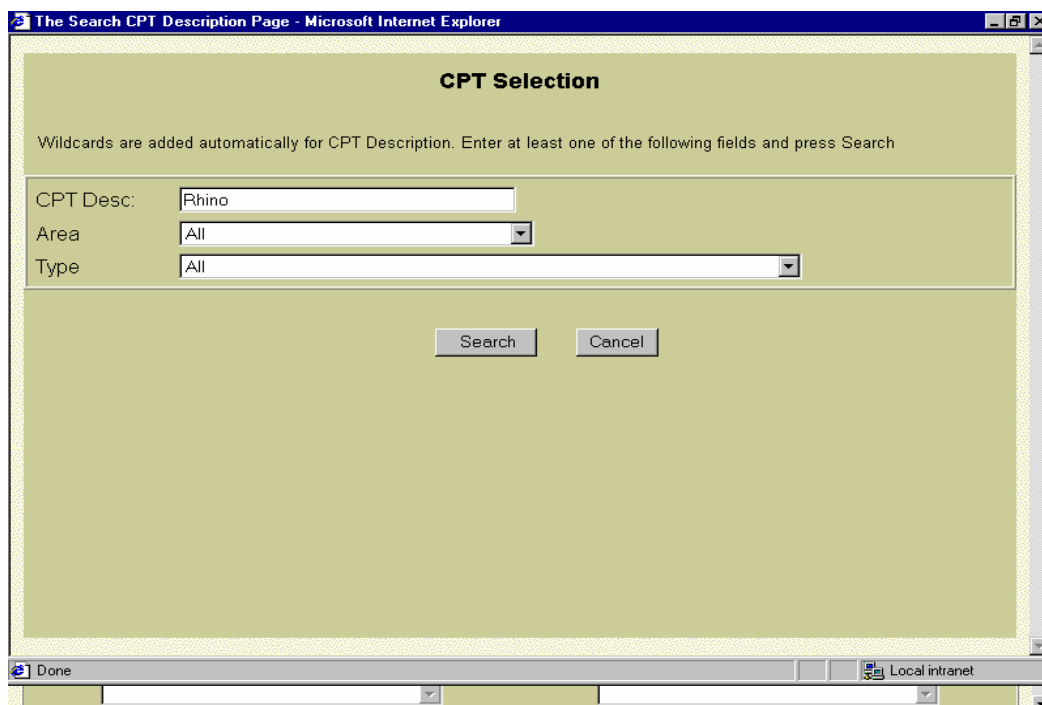
To search for a CPT, click on the “Search” button next to the CPT code field. The “CPT Selection” window will display:



The screenshot shows a web browser window titled "The Search CPT Description Page - Microsoft Internet Explorer". The page content is titled "CPT Selection". It features a search form with the following elements:

- A text input field labeled "CPT Desc:".
- A dropdown menu labeled "Area" with "All" selected.
- A dropdown menu labeled "Type" with "All" selected.
- Two buttons at the bottom: "Search" and "Cancel".

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, but with the "CPT Desc:" field populated with the word "Rhino". Above the input fields, a message reads: "Wildcards are added automatically for CPT Description. Enter at least one of the following fields and press Search". The "Area" and "Type" dropdown menus remain set to "All". The "Search" and "Cancel" buttons are still present at the bottom.

When “Rhino” was entered and the “Search” button was clicked, The resulting list displayed all of the CPT descriptions containing the word “Rhino” (see next page):



View the list and choose the CPT code that closely or exactly reflects the diagnosis or procedure 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 “septal” 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 “septal”. 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 (for bilateral procedures, you may enter the same CPT code(s) twice).

To assist with data entry, the attending, institution, year in program, resident’s role, patient type, rotation 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.

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 for Plastic Surgery beginning July 1, 2000 and Integrated July 1, 2003. All patients should be entered with a CPT code(s). 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.