ACGME-I Case Logs
QUICK GUIDE
for Ophthalmology Residents

When entering cases in the Case Log System or reviewing Case Log reports, consider:

1. Only the following resident roles for each case are counted toward minimum case requirements
   - Surgeon - To be recorded as **Surgeon**, a resident must be present for all critical portions and must perform the majority of the critical portions of the procedure under appropriate faculty member supervision. All procedures completed as **Surgeon** will count toward minimum requirements.
   - Assistant - Only the **First Assistant** can record a procedure as **Assistant**. A resident can be **First Assistant** to a faculty member or another resident performing the procedure under faculty member supervision.
2. For the following procedures, the roles of **First Assistant** and **Surgeon** count toward minimum requirements:
   - keratoplasy
   - keratorefractive surgery
   - retinal vitreous procedures
3. Residents can count multiple procedures on one case if they perform the majority of the critical portions of the procedures. If a resident completes both sides of a bilateral procedure and has the SAME role for both procedures, the resident should choose the appropriate role (**Surgeon** or **Assistant**) and record two cases.
4. If resident completes one side of a bilateral procedure as a surgeon and the other side as an assistant, the resident must create two cases in the Accreditation Data System (ADS) Case Log System and choose the Surgeon role in one and the Assistant role in the other. The system only permits one role per case; however, each side can count as one case.

Examples:
   A. A resident performs a bilateral blepharoplasty and acts as surgeon on both sides. The resident should choose the Surgeon role and record the case twice.
   B. A resident performs the role of surgeon in a case where a patient undergoes a combined phaco/trabeculectomy. The resident should record both procedures for this case using the Surgeon role.
   C. A resident performs the role of surgeon for a bilateral medial rectus muscle recessions and anterior transposition of the right superior oblique muscle on a single patient. The resident should record three procedures for this case using the Surgeon role.
   D. A patient undergoes strabismus surgery on two different muscles in each eye, where the resident is first surgeon. The resident should record each muscle as a separate procedure performed during the strabismus surgery using the Surgeon role.
   E. A resident performs a scleral buckle procedure as surgeon, combined with a pars plana vitrectomy as assistant. The resident should create two cases in the Case Log System and choose the Surgeon role for the scleral buckle procedure and the Assistant role for the pars plana vitrectomy.

Quick Guide to Case Entry Fields

Resident	Resident name is auto-filled upon login.
Case ID	Indicate a unique patient identifier to allow tracking of the patient to the procedure.
Case Date	Enter the date *the procedure was performed*. Do **not** enter the date you are entering the case into the system.
Case Year	Enter your year in the program 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.
Resident Role	Indicate your role in the case: • Surgeon: Resident has substantial responsibility for the case and performs over 50 percent of the surgical procedure. All cases performed in the role of Surgeon count toward the resident's minimum case requirements. • 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 percent of the surgical procedure. Only the First Assistant can record a case as Assistant. Only the following cases performed in the role of Assistant will count toward minimum requirements: Corneal Surgery – Keratoplasty; Keratorefractive Surgery – total; Retinal Vitreous – total. • 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 percent of the surgical procedure. Cases performed in the role of Teaching Assistant do not count toward minimum requirements.
Site	Select the institution where the procedure was performed.
Attending	Select the attending physician who supervised the case. All attending physicians should be available from the drop-down menu. If the attending is not listed, inform the program coordinator who can add the faculty member to ADS.
Credit	If multiple procedures are performed during a case, residents must select one as primary.
Procedure Information	Enter the following information for each case: • Primary – the procedure or treatment that is the main reason for providing care to the patient on the date indicated • Secondary – all other subordinate procedures or treatments performed on the date indicated • Area – The the broadest category of procedure/diagnosis the Review Committee is tracking. • Type – 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/or the Case Log System, email ads@acgme.org.