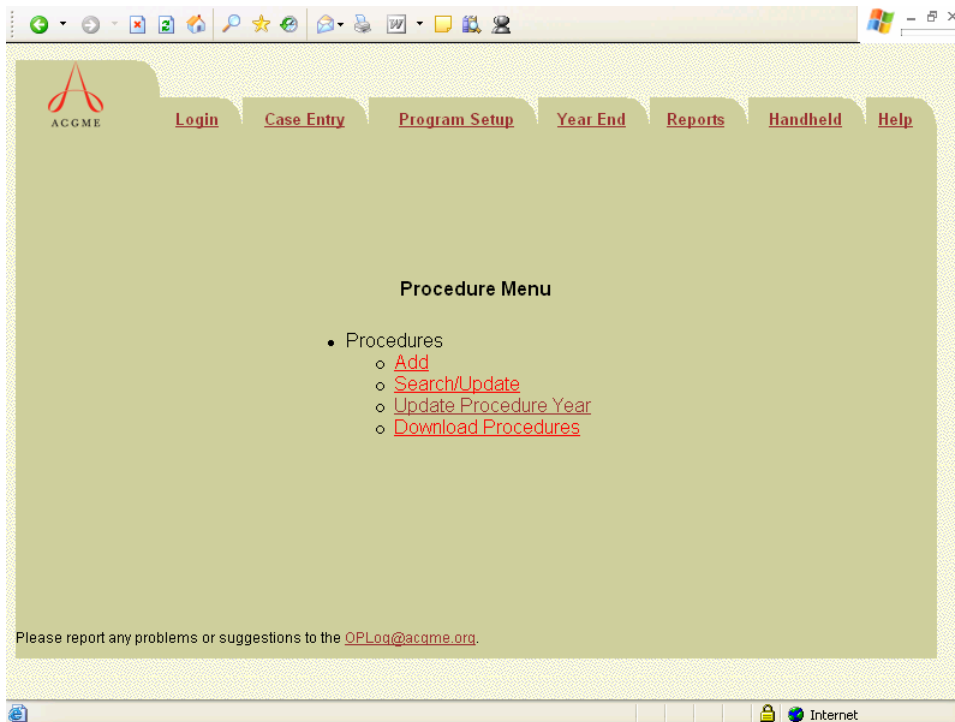


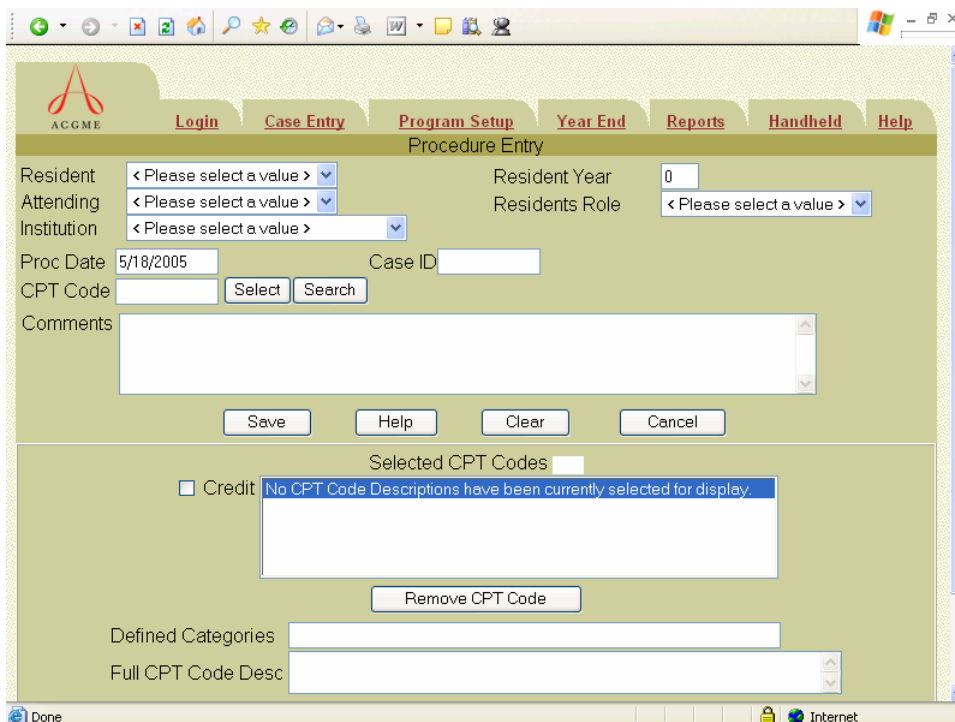


CASE ENTRY FOR SURGERY – PEDIATRICS

Click on the Case Entry tab and the Procedures Menu will display. To add new procedures, click on the **Add** link.



After you click on the Add link, the Procedure menu 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 SURGERY - PEDIATRICS

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 you had the substantial responsibility during the procedure; “Teaching Assistant” should be selected if you were the senior resident who assisted a junior resident who took the credit for the procedure as surgeon.
Procedure Date:	Enter Date of procedure including / or – to separate month/day/year. Format mm/dd/yyyy.
Case Id:	Case Identifier which can be up to 20-character. 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, resident role, rotation, and patient type. Then enter in the resident year (if incorrect), date of procedure and enter in a case ID (not required).

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.

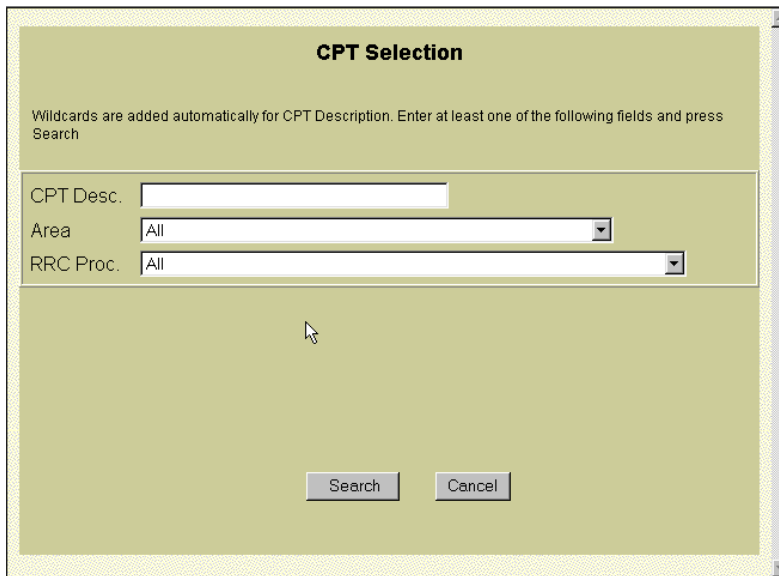
If you know the appropriate CPT code(s), in the CPT code field type the CPT code and click on the Select Button. The system will always move the CPT code from the field always leaving it blank and display it in the Selected CPT Codes List. In the pictured example, CPT code 38745 was entered. If the CPT code is valid it will automatically be placed in the Selected CPT Codes list.

The screenshot shows a web-based form titled "Procedure Entry". The form contains several input fields and buttons. At the top, there are dropdown menus for "Resident", "Attending", and "Institution", each with the text "< Please select a value >". To the right, there are input fields for "Resident Year" (containing "0") and "Residents Role" (with a dropdown menu). Below these are fields for "Proc Date" (containing "5/18/2005") and "Case ID". A "CPT Code" field is present with "Select" and "Search" buttons. A large text area for "Comments" is below. At the bottom of the form are "Save", "Help", "Clear", and "Cancel" buttons. Below the main form is a section titled "Selected CPT Codes 1" with a "Credit" checkbox. A list box contains one entry: "38745 Axillary lymphadenectomy; complete", which is highlighted. A "Remove CPT Code" button is below the list. Further down are fields for "Defined Categories", "Full CPT Code Desc" (containing "Axillary lymphadenectomy; complete"), "Area" (containing "Unassigned"), and "RRC Procedure" (containing "Unassigned"). 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 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.

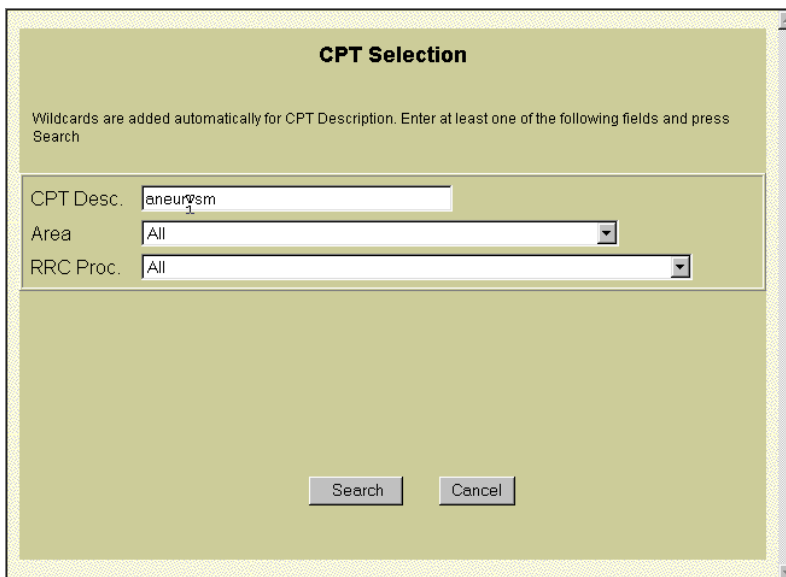
Searching for a CPT Code

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. 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." (a text box), "Area" (a dropdown menu with "All" selected), and "RRC Proc." (a dropdown menu with "All" selected). At the bottom are two buttons: "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.



This screenshot is identical to the previous one, but the "CPT Desc." text box now contains the word "aneurysm". The "Area" and "RRC Proc." dropdown menus remain set to "All".

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

CPT Selection	
<input type="button" value="Search Again"/> <input type="button" value="Cancel"/>	
*-indicates CPT is found in multiple area/types	
CPT	
01444Anesthesia for procedures on arteries of knee and popliteal area; popliteal excision and graft or repair for occlusion or aneurysm	select
01652Anesthesia for procedures on arteries of shoulder and axilla; axillary-brachial aneurysm	select
35011Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft, for aneurysm and associated occlusive disease, axillary-brachial artery, by arm incision	select
35001Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft, for aneurysm and associated occlusive disease, carotid, subclavian artery, by neck incision	select
35081Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft, for aneurysm, false aneurysm, and associated occlusive disease, abdominal aorta	select
35102Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft, for aneurysm, false aneurysm, and associated occlusive disease, abdominal aorta involving iliac vessels (common, hypogastric, exte	select
35091Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft, for aneurysm, false aneurysm, and associated occlusive disease, abdominal aorta involving visceral vessels (mesenteric, celiac, re	select
35141Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft, for aneurysm, false aneurysm, and associated occlusive disease, common femoral artery (profunda femoris, superficial femoral)	select
35121Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft, for aneurysm, false aneurysm, and associated occlusive disease, hepatic, celiac, renal, or mesenteric artery	select
35131Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft, for aneurysm, false aneurysm, and associated occlusive disease, iliac artery (common, hypogastric, external)	select
35021Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft, for aneurysm, false aneurysm, and associated occlusive disease, innominate, subclavian artery, by thoracic incision	select
35161Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft, for aneurysm, false aneurysm, and associated occlusive disease, other arteries	select
35151Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft, for aneurysm, false aneurysm, and associated occlusive disease, popliteal artery	select
35045Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft, for aneurysm, false aneurysm, and associated occlusive disease, radial or ulnar artery	select
35111Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft, for aneurysm, false aneurysm, and associated occlusive disease, splenic artery	select
35005Direct repair of aneurysm, false aneurysm, or excision (partial or total) and graft insertion, with or without patch graft, for aneurysm, false aneurysm, and associated occlusive disease, vertebral artery	select

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 "aorta" 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 "aorta". 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, resident's role, 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 beginning July 1, 2001. All patients should be entered with a CPT code(s), only one can be marked for 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.