

**ACGME-I Case Logs**  
**QUICK GUIDE for Residents in**  
**Obstetrics and Gynecology**



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 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.
  
2. If multiple procedures are performed during one operation, only one of those procedures must be designated as Primary.

*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>	Indicate your role in the case <ul style="list-style-type: none"> <li>➤ Surgeon: 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>➤ 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 case requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ 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. Cases performed in the role of Teaching Assistant only count toward minimum requirements if performed in the PGY-4 or 5.</li> </ul>
<i>Patient Type/Case Type</i>	<p>Indicate one of the following:</p> <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ NA – All other procedures not involving the above, should be listed as Not Applicable (NA)</li> </ul>
<i>Credit</i>	<p>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.</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).