

## DOWNLOADING PROCEDURES

The Download Procedure section is used to generate a text file of procedures entered for your program. This is a 2-step process; first the file needs to be selected for exporting and then the file will need to be downloaded. Figure 36 shows a file already selected for exporting.

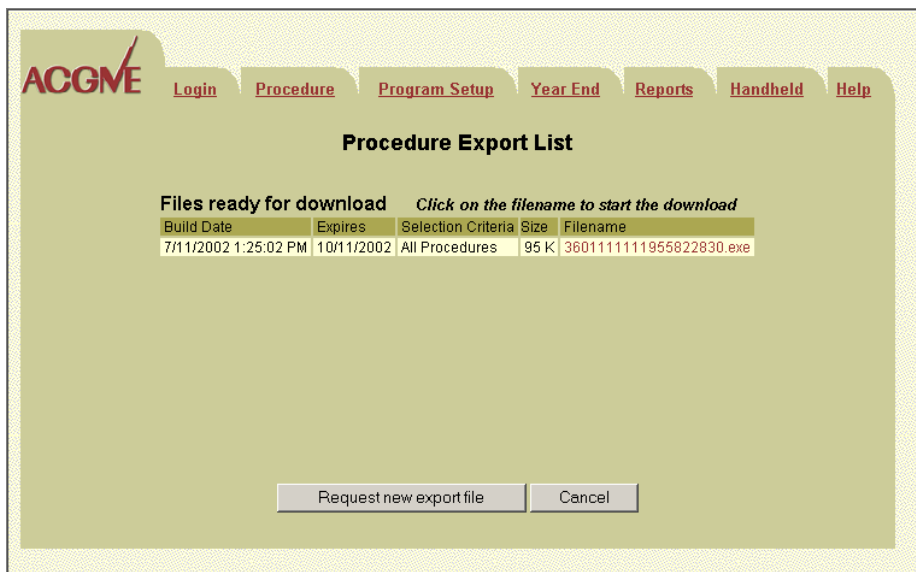


Figure 36: Procedure Export List Screen

To generate the file for exporting, click on the "Request new export file" button. You can export the data for an individual resident, as well as a particular date range (Figure 37). If you leave the fields blank, a listing of all procedures will be generated. If logged in as a resident, only procedures for that resident can be exported.



Figure 37: Selection Criteria for Export File

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## DOWNLOADING PROCEDURES (CONT.)

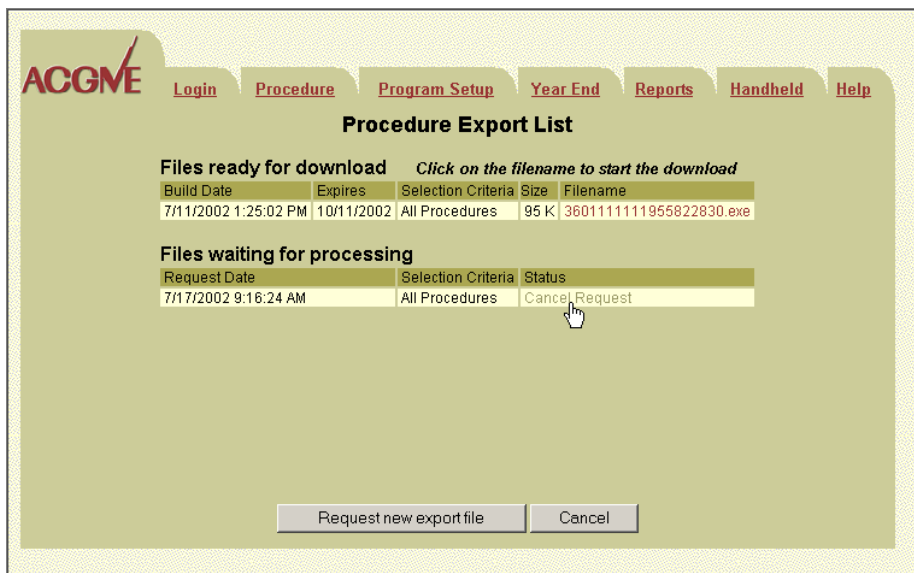


Figure 38: Procedure Export List with Files waiting to be processed

In the example above (Figure 38), a file for all residents' procedures performed will be generated. To cancel a request, click on "Cancel Request" before the file is generated. **The file is run from our server at 2 am; 8 am; 12:30 pm and 5:00 pm Central time.** Once the file has been generated you will need to download it to your computer.

To download the file to your computer, click on the filename link. A message box will open allowing you to select "open this file under current location" or "save this file to disk". Select "Save this File to disk," and specify where you want to save the file on your computer.

The downloaded file is a self-extracting zip file named 'procedures'. Simply double-click on it and a window will pop up (Figure 39) Specify in which directory you want to put the data (the default is c:\procedures), and click finish. This will extract the file (the first ten characters of the name will be the program id). The resulting text file is tab-delimited with field names on the first row. It can be imported into Excel, Access, FoxPro, etc.

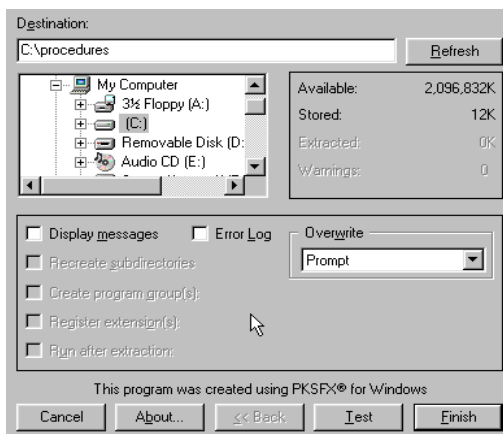


Figure 39: Procedure Data pop-up Box

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## DOWNLOADING PROCEDURES (CONT.)

### Case Log Procedures/Encounters Export File Layout

Field Name	Field Type (max)	Field Description
Procedure ID	Integer	Unique case ID.
Program ID	Text (10)	10-digit ACGME program number.
Procedure Date	Text (10)	The date of the procedure, in the form MM/DD/YYYY.
Resident Year	Integer	Resident's year in program when the procedure was performed.
Oncology Patient	Integer	Flag for whether it was an oncology patient. 1 = yes, 0 = no or specialty does not use this field.
MicroSurgery	Integer	Flag for whether it was microsurgery. 1 = yes, 0 = no or specialty does not use this field.
Trauma	Integer	Flag for whether it was trauma patient. 1 = yes, 0 = no or specialty does not use this field.
Patient Birth Yr	Text (4)	The 4 digit year of birth, blank if specialty does not use field.
Gender	Text (1)	M or F, otherwise blank if not used by specialty.
Case ID	Text (25)	Case ID entered, blank if specialty do not use.
CPT Code	Text (7)	The CPT (5) or ICD9 Code (7).
Credit	Integer	Flag to indicate code for credit. Code for credit = 1, 0 = noncredit. Value will be 1 for specialties that do not use credit indicator.
Area RRC Index ID	Integer	4 digit RRC index ID for the type if used by specialty, otherwise it is blank.
Area Description	Text (50)	Full description of the area in which the code counts.
Type RRC Index ID	Integer (10)	4 digit RRC index ID for the type if used by specialty, otherwise it is blank.
TypeDescription	Text (50)	Full description of the type in which the code counts.
AttendingID	Integer	ID indicating the attending physician.
AttendingLName	Text (55)	Last name of the attending physician.
AttendingMInitial	Text (1)	Middle initial of the attending physician.
AttendingFName	Text (55)	First name of the attending physician.
ResidentID	Integer	ID indicating the resident.
ResidentSS	Text (9)	Resident social security number without dashes.
ResidentLName	Text (55)	Last name of resident.
ResidentMInitial	Text (1)	Middle initial of the resident.
ResidentFName	Text (55)	First name of the resident.
InstitutionID	Integer	ID for the institution.
InstituteName	Text (100)	Name of the institution.
InstituteCity	Text (55)	City where institution located.
InstituteSt	Text (2)	State of institution.
CPTDesc	Text (50)	First 50 characters of CPT or ICD9 description.
ResidentsRole	Text (25)	Resident's role for procedure.
PatientType	Text (25)	Patient type entered, blank if not used by specialty.
RotationName	Text (45)	Rotation, blank if not used by specialty.
DefinedCtgy1	Text (30)	First defined category in which CPT code counts, otherwise blank if specialty does not use this field.
DefinedCtgy2	Text (30)	Second defined category in which CPT code counts, otherwise blank if specialty does not use this field.
CommentText	Text(1280)	Any comments entered.

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