Case Log Instructions: Reproductive Endocrinology and Infertility
Review Committee for Obstetrics and Gynecology

The ACGME Case Log System was established in 2001. It is a data repository to support programs in complying with requirements and to provide a uniform mechanism to verify the clinical experience of residents and fellows in ACGME-accredited programs. The Case Log System is HIPAA-compliant and has the necessary agreements in place, created by the ACGME, between the covered entities and Sponsoring Institutions. Fellows will be familiar with the Case Log System from their residency programs.

The Case Log System helps assess the breadth and depth of the clinical experience provided to fellows by a reproductive endocrinology and infertility fellowship program. It is the responsibility of fellows to enter their case data accurately and in a timely manner, and the responsibility of the program director to ensure that fellows' Case Logs are accurate. The case volume provided by each program is analyzed by the ACGME. Reports are created for fellows, program directors, and the Review Committee. Minimum numbers of procedures and experiences have not been determined at this time.

Beginning August 1, 2017, fellows are required to log cases in the Case Log System. The 2017-2018 academic year will be a learning period for both programs and the Review Committee, providing an opportunity for program leadership and fellows to acclimate to the Case Log System. It also allows the Review Committee to make changes to the Case Log System based on feedback.

Send comments and suggestions to Jenny Campbell, associate executive director of the Review Committee for Obstetrics and Gynecology: jcampbell@acgme.org.

Send technical questions about the system to ADS@acgme.org.
GUIDELINES

- Fellows should enter cases on a regular basis, ideally daily.

- The following procedures are tracked in the Case Log System for reproductive endocrinology and infertility:
  - o oocyte retrievals
  - o embryo transfers (live, mock, and simulation)
  - o intrauterine inseminations
  - o antral follicle count ultrasounds
  - o early pregnancy ultrasounds
  - o uterine cavity evaluations
  - o operative hysteroscopies
  - o laparoscopies
  - o myomectomies

- Fellows are not required to log follicle monitoring ultrasounds, routine gynecologic ultrasounds, or diagnostic hysteroscopies.
COMMON QUESTIONS

Are fellows required to enter cases into the Case Log System?
Yes—logging is required. As noted above, the 2017-2018 academic year is a learning period for both programs and the Review Committee. Case Log data from this year will not be used to determine Case Log minimums.

Do fellows currently in the program need to go back and log patient encounters from prior to August 1, 2017?
No, fellows are not expected to back-enter any data. They can do so if they wish in order to have the information for their own records.

When will the Case Log data start to “count”?
Starting July 1, 2018, the Review Committee will begin using Case Log data to determine Case Log minimums. It is anticipated that required minimum numbers for reproductive endocrinology and infertility will be established in 2021.

How do fellows get an ID and password to access the Case Log System?
New fellows will have an ID and password assigned and e-mailed to them when they are first entered into the Accreditation Data System (ADS) by the program. For fellows who were in the program prior to the Case Log application, program directors or coordinators should go to the Resident Roster in ADS and click on “Grant User.” This will create and e-mail IDs and passwords for existing fellows. In either case, fellows will be required to change their passwords the first time they log into the system.

Can attending physicians not included in the program’s Faculty Roster in ADS be included in the Attending list?
Yes. To add an attending physician to the Case Log System: Quick Links > Case Log Attendings > Add Case Log Attending. Only a name and e-mail address are needed. The Case Log System will verify whether the attending is already in the database.

Do fellows need to log all the ultrasounds they do?
No. To reduce the burden of logging, fellows are only required to log antral follicle count ultrasounds and early pregnancy ultrasounds. Fellows are not required to log follicle monitoring ultrasounds or routine gynecologic ultrasounds. Fellows may log follicle monitoring ultrasounds or routine gynecologic ultrasounds for their own purposes, but they are not being tracked.

Do fellows need to log diagnostic hysteroscopies?
No. Only operative hysteroscopies must be logged. Fellows may log diagnostic hysteroscopies for their own purposes, but they are not being tracked.

When will Case Log required minimum numbers be established?
It is anticipated that required minimum numbers for reproductive endocrinology and infertility will be established in 2021.