INTRODUCTION

The Resident Case Log System is an Internet based case log system utilizing CPT codes and ICD9 codes to track resident experiences. The Resident Review Committee (RRC) has indexed these codes into categories for evaluation. All valid CPT and ICD9 codes have been added to the ACGME Resident Case Log System. The Resident Review Committee’s (RRC) identify the codes that pertain to the specific specialty, and choose the category in which it counts (area and type). Those codes that the RRC is not tracking at this time are placed into an area and type called miscellaneous or unassigned and will display on the reports as "miscellaneous" or "unassigned".

The resident should enter encounters/procedures and choose codes that accurately reflect the encounter/procedure performed or the code that most closely matches. Some entries may fall into the unassigned category. You can generate a full detail, or a CPT/ICD 9 Summary report on a weekly or monthly basis to review the unassigned procedures to make sure that they are being reported correctly. When you run the report, choose the appropriate resident and in the area select “unassigned”. The resident also has this capability so they can run the report as well (see report section for more details).

Any valid code can be entered into the application, but only those codes the RRC has selected will be counted for experience.

While some programs prefer to have administrative personnel enter resident experience, this application was designed to allow residents to enter data on a regular basis at their convenience. Entry can be done from any PC connected to the World Wide Web at any time 24 hours a day.

The site is secured by encryption certificates obtained through the Verisign Corporation and is backed up daily.

GETTING STARTED

No specific software is required, and no software will be sent or needs to be downloaded to use this system.
The Accreditation Council for Graduate Medical Education (ACGME) has provided each program director with a user ID and password to access the Case Log System. It is the program director/administrator's responsibility to enter and maintain program specific information such as residents, attending (supervisor) physicians, institutions (location), rotation, and users. It is the program's responsibility to assign User IDs and Passwords to each resident in the program.

Access to the system is available through most commonly used Internet Browsers. No special download of additional software is required. You will have to enable cookies to use the application. Cookies are being used to maintain your session information with ACGME in order to improve performance. When running reports the system will ask you to download the Crystal smart viewer. This is a Seagate Crystal Report application, which allows you to search and print reports. Please answer YES to the download screen if it appears. If you do not get this option you should contact your IT department to ensure that you have the Java component of your browser installed.
HOW TO LOGIN

Using your Internet-browser, go to the ACGME homepage at www.acgme.org (fig. 1). Select Data Collection Systems, Resident Case Log System, & click Login (fig. 2).
LOGON TYPES

Program Director logon has the program setup option, only has view capabilities of resident's data, and can view and run reports on all resident's data. This logon will have the Case Entry, Program Setup, Year End, Reports, Handheld (if available) and Help tabs.

Administrator logon has the program setup option, and add, view, modify and delete capabilities of residents' data. It can also run reports on all residents' data. This logon will have the Case Entry, Program Setup, Year End, Reports, Handheld (if available) and Help tabs.

Resident logon has view, modify and delete capabilities of their own data. It can also run reports on their own data. This logon will have the Case Entry, Reports, Handheld (if available) and Help tabs.

Entering Username and Password

Program Director
Enter the User ID and Password (provided by ACGME) and click on the “Login” button. Your initial login is the same login used for the ADS system. If your specialty has started using the Case Log system and you have not received a user ID and password please contact the ACGME Support Center at 312.755.7464 or e-mail oplog@acgme.org. Please indicate your 10 digit ACGME program number to facilitate this request.

Resident
Enter in the user ID and password, provided by your program director or coordinator. If you have forgotten your user ID, password or both please contact your program director or coordinator to have them re-set.

If you are a program director and you forgot your user ID or password you must contact the ACGME Support Center to obtain a new one. If a resident forgets his/her password the Program Director/Administrator must assign a new one. (See Instructions for Program Setup, User Update section of the user manual).
CHANGING YOUR PASSWORD

A user may change their password at any time. To change your password you must login to the system as explained above, however, you need to click on the 'Change Password' check box prior to pressing the Login button. A new window will open for you to enter and confirm your new password. Figure 4 shows the Change Password Screen, which allows the user to change their password.

Figure 4: Change Password Screen

Enter required data and press the Save button. If you decide you don't want to change the password press the Cancel button. You will remain logged on to the system. You must provide information for all of the fields. We recommend that all passwords be at least 5 characters and a maximum of 15 in length and contain at least 1 numeric. Please use only alphanumeric (A-Z, 0-9) characters for your passwords. Stay away from any special characters including < > ../()!"[]{}*^%#@!-+=. The password field is NOT case sensitive.

WELCOME PAGE

The Welcome Page (Figure 5) is the starting point after the initial login. It will confirm that you are logged on and will inform you of changes or issues. It will also provide you with the necessary tabs (or Sections) to perform your program setup and data entry.
Welcome to Resident Operative Case Log

Last Updated 09/04/2007

The process for adding new residents to the Case Log System has been updated. Now, all new residents must be entered into ADS first. After adding them into ADS, there are two options for completing their addition to the Case Log System.

One is to wait for the next day. Each night, newly added residents to ADS will be automatically transferred to Case Logs. To complete their addition, simply assign them an ID and password for the Case Log System.

Otherwise, after adding them into ADS, you can log back into Case Logs and go to the 'Add/Update Resident' under resident on the Program Setup tab. On the top part of the page, newly added residents from ADS will be listed, and any residents previously entered into the Case Log System will be the bottom part of the page. Simply click on 'Add' and the details will be transferred. Alternatively, click on 'Synchronize Residents with ADS' and all new residents will be entered and their year in progress synchronized with ADS.

The CPT descriptions have been updated to reflect the CPT 2007 publication by the AMA. The most notable change is that all the CPT's medium descriptions have been abbreviated to a maximum length of 48 characters. This change still allows all 'handheld device' users.

Figure 6: Welcome Page

The Tabs at the top of the page are the available options (fig.5). Depending on the level of user access allowed (see logon section; logon types), certain tabs may not be available.

<table>
<thead>
<tr>
<th>Login:</th>
<th>Brings you back to the initial login screen. You must re-enter your ID and password to gain access back into the system.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Entry:</td>
<td>This screen provides the ability to add, view, and modify individual records entered into the program. This screen also allows you to download procedures and update procedure year of procedures already entered into the system.</td>
</tr>
<tr>
<td>Program Setup:</td>
<td>This screen allows the Program Director/Administrator to perform initial setup and ongoing maintenance of the database such as add attendings (supervisors), institutions (locations), issue user IDs and passwords for residents, add new residents, add rotations and initiate resident transfer requests.</td>
</tr>
<tr>
<td>Year End:</td>
<td>Allows the Program Director/Administrator to set the correct reporting year and identify graduating residents so annual operative log reports can be generated.</td>
</tr>
<tr>
<td>Reports:</td>
<td>Program and resident reports are generated from this screen.</td>
</tr>
<tr>
<td>Handheld:</td>
<td>This option allows residents to enter procedures on a handheld or pocket pc to upload to ACGME. See handheld request form for details.</td>
</tr>
</tbody>
</table>