

ACGME-I Case Logs **QUICK GUIDE** for Faculty and Staff in Dermatology

Consider the following when reviewing resident Case Log reports or counseling residents on their Case Log entry:

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

Resident Surgeon: Resident has substantial responsibility for the case, has scrubbed in, and performs the majority of the surgical procedure.

Observer: Resident observes or assists during the procedure with another surgeon who is an attending or a more senior resident, and who is responsible for the case. Cases performed in the role of Observer count only toward the following minimums: Mohs micrographic surgery; laser, combined (ablative, non-ablative, vascular); botulinum toxin chemodenervation; soft tissue augmentation and skin fillers, flaps and grafts (split or full); and nail procedures.

2. Residents can count multiple procedures on one case.

When the Resident Role is the same for all procedures for a particular Case ID:

The Case Log System is designed to allow the entry of multiple procedures in the same case data entry screen for a single Case ID. Residents will receive credit in the Case Log reports for each of the procedures entered. For example, if a resident indicated the role of Resident Surgeon treating a benign lesion he/she would enter the procedure for excision of the 1.5 cm cyst, and also would enter a procedure for the complex closure of the resultant defect. When the Resident Operative Experience Report is generated, the resident receives one count credit in the Resident Surgeon column for both “Excision – Benign Lesion” and “Repair (Closure).”

When the role differs for the resident’s involvement in the procedures performed for a particular Case ID:

If Resident A performs the excision on Mr. Smith but then observes Resident B performing the complex closure, Resident A would fill in two case data entry screens for the lesion. For the excision, Resident A would designate the resident role as Surgeon. After saving the first entry, Resident A would complete a second case entry screen in which he/she would select Observer for the resident role for the complex closure. In both screens, Resident A would enter the same number in the Case ID box.

3. The following definitions are used in case entry fields: Patient Type
 - Adult: 18 years or older at the time of the surgery
 - Pediatric: Younger than 18 years at the time of the surgery

Available Reports

<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 logging their cases.
<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 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 three-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 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>Tracked Codes Report</i>	This report provides 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.
<i>Operative Experience Report</i>	Track aggregated resident or individual resident total cases for each category for roles of Resident Surgeon, Observer, or Primary. The procedures are divided into required procedures and optional procedures.

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