



## ACGME-I Case Logs

### **QUICK GUIDE** for Residents in General Surgery

#### **A Quick Guide to Entering Cases**

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

1. Only the following resident roles are counted toward minimum case requirements:
  - All cases as Surgeon Chief and Surgeon Junior count toward Total Major cases.
  - Only the first 50 cases performed as a Teaching Assistant will count toward a resident's Total Major cases.
  - Cases logged as Teaching Assistant may not count toward the 150 minimum cases needed during the Chief Year.
  - Only procedures selected as primary credit count toward meeting minimum requirements.
  - In the pediatric surgery category, at least 50 percent of cases (or 10 cases) must be performed as Surgeon Chief, Surgeon Junior or Teaching Assistant. No more than 50 percent of cases (or 10 cases) can be performed as First Assistant.
2. Residents can count multiple procedures on one case. For example, if two residents perform different procedures during the same case, then each may enter the case as Surgeon.
3. When several residents are involved in the same patient/same day/same operation/same procedure, one resident may take credit as Surgeon Chief or Surgeon Junior, while the other residents may take credit as First Assistant. A senior resident may take credit as a Teaching Assistant while a more junior resident takes credit as Surgeon Junior.
4. A resident can only receive credit for one procedure performed on any one patient on a given day.

**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>Attending</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 <b>not</b> enter the date you are entering the case into the system.
<i>Resident Role</i>	<p>Indicate your role in the case</p> <ul style="list-style-type: none"> <li>➤ Surgeon Chief: The resident performed the case in the role of Surgeon during the 12 months of Chief Year. All cases performed in the role of Surgeon Chief count toward the resident's minimum case requirements.</li> <li>➤ Surgeon Junior: For cases performed prior to the Chief Year, the resident has substantial responsibility for the case and performs over 50% of the surgical procedure. All cases performed in the role of Surgeon count toward the resident's minimum case requirements.</li> <li>➤ First Assistant: The resident assists during the procedure with another surgeon who is an attending or a more senior resident who is responsible for the case. The Assistant performs less than 50% of the surgical procedure. Cases performed in the role of First Assistant do not count toward the total number of major cases.</li> <li>➤ Teaching Assistant: A senior resident who instructs another resident who is taking credit for the case as Surgeon. The Teaching Assistant performs less than 50% of the surgical procedure. Up to 50 cases entered by the chief resident as a Teaching Assistant are credited toward the total requirement of 750 cases. Cases logged as Teaching Assistant do not count toward the 150 minimum cases needed during the chief year.</li> </ul>
<i>Patient Type</i>	<ul style="list-style-type: none"> <li>➤ Adult – greater than or equal to 13 years of age at the time of surgery</li> <li>➤ Pediatric – less than 13 years of age at the time of surgery</li> </ul>
<i>Credit</i>	<p>If multiple procedures are performed during a case, residents must select one as primary. Only Primary procedures are counted toward minimum requirements.</p> <ul style="list-style-type: none"> <li>➤ Primary – the procedure or treatment that is the main reason for providing care to the patient on the date indicated.</li> <li>➤ Secondary – all other subordinate procedures or treatments performed on the date indicated.</li> </ul>

<i>Procedure Information</i>	<p>Enter the following information for each case:</p> <ul style="list-style-type: none"><li>➤ Area - The Area is the broadest category of procedure/diagnosis the Review Committee is tracking.</li><li>➤ Type - This refers to the specific procedure/diagnosis the Review Committee is tracking. Click the applicable box.</li></ul>
------------------------------	--

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