

ACGME-I Case Logs
QUICK GUIDE for Faculty and Staff in
Obstetrics and Gynecology



A **Quick Guide** to interpreting reports

Consider the following when reviewing resident case log reports or counselling residents on their case log entry:

1. The following are definitions for the resident role options:

Surgeon: Resident has substantial responsibility for the case and performs over 50% of the surgical procedure.

Assistant: Resident assists during the procedure with another surgeon who is an attending or more senior resident and who is responsible for the case. The Assistant performs less than 50% of the surgical procedure. Cases performed in the role of Assistant do not count toward minimums

Teaching Assistant: A senior resident (PGY 4 or 5) who instructs another resident who is taking credit for the case as Surgeon. The Teaching Assistant performs less than 50% of the surgical procedure.

2. Only the following resident roles for each case are counted toward minimum case requirements
 - Surgeon
 - PG-4 or 5 residents acting as a Teaching Assistant may count procedures toward minimum requirements. The Teaching Assistant directs and oversees major portions of the procedure being performed by a more junior resident surgeon.
3. The following are the definitions for patient type/case type options:

Invasive Cancer: A surgical procedure involving pathologically proven invasive cancer (not dysplasia) of the reproductive organs. The procedure may be as small as a cervical biopsy and as extensive as an exenteration.

N/A: all other procedures not involving the above, should be listed as Not Applicable (N/A).
4. If multiple procedures are performed during a single operation, one of those procedures must be designated as Primary.
5. All entered procedures are counted toward minimum requirements.

Available Reports

<i>Experience by Role</i>	This report lists all procedures, including those that do not count toward the required minimum numbers, the number of each performed by the selected resident in each of the three roles, as well as the total number for each procedure.
<i>Experience by Year</i>	This report provides the total number of procedures that are included in the resident experience report by role.
<i>Activity Report</i>	This report allows program directors to note the number of cases or procedures logged by residents and the date and time that cases or updates were entered. This report is a quick way to keep track of how frequently residents are entering their cases. For example, if the program has a requirement that residents must enter cases weekly, running this report on a weekly basis is an easy way to identify residents who are not meeting the residency's requirements.
<i>Case Brief Report</i>	This is a brief report that lists the procedure date, case ID, CPT code, institution, resident role, attending and description for each case for the selected resident.
<i>Case Detail Report</i>	All information for each case entered into the case log system is displayed in this report, making it most useful for getting an in-depth view of a resident's experience during a defined period. For example, this report could be generated for each resident for the preceding 3-month period and used as part of the quarterly evaluation meeting with the program director or designated faculty mentor. The use of filters can provide additional insight into the resident's activities.
<i>Code Summary report</i>	This report provides the number of times each procedure or CPT code is entered into the case log system by the program's residents. Filtering by specific CPT code, attending, institution, and/or setting can provide information on clinical activity that is useful to make targeted changes in rotation schedules, curriculum, faculty assignments, etc. This report can also be especially helpful in monitoring the procedures that do not count toward minimums. Choosing non-tracked codes on the area dropdown will show the procedures that have been entered and will not count toward minimum requirements. Review of these codes can determine if cases are being correctly entered.

<i>Minimums Report</i>	This report will track resident progress toward achieving minimum numbers, a separate report should be generated for each resident using the default settings.
<i>Tracked Codes and Defined Category Report</i>	These reports provide a summary and description of all of the cases defined by the specialty that can be entered into the ACGME-I case log system. This report is organized by CPT codes; however, even if CPT codes are not used in your system, the report is useful to get a comprehensive listing of all procedures that are available to be tracked.

For technical support with Accreditation Data System (ADS) and the Case Log System, email webads@acgme.org.