

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*

Resident Year*

Setting*

Attending*

Patient Age*

Case Type

+ 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.

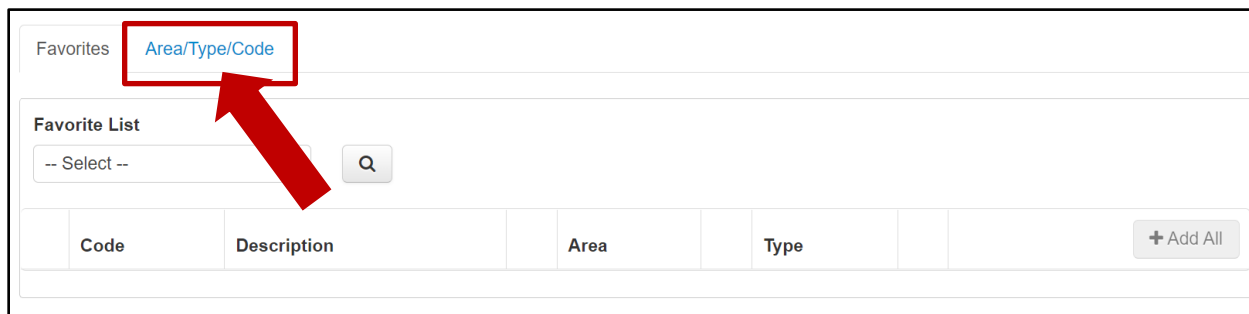
Case Type ▼
☐ OBGYN
☐ Pediatric
☐ Surgical

Comments

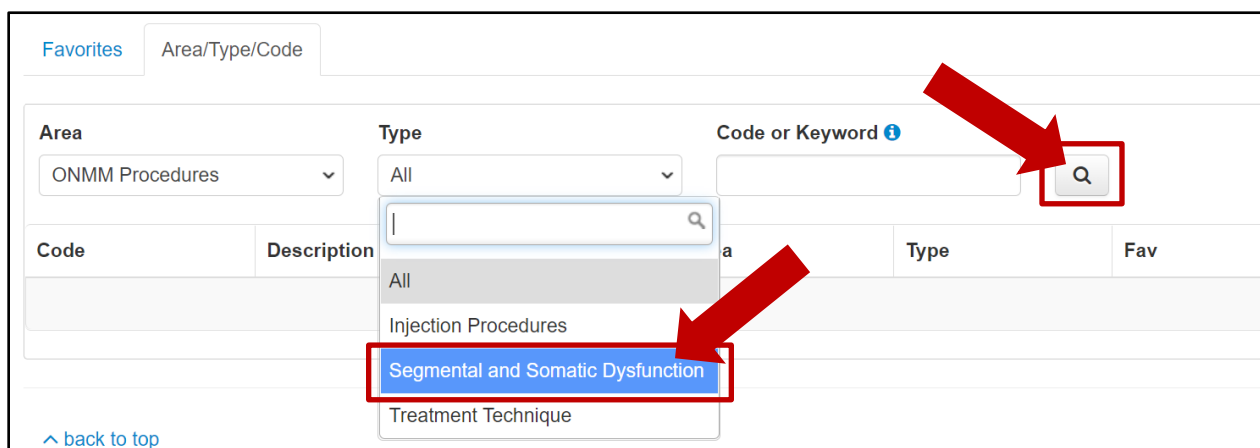
Enter any additional basic patient information for the encounter. This field is optional, and comments will only be visible in the “Full Detail Report.”

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.

Favorites Area/Type/Code

Area ONMM Procedures **Type** Segmental and Somatic Dy... **Code or Keyword**

Code	Description	Area	Type	Fav	
	Head region	ONMM Procedures	Segmental and Somatic Dysfunction	★	<input type="button" value="Add"/>
	Cervical region	ONMM Procedures	Segmental and Somatic Dysfunction	★	<input type="button" value="Add"/>
	Thoracic region	ONMM Procedures	Segmental and Somatic Dysfunction	★	<input type="button" value="Add"/>

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

Add Cases

Favorites Area/Type/Code

Area ONMM Procedures **Type** Segmental and Somatic Dy... **Code or Keyword**

Code	Description	Area	Type	Fav	
	Head region	ONMM Procedures	Segmental and Somatic Dysfunction	★	<input type="button" value="Add"/>
	Cervical region	ONMM Procedures	Segmental and Somatic Dysfunction	★	<input type="button" value="Add"/>
	Thoracic region	ONMM Procedures	Segmental and Somatic Dysfunction	★	<input type="button" value="Add"/>

Selected 1

Head region
Area: ONMM Procedures
Type: Segmental and Somatic Dysfunction

Legend

Diagnosis

If a region should be deleted, click the “X” in the right corner of the region’s box.

Add Cases

Code added to this case.

Favorites Area/Type/Code

Area ONMM Procedures **Type** Segmental and Somatic Dy... **Code or Keyword**

Code	Description	Area	Type	Fav	
	Head region	ONMM Procedures	Segmental and Somatic Dysfunction	★	<input type="button" value="Add"/>
	Cervical region	ONMM Procedures	Segmental and Somatic Dysfunction	★	<input type="button" value="Add"/>

Selected 3

Cervical region
Area: ONMM Procedures
Type: Segmental and Somatic Dysfunction

Sacral region
Area: ONMM Procedures
Type: Segmental and Somatic Dysfunction

Head region
Area: ONMM Procedures
Type: Segmental and Somatic Dysfunction

Legend

ENTERING PATIENT ENCOUNTER – TREATMENT TECHNIQUES

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

The screenshot shows the 'Add Cases' form. The 'Area' dropdown is set to 'ONMM Procedures'. The 'Type' dropdown is open, showing options: 'All', 'Injection Procedures', 'Segmental and Somatic Dysfunction', and 'Treatment Technique'. The 'Treatment Technique' option is highlighted. A red arrow points to the magnifying glass icon in the search bar. The table below shows the following data:

Code	Description	Area	Type	Fav	Add
	Osteopathic cranial manipulative	ONMM Procedures	Treatment Technique	★	Add
	Myofascial release	ONMM Procedures	Treatment Technique	★	Add
	Soft tissue method	ONMM Procedures	Treatment Technique	★	Add

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

The screenshot shows the 'Add Cases' form. The 'Type' dropdown is set to 'Treatment Technique'. The table below shows the following data:

Code	Description	Area	Type	Fav	Add
	Balanced ligamentous tension/ligamentous articular strain method	ONMM Procedures	Treatment Technique	★	Add
	Still technique	ONMM Procedures	Treatment Technique	★	Add
	Percussion vibrator method	ONMM Procedures	Treatment Technique	★	Add
	Muscle energy method	ONMM Procedures	Treatment Technique	★	Add
	Articulatory method	ONMM Procedures	Treatment Technique	★	Add

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

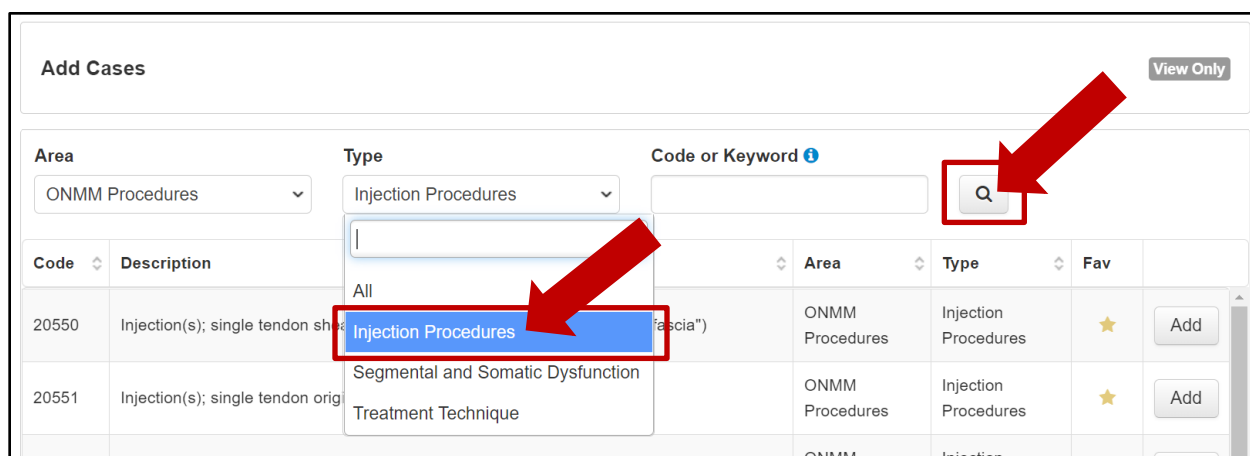
The screenshot shows the 'Add Cases' form. The 'Case ID' is 'XXXXXXX', 'Case Date' is '7/19/2022', 'Case Year' is '2', and 'Setting' is 'Outpatient'. The 'Case Type' dropdown is open, showing options: 'OBGYN', 'Pediatric', and 'Surgical'. The 'OBGYN' option is selected. The table below shows the following data:

Code	Description	Area	Type	Fav	Add
	Muscle energy method	ONMM Procedures	Treatment Technique	★	Add
	Still technique	ONMM Procedures	Treatment Technique	★	Add
	Percussion vibrator method	ONMM Procedures	Treatment Technique	★	Add
	Articulatory method	ONMM Procedures	Treatment Technique	★	Add

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.

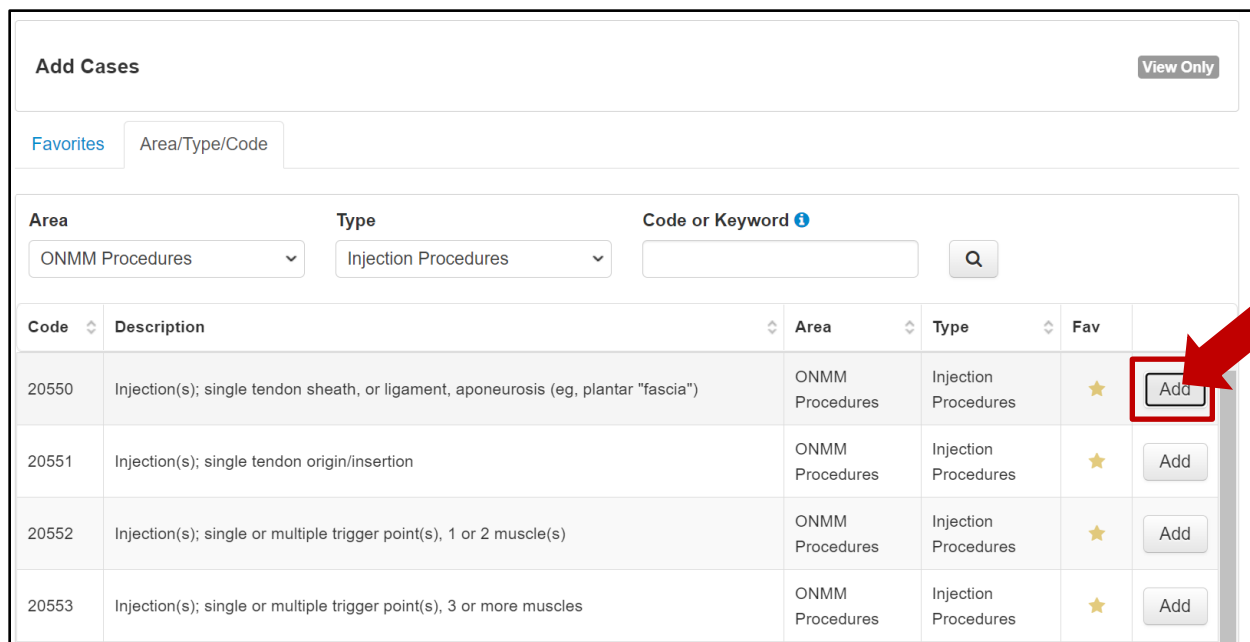
To log tracked procedures, select “Injection Procedures” from the “Type” drop-down menu and click the magnifying glass.



The screenshot shows the 'Add Cases' form. The 'Area' dropdown is set to 'ONMM Procedures'. The 'Type' dropdown is open, showing 'All', 'Injection Procedures' (highlighted with a red box and a red arrow), 'Segmental and Somatic Dysfunction', and 'Treatment Technique'. The 'Code or Keyword' field has a magnifying glass icon (highlighted with a red box and a red arrow) to the right of it. Below the dropdowns is a table with columns: Code, Description, Area, Type, Fav, and an 'Add' button. The table contains three rows of injection procedures.

Code	Description	Area	Type	Fav	
20550	Injection(s); single tendon sheath, or ligament, aponeurosis (eg, plantar "fascia")	ONMM Procedures	Injection Procedures	★	Add
20551	Injection(s); single tendon origin/insertion	ONMM Procedures	Injection Procedures	★	Add
		ONMM	Injection		

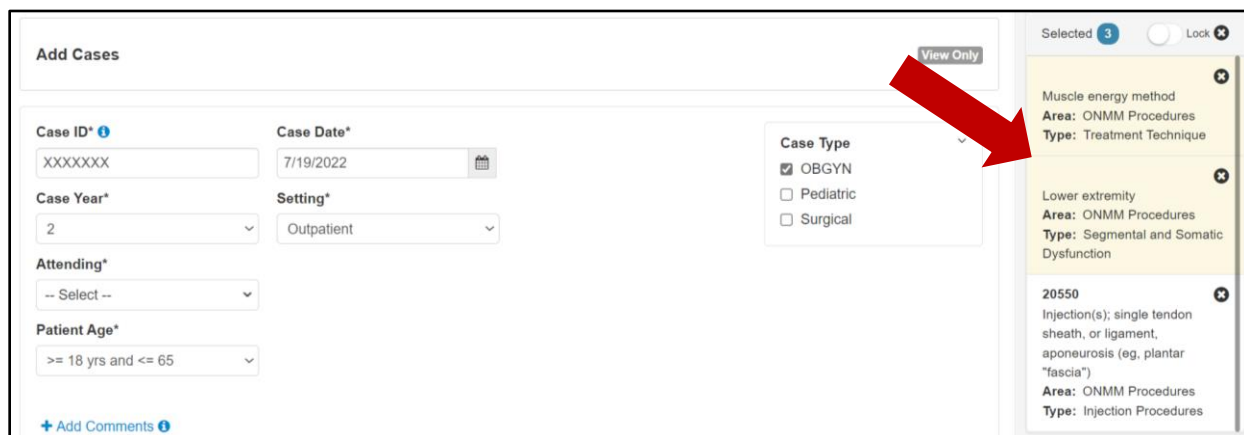
Click “Add” next to each procedure relevant to the patient encounter.



The screenshot shows the 'Add Cases' form with the 'Type' dropdown set to 'Injection Procedures'. The table lists four injection procedures. The 'Add' button next to the first procedure (20550) is highlighted with a red box and a red arrow.

Code	Description	Area	Type	Fav	
20550	Injection(s); single tendon sheath, or ligament, aponeurosis (eg, plantar "fascia")	ONMM Procedures	Injection Procedures	★	Add
20551	Injection(s); single tendon origin/insertion	ONMM Procedures	Injection Procedures	★	Add
20552	Injection(s); single or multiple trigger point(s), 1 or 2 muscle(s)	ONMM Procedures	Injection Procedures	★	Add
20553	Injection(s); single or multiple trigger point(s), 3 or more muscles	ONMM Procedures	Injection Procedures	★	Add

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



The screenshot shows the 'Add Cases' form. On the right side, there are three summary boxes. A red arrow points from the 'View Only' button to these boxes. The first box is for 'Muscle energy method', the second for 'Lower extremity', and the third for '20550 Injection(s); single tendon sheath, or ligament, aponeurosis (eg, plantar "fascia")'.

Case ID*	Case Date*	Case Type	Case Year*	Setting*	Attending*	Patient Age*
XXXXXXX	7/19/2022	<input checked="" type="checkbox"/> OBGYN <input type="checkbox"/> Pediatric <input type="checkbox"/> Surgical	2	Outpatient	-- Select --	>= 18 yrs and <= 65

Selected: 3 Lock

Muscle energy method
Area: ONMM Procedures
Type: Treatment Technique

Lower extremity
Area: ONMM Procedures
Type: Segmental and Somatic Dysfunction

20550
Injection(s); single tendon sheath, or ligament, aponeurosis (eg, plantar "fascia")
Area: ONMM Procedures
Type: Injection Procedures

+ Add Comments

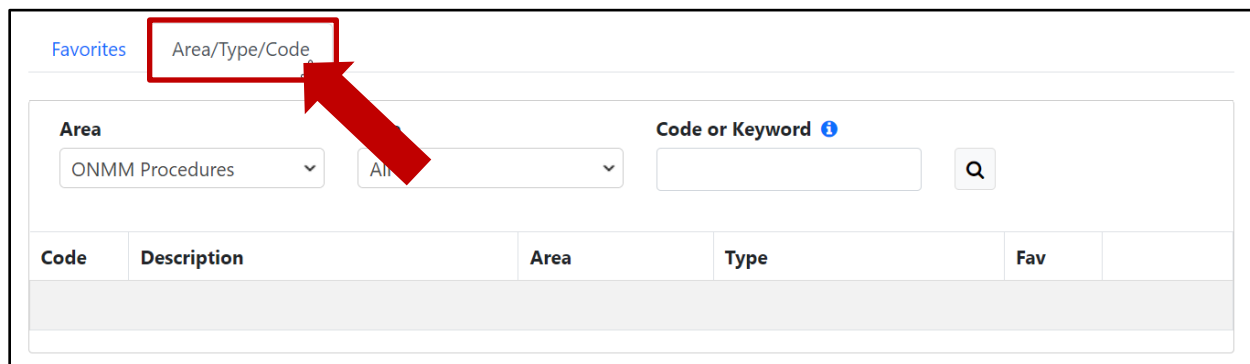
FAVORITES LIST MANAGEMENT

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.



The screenshot shows the 'Favorites' tab. A red arrow points to the 'Area/Type/Code' tab. Below the tabs, there are input fields for 'Area', 'Code or Keyword', and a search button. Below these fields is a table with columns: Code, Description, Area, Type, Fav, and an empty column.

Favorites

Area/Type/Code

Area: ONMM Procedures Code or Keyword: All

Code	Description	Area	Type	Fav	

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.

The screenshot shows the 'Favorites' section of a web application. At the top, there are tabs for 'Favorites' and 'Area/Type/Code'. Below these are three search filters: 'Area' (set to 'ONMM Procedures'), 'Type' (set to 'All'), and 'Code or Keyword' (empty). A magnifying glass icon is to the right of the 'Code or Keyword' field. A red box highlights these filters and the magnifying glass icon, with a red arrow pointing to it. Below the filters is a table with columns: 'Code', 'Description', 'Area', 'Type', 'Fav', and an 'Add' button. The table contains five rows of data, all with 'ONMM Procedures' as the Area and 'Treatment Technique' as the Type. The 'Fav' column shows a star icon for each row, and the 'Add' button is present for each row.

Code	Description	Area	Type	Fav	Add
	Osteopathic cranial manipulative medicine	ONMM Procedures	Treatment Technique	★	Add
	Myofascial release	ONMM Procedures	Treatment Technique	★	Add
	Soft tissue method	ONMM Procedures	Treatment Technique	★	Add
	High velocity/low amplitude method	ONMM Procedures	Treatment Technique	★	Add
	Counterstrain method	ONMM Procedures	Treatment Technique	★	Add

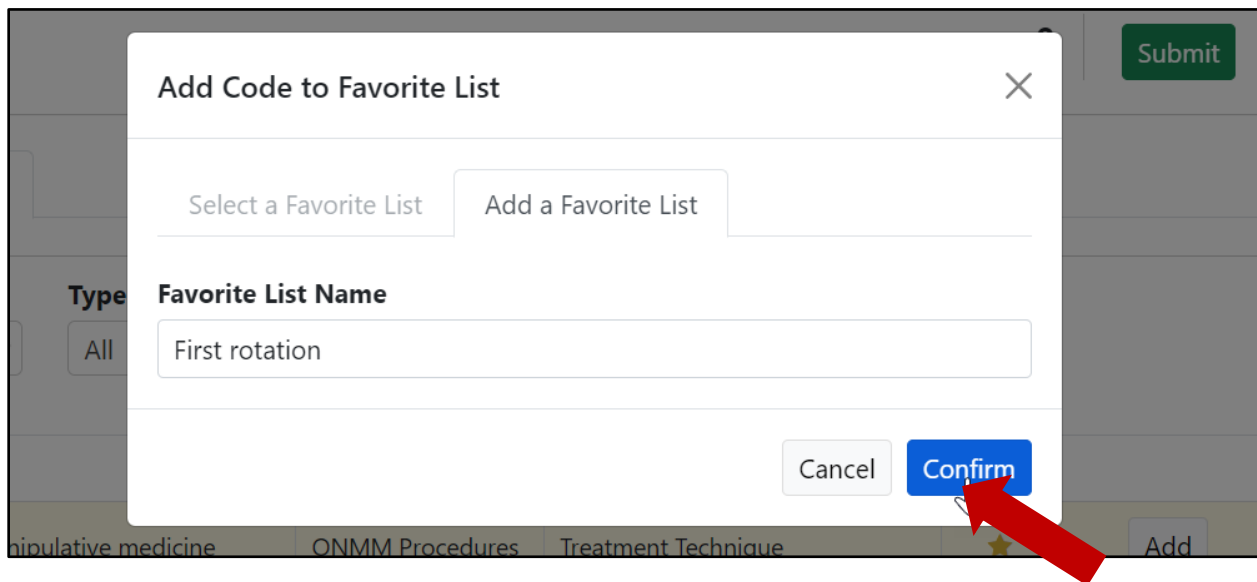
Click the star icon in the “Fav” column to add a selection to a favorite list.

This screenshot is similar to the previous one, but with a red box highlighting the star icon in the 'Fav' column of the first row. A red arrow points to this star icon. A tooltip with the text 'Add code to favorite list' is visible above the star icon.

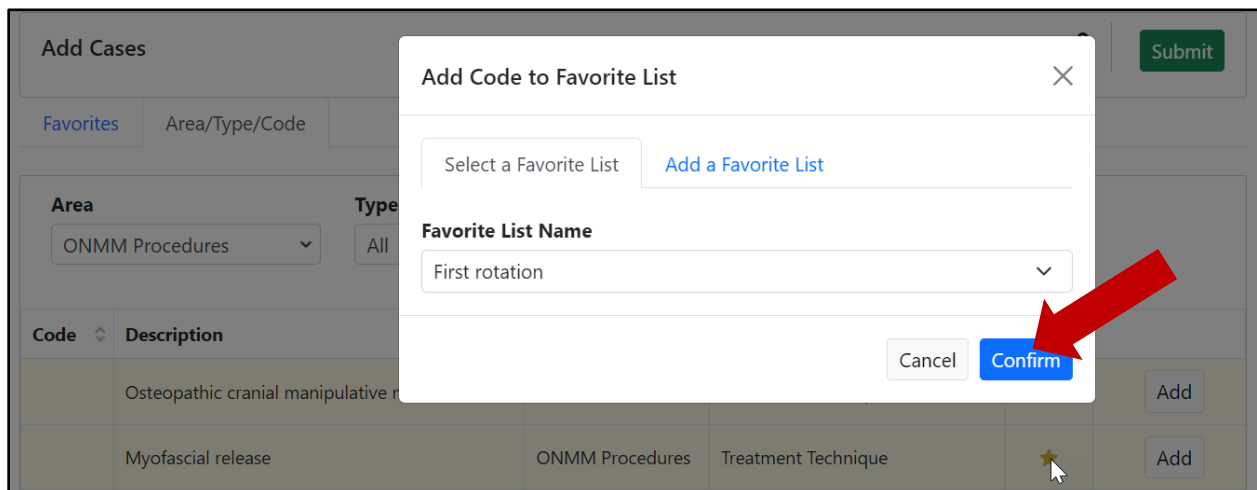
A dialogue box will appear to either “Select a Favorite List” (to add this selection to) or “Add a Favorite List.” In the example below, a new list is being created.

The screenshot shows a modal dialog box titled 'Add Code to Favorite List'. It has two tabs: 'Select a Favorite List' and 'Add a Favorite List'. The 'Add a Favorite List' tab is active. Below the tabs is a text input field labeled 'Favorite List Name'. A green bar below the input field indicates '0 of 64 characters'. At the bottom right of the dialog are 'Cancel' and 'Confirm' buttons. The background shows the same Favorites interface as the previous screenshots, but it is dimmed.

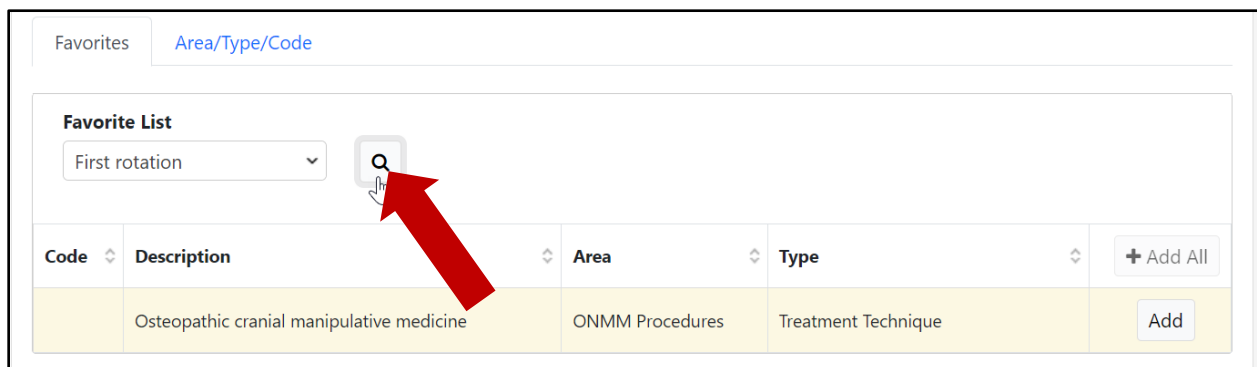
After entering a name, select “Confirm” to save that selection to the new list.



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.

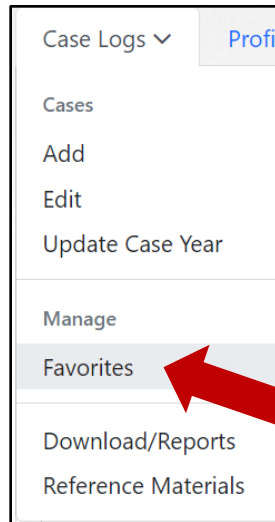


To access a list, select the “Favorites” tab, choose a list from the “Favorite List” drop-down menu, and then click the magnifying glass icon to see the saved options.



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.

Manage Favorite Lists					Add
Default	Name	Generated	Code Total		
<input type="radio"/>	First rotation	User	1		Actions
N/A	Your program	System	25		Edit
N/A	Your specialty	System	25		Copy
					Delete

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.

Edit Favorite List

Save

Favorite List Name

First rotation

14 of 64 characters

Area/Type/Code

Codes in this Favorite List 1

Area

ONMM Procedures

Type

All

Code or Keyword

Q

Code	Description	Area	Type	
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Favorite List Name

First rotation

Area/Type/Code

Codes in this Favorite List 1

Area

ONMM Procedures

Type

All

Code or Keyword

Q

Code	Description	Area	Type	
	Osteopathic cranial manipulative medicine	ONMM Procedures	Treatment Technique	Add
	Myofascial release	ONMM Procedures	Treatment Technique	Add

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.”

Edit Favorite List

Save

Favorite List Name

First rotation

Area/Type/Code

Codes in this Favorite List 1

Code	Description	Area	Type	
	Osteopathic cranial manipulative medicine	ONMM Procedures	Treatment Technique	

SUBMISSION OF A PATIENT ENCOUNTER AND PROCEDURES

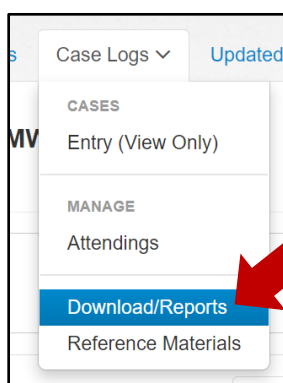
Prior to saving a patient encounter, thoroughly review the information entered. Each logged patient encounter should include a segmental and somatic dysfunction and a treatment technique. If a procedure other than a treatment technique is performed, it must be entered at the same time; it should not 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.

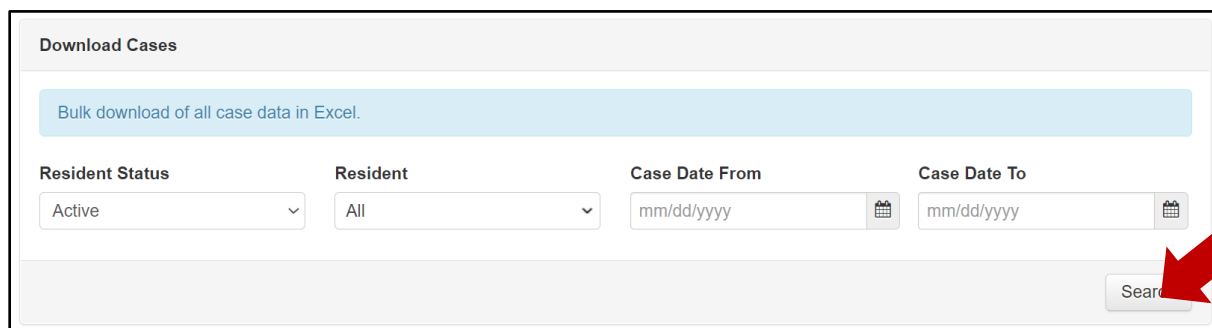
CASE LOG SYSTEM – DOWNLOADING LOGGED CASES

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 screenshot of a web form titled 'Download Cases'. At the top, there is a light blue box containing the text 'Bulk download of all case data in Excel.' Below this, there are four input fields: 'Resident Status' with a dropdown menu showing 'Active'; 'Resident' with a dropdown menu showing 'All'; 'Case Date From' with a text input 'mm/dd/yyyy' and a calendar icon; and 'Case Date To' with a text input 'mm/dd/yyyy' and a calendar icon. At the bottom right of the form is a 'Search' button. A large red arrow points from the right towards the 'Search' button.

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.

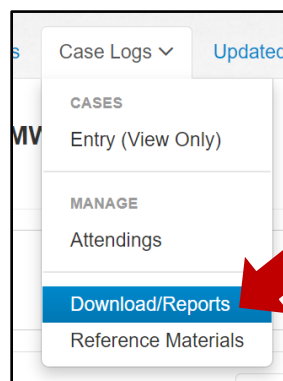
232 cases found for selected criteria. Each case may have multiple records.

Resident Status: Archived
Resident: All
Case Date From: 07/01/2021
Case Date To: 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.



(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	Specialty Specific Reports
<input type="text" value="Filter Reports"/> <input type="button" value="Q"/>	<input type="text" value="Filter Specialty Specific Reports"/> <input type="button" value="Q"/>
Experience by Year > Generates an ACGME categorized summary by year.	ONMM Minimum > Tracks progress toward achieving the RRC-designated minimum expectations for graduation.
Log Activity > Generates logging activity including case and procedure count, most recent case date and when the case was entered.	Patient Summary > Generates a patient summary by case type and setting.
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)	
	Archived Reports
	<input type="text" value="Filter Archived Reports"/> <input type="button" value="Q"/>
	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.