

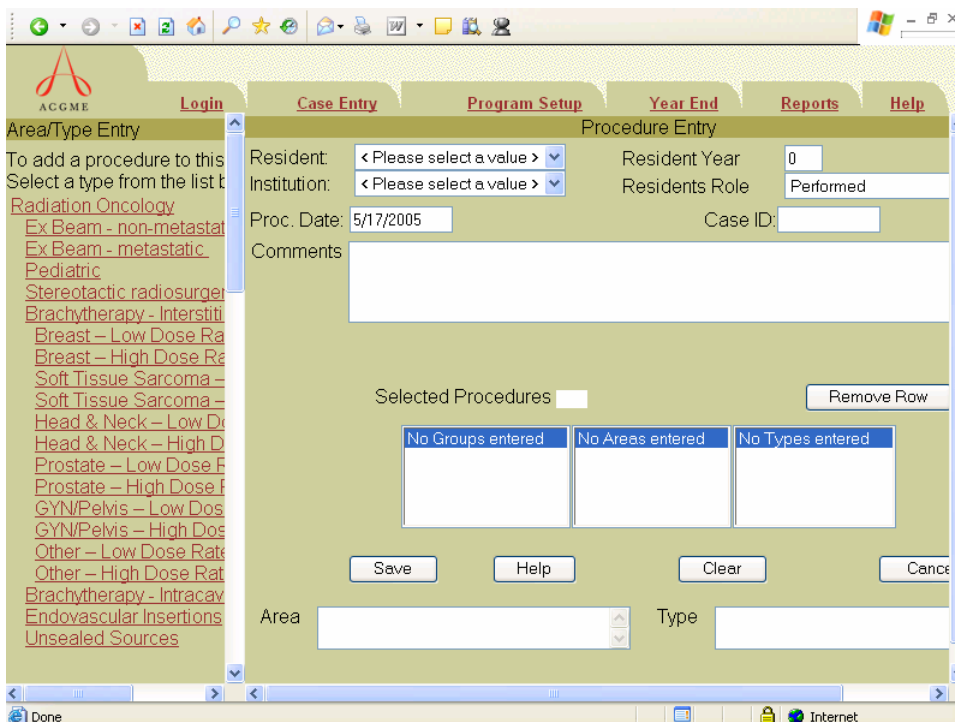
CASE ENTRY FOR RADIATION ONCOLOGY



Click on the Case Entry tab and the Procedure Menu will display. To add new procedures, click on Add Cases.



After you click on the **Add Cases** 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.



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Fields

Resident:	Resident name is automatically entered based on your login. *
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 resident role from drop down: Performed or Observed. **
Procedure Date:	Enter Date of procedure including / or – to separate month/day/year. Format mm/dd/yyyy.
Case ID:	An identifier to that patient.
Area/Type Entry:	List of procedure types the RRC has defined for procedure tracking.
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 dropt down box and choose the resident you are entering cases for.

** NOTE: All procedures entered for external beam simulation (non-metastatic and metastatic) will be counted as Performed.

For the procedure you are entering you will choose from the drop down list each of the following: institution, resident role, and then enter in the resident year (if incorrect), date of procedure and enter in a case ID.

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.

Then from the left menu click on a specific area/type to add it to the Selected Procedures box on the right hand side.

The “Selected Procedures” section allows you to browse the different entries. Use the mouse to point and click on a type, and the selection is highlighted and expanded in the Area and Type fields. To remove the highlighted procedure, click on the “Remove Row” button. To remove all of them click on the “Clear” button.

When finished entering areas/types, as needed, click Save.

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, 2003. All patients should be entered with a area/type of the procedure. 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.