Case Log Instructions for
Osteopathic Neuromusculoskeletal Medicine
Review Committee for Osteopathic Neuromusculoskeletal Medicine

This instructional guide was created to assist osteopathic neuromusculoskeletal medicine residents in correctly logging patient encounters and procedures in the ACGME Case Log System for osteopathic neuromusculoskeletal medicine. All osteopathic neuromusculoskeletal medicine patient encounters that occur while one is an active resident in an ACGME-accredited osteopathic neuromusculoskeletal medicine program must be entered in the Case Log System. The Review Committee uses this information to determine whether residents' experiences meet the expectations as outlined in the Program Requirements. This information is used in the review of ACGME-accredited programs to determine future accreditation decisions.

Residents must only log osteopathic neuromusculoskeletal medicine patient encounters supervised by board-certified or board-eligible neuromusculoskeletal medicine specialists. Patient encounters supervised by other specialty/subspecialty board-certified or board-eligible physicians must not be logged in the system. Residents performing injection procedures may log those procedures even if they are supervised by a physician who is not a neuromusculoskeletal medicine specialist. Additional information regarding the supervision of injection procedures is included in the FAQs for Osteopathic Neuromusculoskeletal Medicine, which can be found on the Osteopathic Neuromusculoskeletal Medicine section of the ACGME website.

Case Log System Access
Programs and residents access the Case Log System through the Accreditation Data System (ADS). Residents can access the Case Log System directly at www.acgme.org/connect. Program leaders and administrators can access Case Log reports and preview the logging screens on the Case Log tab when logged into ADS. A preview of the logging screens is available to programs through the "Entry (View Only)" link in the "Case Logs" drop-down menu.

Residents will be provided a login to the Case Log System via email after their program director or coordinator has added them to the program's Resident Roster in ADS. Residents will only have access to the Case Log System while they are active residents in an ACGME-accredited osteopathic neuromusculoskeletal medicine program.

ENTERING PATIENT ENCOUNTERS – BASIC INFORMATION

All logged patient encounters must include the following basic information: Case ID; resident's year in the program; attending physician supervising the patient encounter; date of the patient encounter; setting of the patient encounter (inpatient/outpatient); patient's age; and patient type if applicable (i.e., OBGYN, pediatric, surgical – see below).

Add Cases `View Only`

Case ID* ⓘ

Case Date*
8/8/2022

Case Type ⌄
☐ OBGYN
☐ Pediatric
☐ Surgical

Resident Year*
-- Select --

Setting*
-- Select --

Attending*
-- Select --

Patient Age*
>= 18 yrs and <= 65

➕ Add Comments ⓘ

Case ID
The Case ID should be a unique patient identifier that must not include identifiable patient information, such as name or Social Security Number. Each program is encouraged to develop a system for the assignment of this patient identifier to ensure the patient identifier remains the same for a patient's first encounter and for all subsequent encounters.

Resident Year
This is the resident's current year in the osteopathic neuromusculoskeletal medicine program, which will be auto filled by the system (1=ONMM1 year; 2=ONMM2 year; 3=ONMM3 year). If the patient encounter occurred in a prior year of the program, select the correct year from the drop-down menu.

Note: If the year in the program that auto-fills as the current year is not correct, the program may have added the resident to the ADS Resident Roster incorrectly. Issues of this nature must be addressed and fixed promptly. Programs are advised to refer to the FAQs for guidance on adding residents to the ADS Resident Roster.

Attending
Select the name of the attending physician who supervised the osteopathic neuromusculoskeletal medicine patient encounter from the drop-down menu. If an encounter included an injection procedure and was supervised by a physician who is not a neuromusculoskeletal medicine specialist, select "Attending, Not NMM Board Certified" from the drop-down menu. Residents should contact their program if this does not appear in the drop-down menu. If a neuromusculoskeletal medicine specialist supervised a patient encounter and does not appear in the attending drop-down menu, contact the program to add the faculty member. Additionally, if a physician appears in the drop-down menu and is not certified or board-eligible in neuromusculoskeletal medicine, the individual must be removed by the program from the system. Programs can add or remove physicians from the Case Log System attending list through the "Attending" link in the "Case Logs" tab drop-down menu in ADS.
Date Patient Seen

The system will autofill the date of entry (not the date of the patient encounter) and will need to be changed if the patient encounter occurred on a different day.

Setting
Select the setting (inpatient or outpatient) in which the patient encounter occurred.

Patient Age
Select the age range (<18 yrs; >= 18 yrs and <=65; or >65) of the patient at the time of the patient encounter.

Patient Type
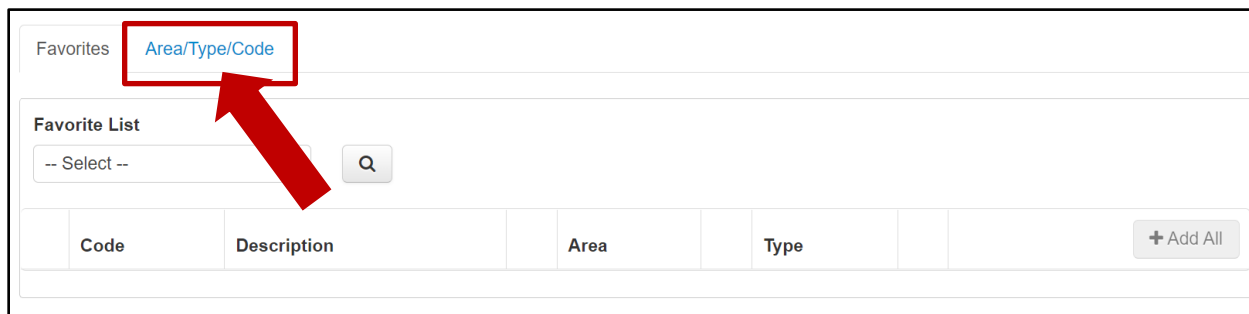Check all applicable patient types for the patient encounter. Skip this step if none apply.
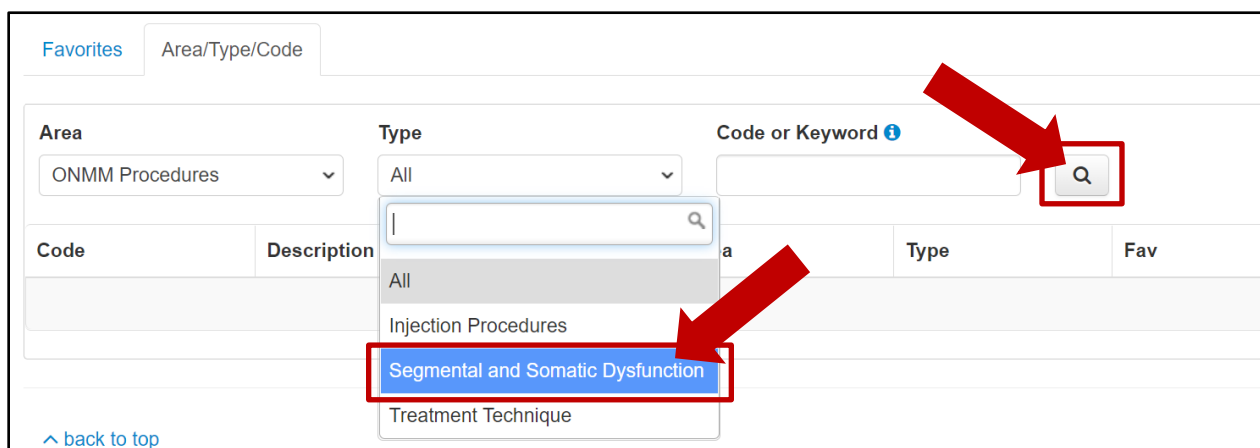
Comments
Enter any additional basic patient information for the encounter. This field is optional, and comments will only be visible in the "Full Detail Report."

ENTRY OF PATIENT ENCOUNTERS – SEGMENTAL AND SOMATIC DYSFUNCTION
To enter segmental and somatic dysfunction for a patient encounter, click the "Area/Type/Code" tab.

Select "Segmental and Somatic Dysfunction" from the drop-down menu under "Type" and click the magnifying glass.

Click "Add" next to each relevant region for the patient encounter.

After each region is added, a box will appear on the right side of the window confirming the selection.

If a region should be deleted, click the "X" in the right corner of the region's box.

ENTERING PATIENT ENCOUNTER – TREATMENT TECHNIQUES

Select "Treatment Technique" from the drop-down menu under "Type" and click the magnifying glass.

Click "Add" next to each relevant technique for the patient encounter.

To verify what has been logged for the patient encounter, review the boxes on the right side of the window.

ENTERING PATIENT ENCOUNTERS – PROCEDURES

If an additional procedure is performed, it should be entered as one patient encounter with the "Segmental and Somatic Dysfunction" and "Treatment Techniques." All injection procedures must be logged. The Review Committee will only track injection procedures as outlined in the Osteopathic Neuromusculoskeletal Medicine Case Log Announcement available on the Documents and Resources page of the Osteopathic Neuromusculoskeletal Medicine section of the ACGME website.
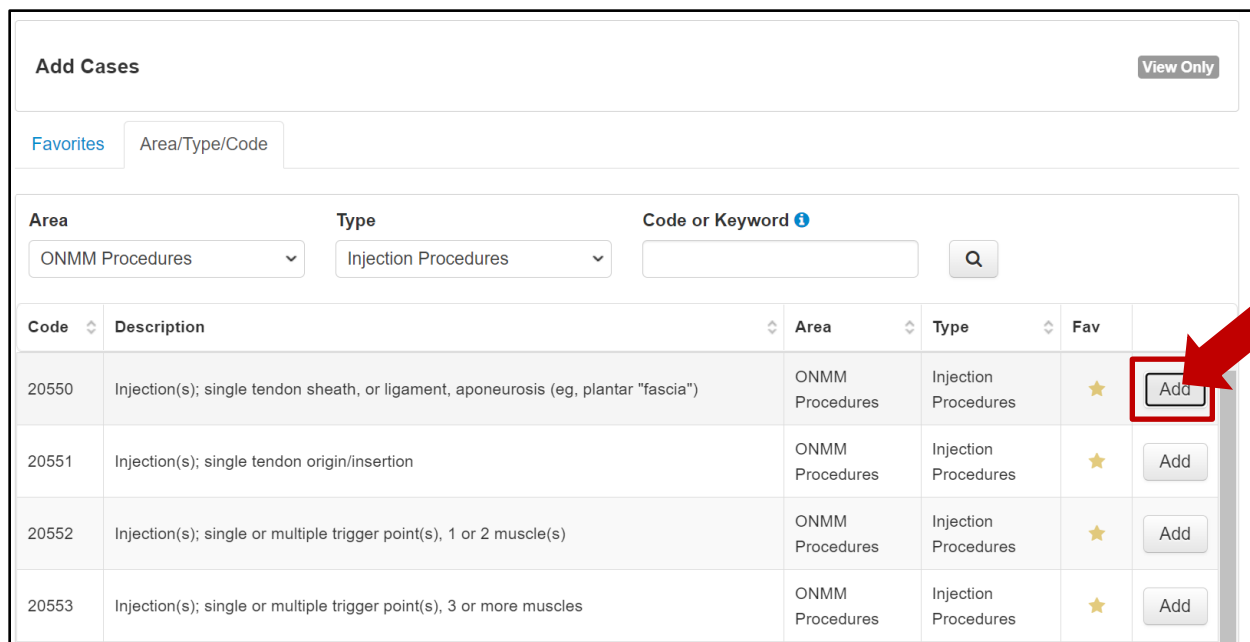
To log tracked procedures, select "Injection Procedures" from the "Type" drop-down menu and click the magnifying glass.
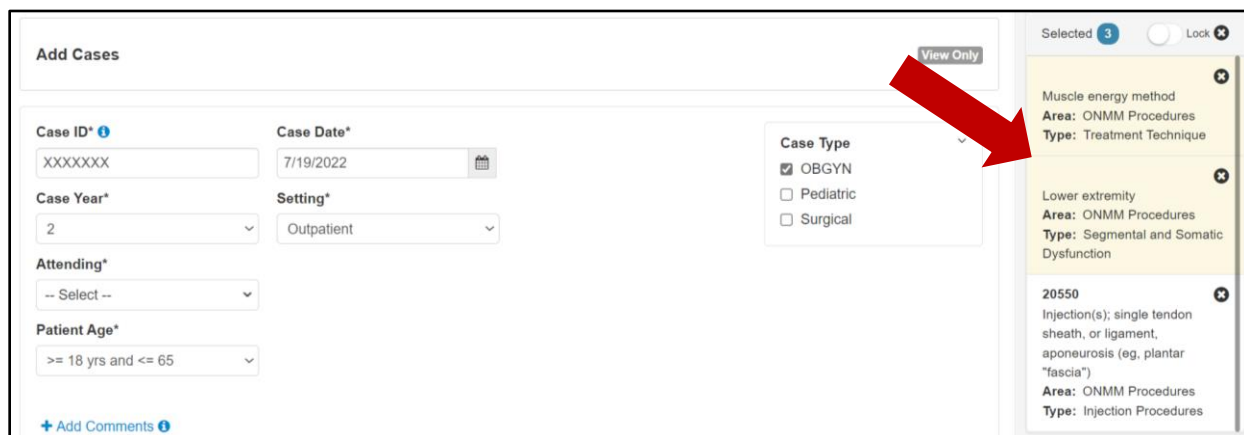
Click "Add" next to each procedure relevant to the patient encounter.

To verify what has been logged for the patient encounter, review the boxes on the right side of the window.
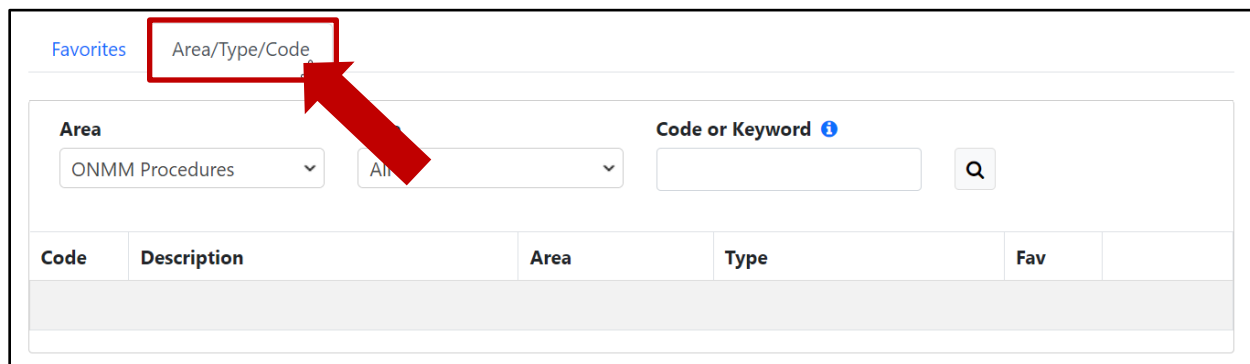

FAVORITES LIST MANAGEMENT
Residents may create a list of favorites either from the "Add Cases" page (see Quick Add below), or by hovering over the "Case Logs" tab and selecting "Favorites" (see Favorites Management below).

Quick Add
The "Favorites" tab will be open when viewing the "Add Cases" screen by default. Upon first access to the system there will be two (system-created) favorite lists: "Top Codes for Your Program" and "Top Codes for Your Specialty", which may be viewed by selecting the "Favorite List" drop-down menu.

To quickly create or add to a favorite list from this page, select the "Area/Type/Code" tab.

Use the "Code or Keyword" free text box or the "Area/Type" drop-down menus and click the magnifying glass icon to return associated available selections.

Click the star icon in the "Fav" column to add a selection to a favorite list.

A dialogue box will appear to either "Select a Favorite List" (to add this selection to) or "Add a Favorite List." In the example below, a new list is being created.

After entering a name, select "Confirm" to save that selection to the new list.
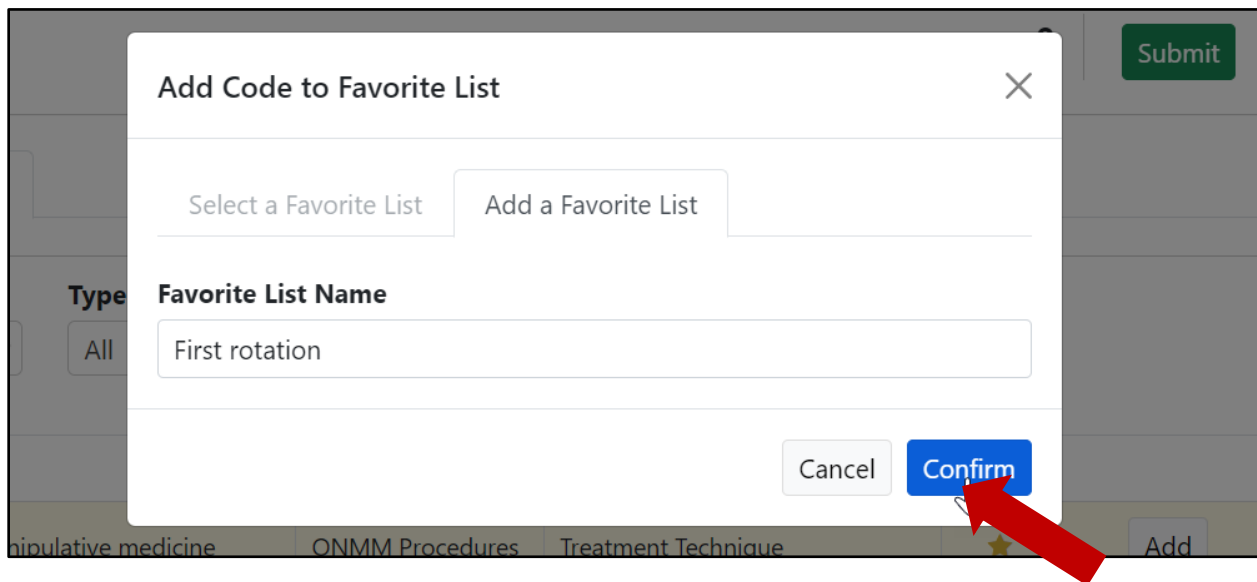
Now that a user-created favorite list exists, the process may be easily repeated. The "Add Code to Favorite List" dialogue box will default to that existing list. Click "Confirm" to add to that list or select the "Add a Favorite List" tab to create an entirely new list.
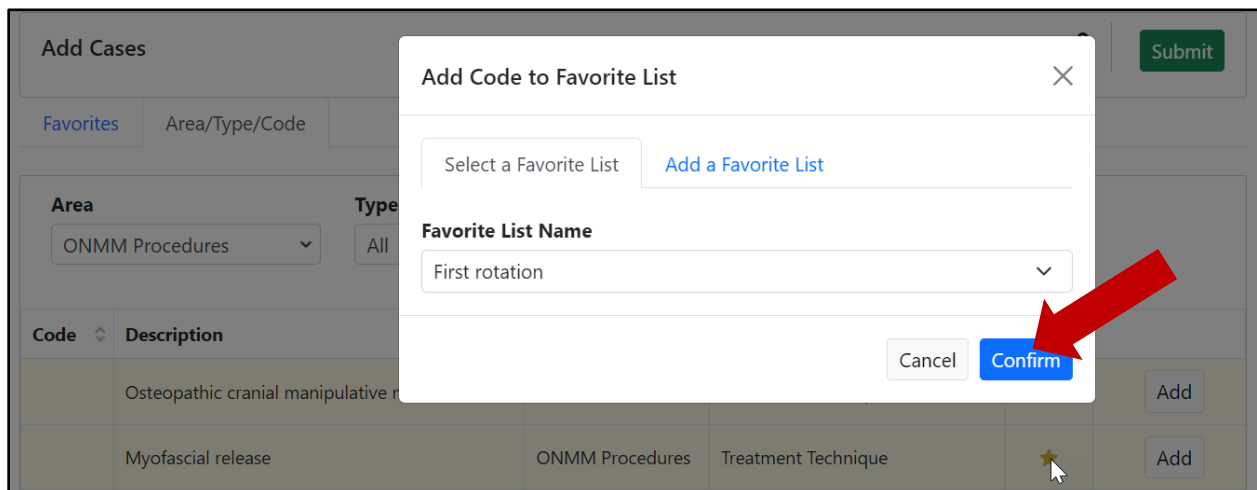
To access a list, select the "Favorites" tab, choose a list from the "Favorite List" drop-down menu, and then click the magnifying glass icon to see the saved options.
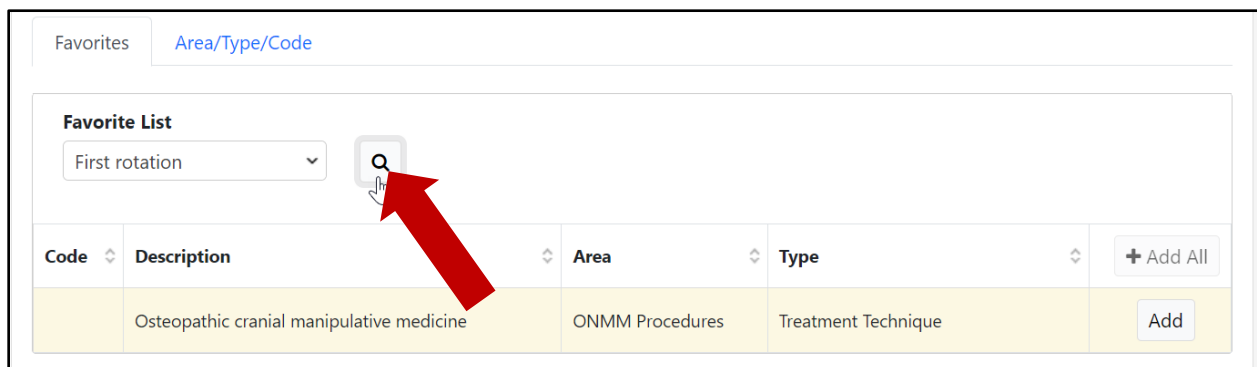
Favorites Management

Another tool exists to view and manage favorite lists. Hovering over the "Case Logs" tab, select "Favorites."
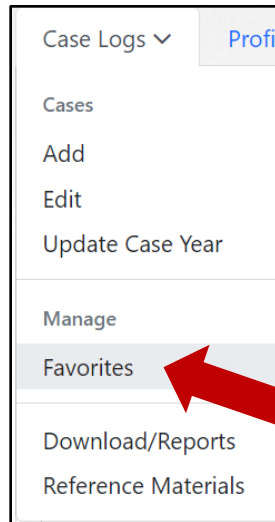
The "Manage Favorite Lists" page will display. The "Add" option on this page is another way a favorite list can be created. It is also possible to edit, copy, or delete a user-created favorite list by clicking on "Actions" and choosing the desired option.

To modify an existing list, select "Actions" and then click "Edit."

To rename a list, click into the "Favorite List Name" text box.

To add selections to this favorite list, use the search options of "Code/Keyword" or "Area/Type," and then select the magnifying glass icon to locate a selection. Selecting "Add" will add the selection to the list.

To remove codes from a favorite list, select "Codes in this Favorite List," and then click the garbage can icon next to the selection. To capture the changes, click "Save."

SUBMISSION OF A PATIENT ENCOUNTER AND PROCEDURES

Prior to saving a patient encounter, thoroughly review the information entered. Each logged patient encounter should include a segmental and somatic dysfunction and a treatment technique. If a procedure other than a treatment technique is performed, it must be entered at the same time; it should not be entered separately. The patient encounter and procedures are only logged and saved once the "Submit" button is clicked.

Note that patient encounters only count toward meeting established patient encounter minimums, as outlined in the Program Requirements, when the logged patient encounter includes a segmental and somatic dysfunction and a treatment technique.
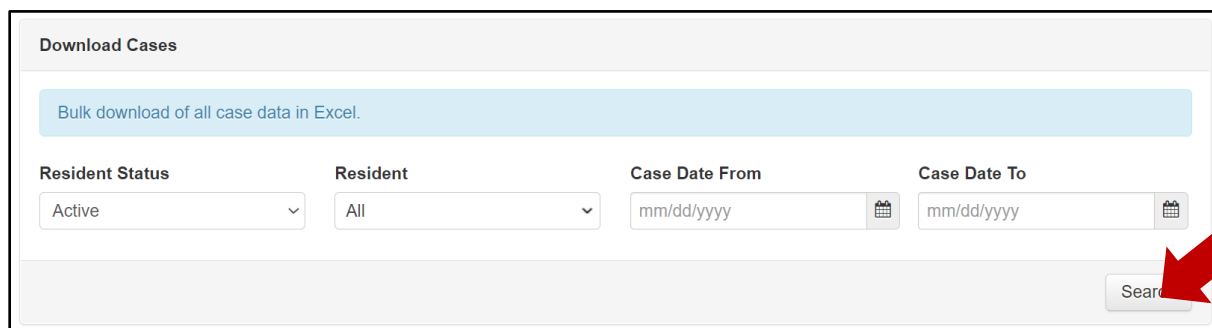
CASE LOG SYSTEM – DOWNLOADING LOGGED CASES

Patient encounters logged in the Case Log System can be exported by clicking "Download/Reports" in the "Case Logs" tab drop-down menu.

Note: The screenshots in this section reflect what a program director or program coordinator would see in ADS. A resident's view will have more pre-populated fields.
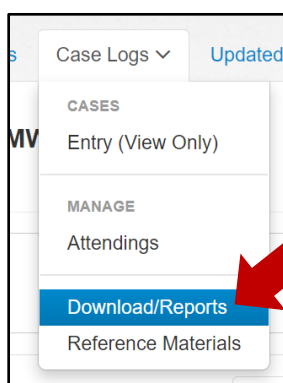
Enter the start and end dates for the patient encounters you want to download and click "Search."

A message will appear identifying how many cases were found in the system for the date range selected. Click "Download" to export the information into a Microsoft Excel file.

Download Cases

Bulk download of all case data in Excel.

232 cases found for selected criteria. Each case may have multiple records.

Resident Status	Resident	Case Date From	Case Date To
Archived	All	07/01/2021	06/30/2022

Download   Search

CASE LOG SYSTEM – REPORTS
Case Log reports are available by clicking "Download/Reports" in the "Case Logs" tab drop-down menu.

Case Logs ⌄   Updated

CASES
Entry (View Only)

MANAGE
Attendings

Download/Reports
Reference Materials
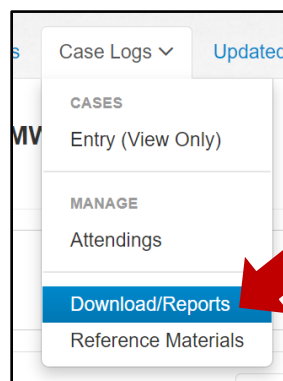
(continued on next page)

The reports below are available to program directors and program coordinators to monitor residents' progress toward meeting the curricular expectations established in the Program Requirements. It is expected that program directors frequently review residents' Case Logs to ensure they are up-to-date and accurate.

Residents also have access to many of these reports so they can track their own progress.

Reports

Filter Reports 🔍

Experience by Year ›
Generates an ACGME categorized summary by year.

Log Activity ›
Generates logging activity including case and procedure count, most recent case date and when the case was entered.

Case Brief ›
Generates case level data by case date, case ID, site, role, attending initials, code and code description, if applicable.

Case Detail ›
Generates case level data by case date, case year, case ID, attending, site, role, code and code description, if applicable.

Code Summary ›
Generates code level data by area and type, code, code count, code type and code description.

Tracked Codes ›
Generates a list of tracked codes for the specialty by area and type, code description, code, defined category and code attribute, if applicable.

Case Log Graduate Statistics ›
Statistical reports for graduates including national, program, individual resident and minimum reports (if applicable)

Specialty Specific Reports

Filter Specialty Specific Reports 🔍

ONMM Minimum ›
Tracks progress toward achieving the RRC-designated minimum expectations for graduation.

Patient Summary ›
Generates a patient summary by case type and setting.

Archived Reports

Filter Archived Reports 🔍

Archived Experience by Year ›
Generates an ACGME categorized summary by year.

Archived ONMM Minimum ›
Reflects procedural categories and minimums in effect at the current time (minimums and underlying procedures comprising the categories change over time and may have altered from what was applicable at the time of graduation)

Email questions about Case Log requirements to Executive Director Tiffany Moss, MBA: tmoss@acgme.org.

Email technical questions about the Case Log System to ADS@acgme.org.