



To prepare the 2010-2011 Year End Archive, please follow these instructions:

Log into the Resident Case Log System administratively at <https://www.acgme.org/residentdatacollection/>

ACGME

Help

Welcome to the Resident Case Log System

User ID: 0201234567

Password: [masked] Change Password

Login Clear

[Forgot your User ID or Password?](#)

Summary data and other information about programs, institutions, resident physicians or resident physician education which is not identifiable by person or organization may be published in a manner appropriate to further the quality of GME and consistent with ACGME policies and the law.

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Select the "Year End" tab.

ACGME

Login Case Entry Program Setup **Year End** Reports Handheld Help

Welcome to Resident Case Log for Allergy and Immunology

Last Updated 03/16/2010:

Please Note: The CPT descriptions have been updated to reflect the CPT 2009 publication by the AMA.

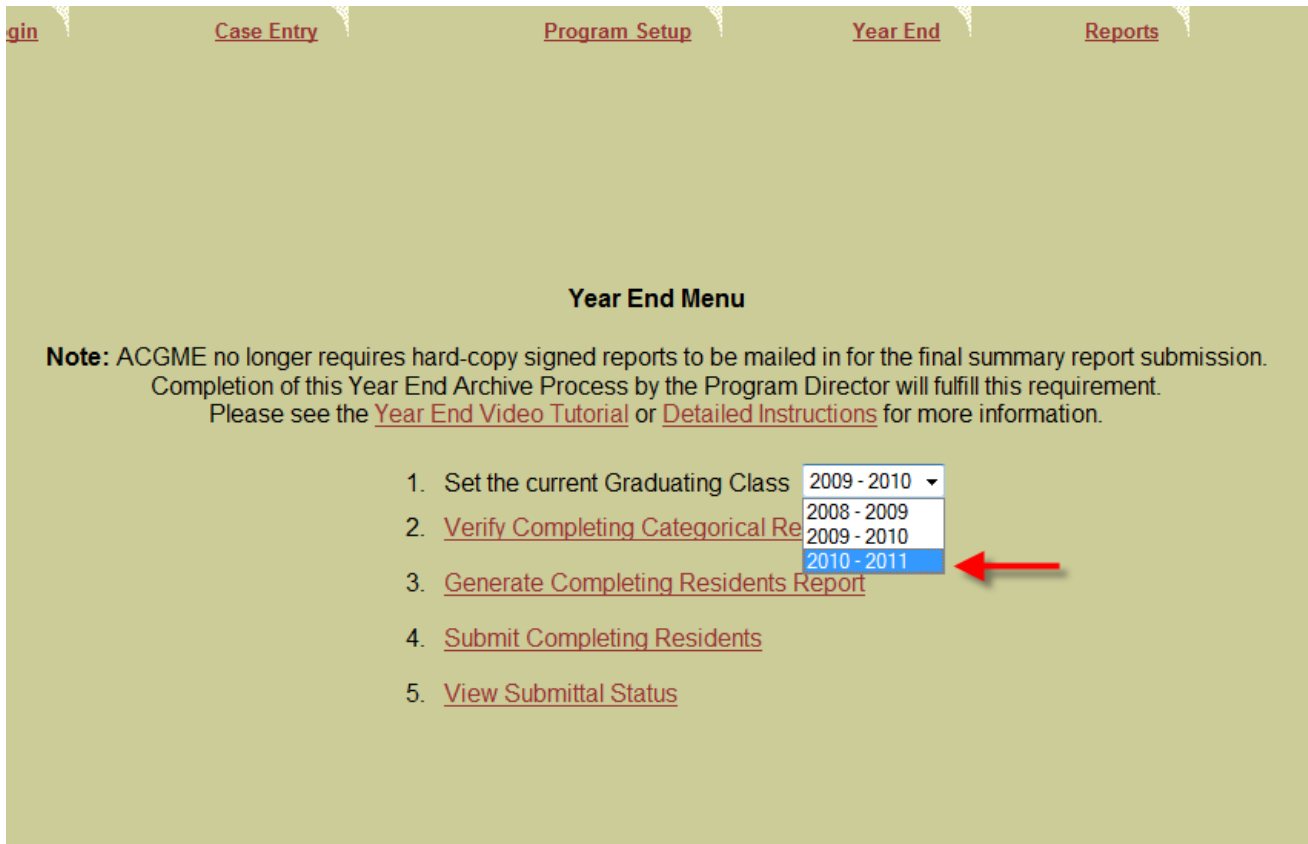
The ACGME Resident Services area investigates specific concerns from residents and fellows when existing channels of communication and resolution of concerns within their programs have proven unsatisfactory. If you have concerns about your program that you wish to discuss with someone at the ACGME, please contact residentservices@acgme.org. For more information please go to [Resident services](#)

Allergy/Immunology

- Correction/Enhancements:
 - Added Principle and Secondary clarification to the Guidelines.
- Known Issues:
 - Netscape users:
 - If all of the fields do not display on the procedure entry screen, try to reload the page. Use the Reload function on the View pull down menu.
 - There are two ways to view reports: The Java viewer and the HTML viewer. These options are listed at the bottom of the report tab. When using the Java Viewer in Netscape you may see unpredictable results. If the Java Viewer is not working right for you, try the HTML viewer. However, the HTML viewer will only print the current page you are viewing. ACGME is researching other options for reporting.

While this application is viewable under all major internet browsers it is best viewed using Internet Explorer 5.0.


Set the Current Graduating Class to 2010-2011.



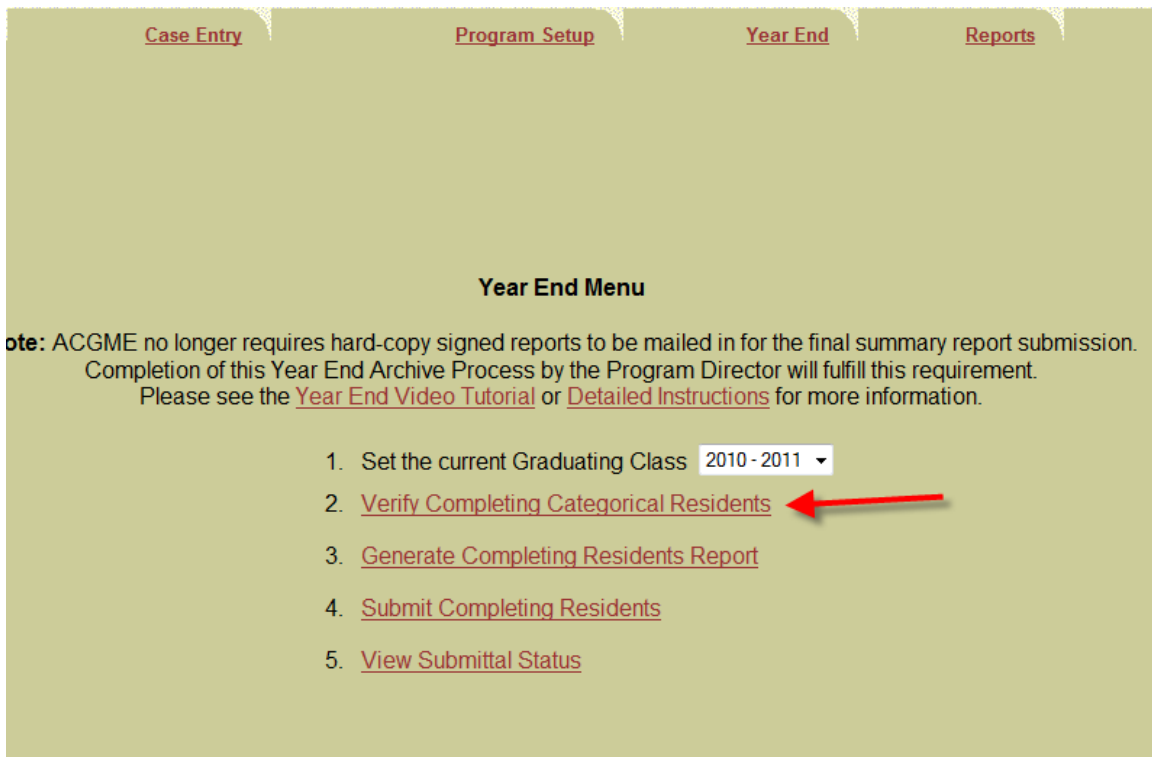
The screenshot shows the 'Year End Menu' with a navigation bar at the top containing 'gin', 'Case Entry', 'Program Setup', 'Year End', and 'Reports'. The 'Year End Menu' section includes a note about ACGME reporting requirements and a list of five steps. The first step, 'Set the current Graduating Class', has a dropdown menu open showing options for 2009-2010, 2008-2009, 2009-2010, and 2010-2011. A red arrow points to the 2010-2011 option.

Year End Menu

Note: ACGME no longer requires hard-copy signed reports to be mailed in for the final summary report submission. Completion of this Year End Archive Process by the Program Director will fulfill this requirement. Please see the [Year End Video Tutorial](#) or [Detailed Instructions](#) for more information.

1. Set the current Graduating Class 
2. [Verify Completing Categorical Residents](#)
3. [Generate Completing Residents Report](#)
4. [Submit Completing Residents](#)
5. [View Submittal Status](#)

Select "Verify Completing Residents" to identify the 2010-2011 graduating residents.



The screenshot shows the 'Year End Menu' with the same navigation bar. The first step, 'Set the current Graduating Class', now has '2010 - 2011' selected in the dropdown menu. A red arrow points to the second step, 'Verify Completing Categorical Residents'.

Year End Menu

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Select a graduate from the “Not Completing Program” list and use the right row button to add them to the “Completing Program” list. Any residents marked incorrectly can be removed by selecting them and using the left arrow button. Click “Save” at the bottom of the screen to save changes and return to the “Year End” tab.

Please Note: Any residents completing training between September 1, 2010 and August 31, 2011 are considered graduates in the 2010-2011 academic year.

Case Entry Program Setup Year End Reports

Verify Residents Completing in Current Graduating Year

Categorical Resident List

Graduating Class of 2010 - 2011

Not Completing Program	Completing Program
Tested, Resident	Allergy, Resident
	AllergyAndImmunology, Resident

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Save Cancel

Select “Generate Completing Residents Report” to view and validate the accuracy of each resident’s reported cases.

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Within the report, select the print icon in the upper left corner of the report screen to print the reports. Select the export icon to save an electronic copy of the report. *We highly recommend that you retain an electronic or printed copy for your records.*

Resident Experience Report
 Program ID: 0201234567 Program Name: Allergy & Immunology Test Program
 Resident Allergy

	Principal	Secondary	Total
Resident Allergy			
Diagnoses			
Anaphylaxis	6	0	6
Asthma	18	3	21
Atopic Dermatitis	1	3	4
Contact Dermatitis	1	1	2
Drug Allergy	0	0	0
Food Allergy	0	4	4
Immunodeficiency (Primary, Secondary incl HIV)	2	1	3
Rhinitis Including Otitis and Nasal Polyps	3	3	6
Sinusitis	3	1	4
Venom Hypersensitivity	0	0	0
Urticaria And Angioedema	0	0	0
Autoimmune Disorders and Vasculitis	3	0	3
Allergic Bronchopulmonary Aspergillosis	4	0	4
Eosinophilia and Associated Diseases	0	0	0
Hypersensitivity Pneumonitis Incl Occup Lung Dis	3	1	4
Mastocytosis	0	1	1

Finally, select "Submit Completing Residents."

Year End Menu

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Using the check box next to the resident's name, select those completing residents ready for submittal. You may also use the "Select All" button if all are ready for submittal. The "Comments for this Archive" box may be used to include any general or specific comments. Once the completing residents names have been checked use the "Submit" button at the bottom of the screen to continue.

Submit Completing Residents

Graduating Class of 2010 - 2011

Resident Archive History	Request Date	Function	Status
There are no existing archives.			

MAKE SURE CHECKS ARE INCLUDED FOR COMPLETING GRADS

Resident Name	Position	Program Year	Clear All
Allergy, Resident	Categorical	1	<input checked="" type="checkbox"/>
AllergyAndImmunology, Resident	Categorical	2	<input checked="" type="checkbox"/>

Comments for this Archive

OPTIONAL...

You will be asked to verify that the Program Director has reviewed and saved/printed all necessary reports. If this is correct, click "OK" to submit. If not, click "Cancel" to be taken back to the "Year End" tab.


Submit Completing Residents
Graduating Class of 2010 - 2011

Resident Archive History

Resident Name
Allergy, Resident
AllergyAndImmunology, Resid

Clear All

Message from webpage

 The Program Director is responsible for validating the accuracy of each Resident's reported cases. Prior to submitting, generate and save a copy of the "Completing Residents Report" for each individual.

Once you have reviewed the data and click [OK] for submission:

1. The data will be archived overnight (you may Cancel the archive process any time prior).
2. Once archived, changes to the data can no longer be made.
3. These data will be used in reports given to the RRC.
4. Summary reports can be accessed from the Archived Data section on the Reports tab.

If you have already reviewed the data, click [OK] to continue, Otherwise click [Cancel] to go back to the Year End Menu.

Comments for this Archive


If any submissions need to be cancelled, select cancel.

[Login](#) [Case Entry](#) [Program Setup](#) [Year End](#) [Reports](#)

Submit Completing Residents 2010-2011

Graduating Class of

Resident Archive History	Request Date	Function	Status	
Allergy, Resident	3/29/2011 3:59:06 PM	Archive	Ready	<input type="button" value="Cancel"/>
AllergyAndImmunology, Resident	3/29/2011 3:59:06 PM	Archive	Ready	<input type="button" value="Cancel"/>



Resident Name	Position	Program Year
There are no Residents available for archiving.		

Please Note:

If your program does NOT have graduating residents in June/July 2011, please submit an email including your 10 digit program number indicating you don't have any graduates this year by June 30, 2011 to oplog@acgme.org.

Advise your residents to save a copy of their "Full Detail Report" for future reference as this report will not be available once we archive the graduating residents data. This report can be created under the Reports tab. Once the Full Detail Report is open, select the floppy disk icon from the menu on the left-hand side of the screen in order to export the report. Please make sure you select the Adobe PDF format.

For otolaryngology: Review and save a copy of the Key Indicator Report for your graduates as well. This is generated through the "Generate Completing Residents Key Indicator Report" link on the year end tab.

For general surgery: Your general surgery program is also required to submit your preliminary residents that will be completing training at the end of this academic year. This submission will be created by using the "Verify Completing Preliminary Resident" link to select residents completing preliminary training of 1, 2, or 3

years duration. The resident status is determined by what is listed in ADS; if you have a prelim listed as a categorical or vice versa please make those changes through the ADS system. In addition, please review & save a copy of the Defined Category Reports. This is can be accomplished through the “Generate Completing Residents Defined Categories” link on the year end tab.

For vascular surgery: Review and save the defined category report for your graduates. This is generated through the “Generate Completing Residents Defined Categories” link on the Year End tab.

Thank you for your cooperation in meeting the deadline. If you should have any problems or questions, contact the ACGME Support Center at **(312) 755-7464**, or email oplog@acgme.org.