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 designed for osteopathic neuromusculoskeletal medicine. All osteopathic neuromusculoskeletal medicine patient encounters that occur while an active resident in an ACGME-accredited osteopathic neuromusculoskeletal medicine program must be entered in the ACGME 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 will be 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” tab 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 Resident Roster in ADS. Residents will only have access to the Case Log System as 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).

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 (see website link on the previous page).

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. Contact the 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 (see link above).

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.

SUBMISSION OF PATIENT ENCOUNTER AND PROCEDURES

Prior to saving the 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 Log” 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 download the information into an Excel file.
CASE LOG SYSTEM – REPORTS

Case Log reports are available by clicking “Download/Reports” in the “Case Logs” tab drop-down menu.

The reports below are available to program directors and program coordinators to monitor residents’ progress towards meeting the curricular expectations established in the Program Requirements. It is also 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.

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Email questions about Case Log requirements to Executive Director Tiffany Moss, MBA at tmoss@acgme.org. Email technical questions specific to the Case Log System at ADS@acgme.org.