

ACGME-I Case Logs **QUICK GUIDE** for Residents in Emergency Medicine

A **Quick Guide** to Entering Cases

Consider the following when entering your cases or reviewing your Case Log reports:

1. All resident roles and credits entered count toward meeting minimum requirements. All procedures entered count toward meeting minimum requirements. Up to 30 percent of the required logged procedures performed in simulated settings can count toward the required minimum with the exception of rare procedures, including pericardiocentesis, cardiac pacing and cricothyrotomy. One hundred percent of these rare procedures may be performed as simulation.

Quick Guide to Case Entry Fields

<i>Resident</i>	Resident name is auto-filled upon login.
<i>Institution</i>	Select the institution where the procedure was performed.
<i>Case ID</i>	Indicate a unique patient identifier to allow tracking of the patient to the procedure.
<i>Resident Program Year and Resident Year of Case</i>	Enter your categorical year in the specialty at the time of the case. You can adjust the Resident Year of Case field to a prior year if you wish to backdate a case.
<i>Supervisor</i>	Select the attending physician who supervised the case. All attending physicians should be available from the dropdown box. If the attending is not listed, inform the program coordinator who can add the faculty member to ADS.
<i>Date</i>	Enter the date <i>the procedure was performed</i> . Do not enter the date you are entering the case into the system.
<i>Resident Role</i>	Indicate your role in the case <ul style="list-style-type: none"> ➤ Performed – completes the most critical portion of the procedure or treatment on a patient and is responsible for the overall success ➤ Simulated – performs the procedure or treatment in a setting that was not a live patient receiving care
<i>Patient Type</i>	Indicate the age of the patient: <ul style="list-style-type: none"> ➤ Adult – 18 years of age or older ➤ Pediatric – less than 18 years and older than 12 months of age ➤ Infant – 12 months of age or younger
<i>Credit</i>	Only one of the following credit options can be entered for each procedure. If multiple procedures are performed during a case, residents must select one as primary. <ul style="list-style-type: none"> ➤ Primary – the procedure or treatment that is the main reason for providing care to the patient on the date indicated

	<ul style="list-style-type: none"> ➤ Secondary – all other subordinate procedures or treatments performed on the date indicated
<i>Procedure Information</i>	<p>Enter the following information for each case:</p> <ul style="list-style-type: none"> ➤ Area - After selecting the Group, the bold category headers below indicate the Area. Click the box for the applicable type (see below) of procedure/diagnosis in that area for the case. The Area is the broadest category of procedure/diagnosis the Review Committee is tracking. ➤ Type - This refers to the specific procedure/diagnosis the Review Committee is tracking. Click the applicable box.

For technical support or questions regarding the Accreditation Data System (ADS) and the Case Log System, e-mail ADS@acgme.org.