

Case Log Instructions for Osteopathic Neuromusculoskeletal Medicine Review Committee for Osteopathic Neuromusculoskeletal Medicine

This instructional guide was created to assist osteopathic neuromusculoskeletal medicine residents in correctly logging patient encounters and procedures in the ACGME Case Log System. All osteopathic neuromusculoskeletal medicine patient encounters that occur while a resident is active in an ACGME-accredited osteopathic neuromusculoskeletal medicine program must be entered in the Case Log System. The Review Committee uses this information to determine whether residents' experiences meet the expectations as outlined in the Program Requirements. This information is used in the review of ACGME-accredited programs to determine future accreditation decisions.

Residents must only log osteopathic neuromusculoskeletal medicine patient encounters supervised by board-certified or board-eligible neuromusculoskeletal medicine specialists. Patient encounters supervised by other specialty/subspecialty board-certified or board-eligible physicians must not be logged into the system. Residents performing injection procedures may log those procedures even if they are supervised by a physician who is not a neuromusculoskeletal medicine specialist. Additional information regarding the supervision of injection procedures is included in the FAQs for Osteopathic Neuromusculoskeletal Medicine, which can be found on the [Program Requirements, FAQs, and Applications](#) page of the Osteopathic Neuromusculoskeletal Medicine section of the ACGME website.

Case Log System Access

Programs and residents access the Case Log System through the Accreditation Data System (ADS). Residents can access the Case Log System directly at <https://apps.acgme.org/ads>. Program leaders and administrators can access Case Log reports and preview the logging screens on the Case Log tab when logged into ADS. A preview of the logging screens is available to programs through the "Entry (View Only)" link in the "Case Logs" drop-down menu.

Residents will be provided with a login to the Case Log System via email after their program director or coordinator has added them to the program's Resident Roster in ADS. Residents will only have access to the Case Log System while they are active residents in an ACGME-accredited osteopathic neuromusculoskeletal medicine program.

ENTERING PATIENT ENCOUNTERS – BASIC INFORMATION

All logged patient encounters must include the following basic information: case ID; resident's year in the program; attending physician supervising the patient encounter; date of the patient encounter; setting of the patient encounter (inpatient/outpatient); patient's age; and patient type if applicable (i.e., OBGYN, pediatric, surgical – see below).

The screenshot shows a web form titled "Add Cases" with a "View Only" button in the top right corner. The form contains several input fields and a checkbox section:

- Case ID***: A text input field.
- Case Date***: A date picker showing "8/8/2022".
- Resident Year***: A dropdown menu with "-- Select --" as the current selection.
- Setting***: A dropdown menu with "-- Select --" as the current selection.
- Attending***: A dropdown menu with "-- Select --" as the current selection.
- Patient Age***: A dropdown menu with ">= 18 yrs and <= 65" as the current selection.
- Case Type**: A section with three checkboxes: ☐ OBGYN, ☐ Pediatric, and ☐ Surgical.
- + Add Comments**: A link with an information icon at the bottom left.

Case ID

The case ID should be a unique patient identifier that must not include identifiable patient information, such as name or Social Security number. Each program is encouraged to develop a system for the assignment of this patient identifier to ensure the patient identifier remains the same for a patient's first encounter and for all subsequent encounters.

Resident Year

This is the resident's current year in the osteopathic neuromusculoskeletal medicine program, which will be autofilled by the system (1=ONMM1 year; 2=ONMM2 year; 3=ONMM3 year). If the patient encounter occurred in a prior year of the program, select the correct year from the drop-down menu.

Note: If the year in the program that autofills as the current year is not correct, the program may have added the resident to the ADS Resident Roster incorrectly. Issues of this nature must be addressed and fixed promptly. Programs are advised to refer to the FAQs for guidance on adding residents to the ADS Resident Roster.

Attending

Select the name of the attending physician who supervised the osteopathic neuromusculoskeletal medicine patient encounter from the drop-down menu. If an encounter included an injection procedure and was supervised by a physician who is not a neuromusculoskeletal medicine specialist, select "Attending, Not NMM Board Certified" from the drop-down menu. Residents should contact their program if this does not appear in the drop-down menu. If a neuromusculoskeletal medicine specialist supervised a patient encounter and does not appear in the attending drop-down menu, contact the program to add the faculty member. Additionally, if a physician appears in the drop-down menu and is not certified or board-eligible in neuromusculoskeletal medicine, the individual must be removed from the

system by the program. Programs can add or remove physicians from the Case Log System attending list through the “Attending” link in the “Case Logs” tab drop-down menu in ADS.

Date Patient Seen

The system will autofill the date of entry (not the date of the patient encounter) and will need to be changed if the patient encounter occurred on a different day.

Setting

Select the setting (inpatient or outpatient) in which the patient encounter occurred.

Patient Age

Select the age range (<18 yrs; >= 18 yrs and <=65; or >65) of the patient at the time of the patient encounter.

Patient Type

Check all applicable patient types for the patient encounter. Skip this step if none apply.

Case Type ▾
☐ OBGYN
☐ Pediatric
☐ Surgical

Comments

Enter any additional basic patient information for the encounter. This field is optional, and comments will only be visible in the “Full Detail Report.”

ENTRY OF PATIENT ENCOUNTERS – SEGMENTAL AND SOMATIC DYSFUNCTION

The entry of body region(s) using the Segmental and Somatic Dysfunction menu was discontinued July 1, 2025.

ENTERING PATIENT ENCOUNTER – TREATMENT TECHNIQUES

Select “Treatment Technique” from the drop-down menu under “Type” and click the magnifying glass.

Add Cases View Only

Favorites

Area

Type

Code or Keyword

Code	Description	Area	Type	Fav	Add
	Osteopathic cranial manipula	ONMM Procedures	Treatment Technique	★	Add
	Myofascial release	ONMM Procedures	Treatment Technique	★	Add
	Soft tissue method	ONMM Procedures	Treatment Technique	★	Add

Selected 2 ☐ Lock

Cervical region
Area: ONMM Procedures
Type: Segmental and Somatic Dysfunction

Sacral region
Area: ONMM Procedures
Type: Segmental and Somatic Dysfunction

Legend
Diagnosis

Click “Add” next to each relevant technique for the patient encounter.

The screenshot shows the 'Add Cases' interface. At the top, there are tabs for 'Favorites' and 'Area/Type/Code'. Below this, there are filters for 'Area' (ONMM Procedures), 'Type' (Treatment Technique), and a search bar. A table lists several treatment techniques, each with an 'Add' button. A red arrow points to the 'Add' button for the 'Muscle energy method'.

Code	Description	Area	Type	Fav	Add
	Conventional method	ONMM Procedures	Treatment Technique	★	Add
	Balanced ligamentous tension/ligamentous articular strain method	ONMM Procedures	Treatment Technique	★	Add
	Still technique	ONMM Procedures	Treatment Technique	★	Add
	Percussion vibrator method	ONMM Procedures	Treatment Technique	★	Add
	Muscle energy method	ONMM Procedures	Treatment Technique	★	Add
	Articulatory method	ONMM Procedures	Treatment Technique	★	Add

On the right side, there is a 'Selected' count of 2, a 'Lock' button, and a list of selected cases: 'Cervical region' (Area: ONMM Procedures, Type: Segmental and Somatic Dysfunction) and 'Sacral region' (Area: ONMM Procedures, Type: Segmental and Somatic Dysfunction). A 'Legend' section is also visible.

To verify what has been logged for the patient encounter, review the boxes on the right side of the window.

The screenshot shows the 'Add Cases' interface with patient encounter details. Fields include 'Case ID*' (XXXXXX), 'Case Date*' (7/19/2022), 'Case Year*' (2), 'Setting*' (Outpatient), 'Attending*' (-- Select --), and 'Patient Age*' (>= 18 yrs and <= 65). There is a 'Case Type' dropdown menu with options: OBGYN (checked), Pediatric, and Surgical. A red arrow points to the 'Add' button for the 'Muscle energy method'.

On the right side, there is a 'Selected' count of 3, a 'Lock' button, and a list of selected cases: 'Muscle energy method' (Area: ONMM Procedures, Type: Treatment Technique), 'Cervical region' (Area: ONMM Procedures, Type: Segmental and Somatic Dysfunction), and 'Sacral region' (Area: ONMM Procedures, Type: Segmental and Somatic Dysfunction).

ENTERING PATIENT ENCOUNTERS – PROCEDURES

If an additional procedure is performed, it should be entered as one patient encounter with the “Treatment Techniques.” All injection procedures must be logged. The Review Committee will only track injection procedures as outlined in the Osteopathic Neuromusculoskeletal Medicine Case Log Announcement available on the [Documents and Resources](#) page of the Osteopathic Neuromusculoskeletal Medicine section of the ACGME website.

To log tracked procedures, select “Injection Procedures” from the “Type” drop-down menu and click the magnifying glass.

Add Cases View Only

Area: ONMM Procedures Type: Injection Procedures Code or Keyword:

Search:

Code	Description	Area	Type	Fav	
20550	Injection(s); single tendon sheath, or ligament, aponeurosis (eg, plantar "fascia")	ONMM Procedures	Injection Procedures	★	Add
20551	Injection(s); single tendon origin/insertion	ONMM Procedures	Injection Procedures	★	Add
20552	Injection(s); single or multiple trigger point(s), 1 or 2 muscle(s)	ONMM Procedures	Injection Procedures	★	Add
20553	Injection(s); single or multiple trigger point(s), 3 or more muscles	ONMM Procedures	Injection Procedures	★	Add

Click “Add” next to each procedure relevant to the patient encounter.

Add Cases View Only

[Favorites](#) Area/Type/Code

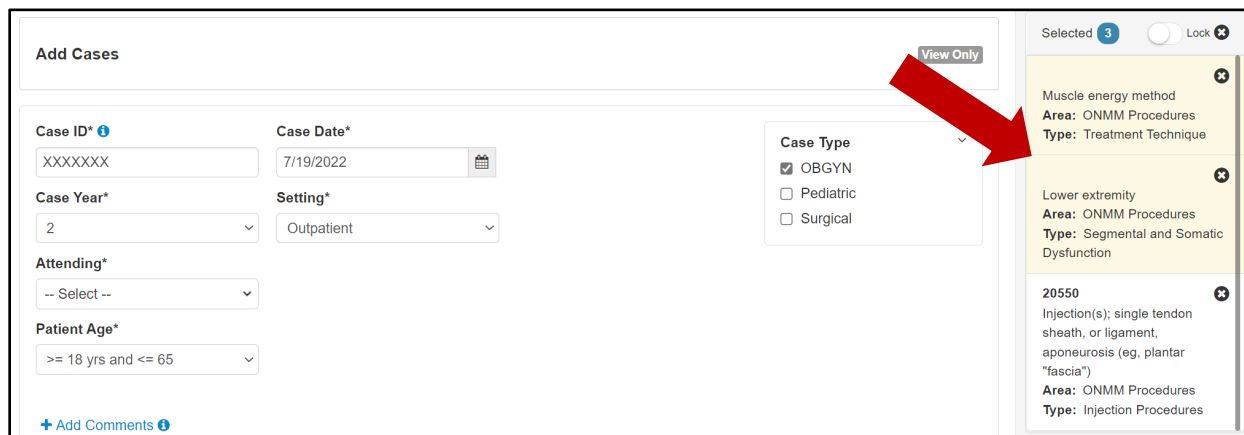
Area: ONMM Procedures Type: Injection Procedures Code or Keyword:

Search:

Code	Description	Area	Type	Fav	
20550	Injection(s); single tendon sheath, or ligament, aponeurosis (eg, plantar "fascia")	ONMM Procedures	Injection Procedures	★	Add
20551	Injection(s); single tendon origin/insertion	ONMM Procedures	Injection Procedures	★	Add
20552	Injection(s); single or multiple trigger point(s), 1 or 2 muscle(s)	ONMM Procedures	Injection Procedures	★	Add
20553	Injection(s); single or multiple trigger point(s), 3 or more muscles	ONMM Procedures	Injection Procedures	★	Add

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To verify what has been logged for the patient encounter, review the boxes on the right side of the window.



The screenshot shows the 'Add Cases' form. On the left, there are input fields for Case ID*, Case Date* (7/19/2022), Case Year* (2), Setting* (Outpatient), Attending* (-- Select --), and Patient Age* (>= 18 yrs and <= 65). In the center, there is a 'Case Type' section with checkboxes for OBGYN (checked), Pediatric, and Surgical. On the right, there is a 'View Only' button and a summary panel. The summary panel shows three items: 'Muscle energy method' (Area: ONMM Procedures, Type: Treatment Technique), 'Lower extremity' (Area: ONMM Procedures, Type: Segmental and Somatic Dysfunction), and '20550' (Injection(s); single tendon sheath, or ligament, aponeurosis (eg, plantar "fascia") (Area: ONMM Procedures, Type: Injection Procedures)). A red arrow points from the 'View Only' button to the summary panel.

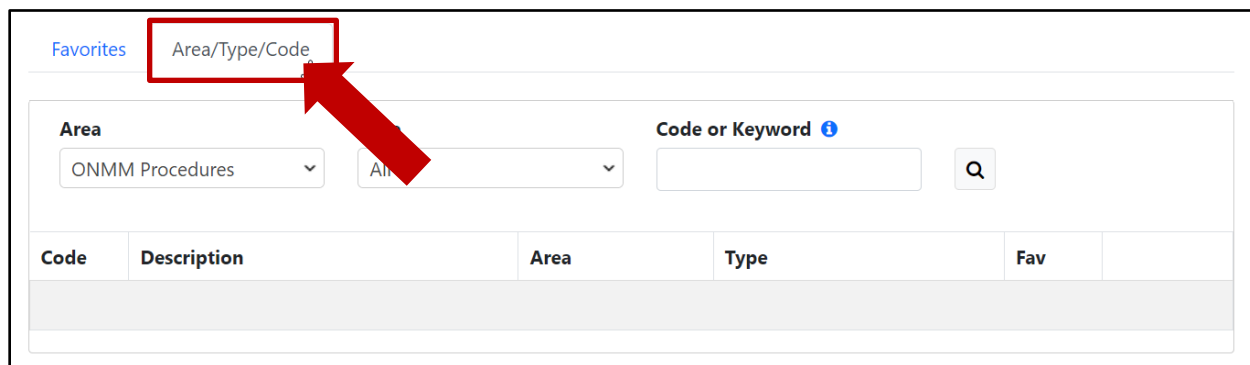
FAVORITES LIST MANAGEMENT

Residents may create a list of favorites either from the “Add Cases” page (see Quick Add below), or by hovering over the “Case Logs” tab and selecting “Favorites” (see Favorites Management below).

Quick Add

The “Favorites” tab will be open when viewing the “Add Cases” screen by default. Upon first access to the system there will be two (system-created) favorite lists: “Top Codes for Your Program” and “Top Codes for Your Specialty,” which may be viewed by selecting the “Favorite List” drop-down menu.

To quickly create or add to a favorite list from this page, select the “Area/Type/Code” tab.



The screenshot shows the 'Favorites' tab. At the top, there is a 'Favorites' tab and a 'Area/Type/Code' tab. Below the tabs, there is a search bar with 'Area' (ONMM Procedures) and 'Code or Keyword' (All) dropdowns, and a search button. Below the search bar, there is a table with columns: Code, Description, Area, Type, Fav, and an empty column. A red arrow points from the 'Area/Type/Code' tab to the search bar.

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Use the “Code or Keyword” free text box or the “Area” or “Type” drop-down menus and click the magnifying glass icon to return associated available selections.

The screenshot shows a search interface with a red box highlighting the search filters. The filters include "Area" (ONMM Procedures), "Type" (All), and "Code or Keyword" (empty). A red arrow points to the magnifying glass icon next to the "Code or Keyword" field.

Code	Description	Area	Type	Fav	
	Osteopathic cranial manipulative medicine	ONMM Procedures	Treatment Technique	★	Add
	Myofascial release	ONMM Procedures	Treatment Technique	★	Add
	Soft tissue method	ONMM Procedures	Treatment Technique	★	Add
	High velocity/low amplitude method	ONMM Procedures	Treatment Technique	★	Add

Click the star icon in the “Fav” column to add a selection to a favorite list.

The screenshot shows the search interface with a red box highlighting the star icon in the "Fav" column. A red arrow points to the star icon.

Code	Description	Area	Type	Fav	
	Osteopathic cranial manipulative medicine	ONMM Procedures	Treatment Technique	★	Add

A dialogue box will appear to either “Select a Favorite List” (to add this selection to) or “Add a Favorite List.” In the example below, a new list is being created.

The screenshot shows a dialog box titled "Add Code to Favorite List". It has two tabs: "Select a Favorite List" and "Add a Favorite List". The "Add a Favorite List" tab is active, showing a text input field for "Favorite List Name" with a character count of "0 of 64 characters". There are "Cancel" and "Confirm" buttons at the bottom.

After entering a name, select “Confirm” to save that selection to the new list.

Add Code to Favorite List

Select a Favorite List Add a Favorite List

Favorite List Name

First rotation

Cancel **Confirm**

Now that a user-created favorite list exists, the process may be easily repeated. The “Add Code to Favorite List” dialogue box will default to that existing list. Click “Confirm” to add to that list or select the “Add a Favorite List” tab to create an entirely new list.

Add Code to Favorite List

Select a Favorite List Add a Favorite List

Favorite List Name

First rotation

Cancel **Confirm**

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To access a list, select the “Favorites” tab, choose a list from the “Favorite List” drop-down menu, and then click the magnifying glass icon to see the saved options.

The screenshot shows the 'Favorites' tab selected. Below it is a search bar with 'Area/Type/Code' as a placeholder. A 'Favorite List' dropdown menu is set to 'First rotation'. A magnifying glass icon is highlighted with a red arrow. Below the search bar is a table with columns: Code, Description, Area, Type, and an 'Add' button. The table contains one row: 'Osteopathic cranial manipulative medicine' under Description, 'ONMM Procedures' under Area, and 'Treatment Technique' under Type. An 'Add' button is next to this row.

Code	Description	Area	Type	
	Osteopathic cranial manipulative medicine	ONMM Procedures	Treatment Technique	Add

Favorites Management

Another tool exists to view and manage favorite lists. Hovering over the “Case Logs” tab, select “Favorites.”

The screenshot shows a dropdown menu for 'Case Logs'. The menu options are: Cases, Add, Edit, Update Case Year, Manage, Favorites (highlighted with a red arrow), Download/Reports, and Reference Materials.

The “Manage Favorite Lists” page will display. The “Add” option on this page is another way a favorite list can be created. It is also possible to edit, copy, or delete a user-created favorite list by clicking on “Actions” and choosing the desired option.

The screenshot shows the 'Manage Favorite Lists' page. It has an 'Add' button in the top right. Below is a table with columns: Default, Name, Generated, Code Total, and Actions. The table contains three rows: 'First rotation' (User, 1), 'Your program' (System, 25), and 'Your specialty' (System, 25). The 'Actions' column for the first row is highlighted with a red arrow, showing a dropdown menu with options: Edit, Copy, and Delete.

Default	Name	Generated	Code Total	Actions
☐	First rotation	User	1	Edit Copy Delete
N/A	Your program	System	25	
N/A	Your specialty	System	25	

To modify an existing list, select “Actions” and then click “Edit.

To rename a list, click into the “Favorite List Name” text box.

To add selections to this favorite list, use the search options of “Code or Keyword,” “Area,” or “Type,” and then select the magnifying glass icon to locate a selection. Selecting “Add” will add the selection to the list.

Edit Favorite List Save

Favorite List Name

First rotation 14 of 64 characters

Area/Type/Code Codes in this Favorite List 1

Area **Type** **Code or Keyword** ?

ONMM Procedures All Q

Code	Description	Area	Type
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Favorite List Name

First rotation

Area/Type/Code Codes in this Favorite List 1

Area **Type** **Code or Keyword** ?

ONMM Procedures All Q

Code	Description	Area	Type	
	Osteopathic cranial manipulative medicine	ONMM Procedures	Treatment Technique	Add
	Myofascial release	ONMM Procedures	Treatment Technique	Add

To remove codes from a favorite list, select “Codes in this Favorite List,” and then click the garbage can icon next to the selection. To capture the changes, click “Save.”

Edit Favorite List Save

Favorite List Name

First rotation

Area/Type/Code Codes in this Favorite List 1

Code	Description	Area	Type	
	Osteopathic cranial manipulative medicine	ONMM Procedures	Treatment Technique	🗑️

SUBMISSION OF A PATIENT ENCOUNTER AND PROCEDURES

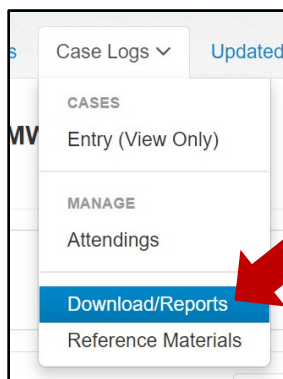
Prior to saving a patient encounter, thoroughly review the information entered. Each logged patient encounter should include a treatment technique. If a procedure other than a treatment technique is performed, it must be entered at the same time; it should not be entered separately. The patient encounter and procedures are only logged and saved once the “Submit” button is clicked.

Note that patient encounters only count toward meeting established patient encounter minimums, as outlined in the Program Requirements, when the logged patient encounter includes a treatment technique.

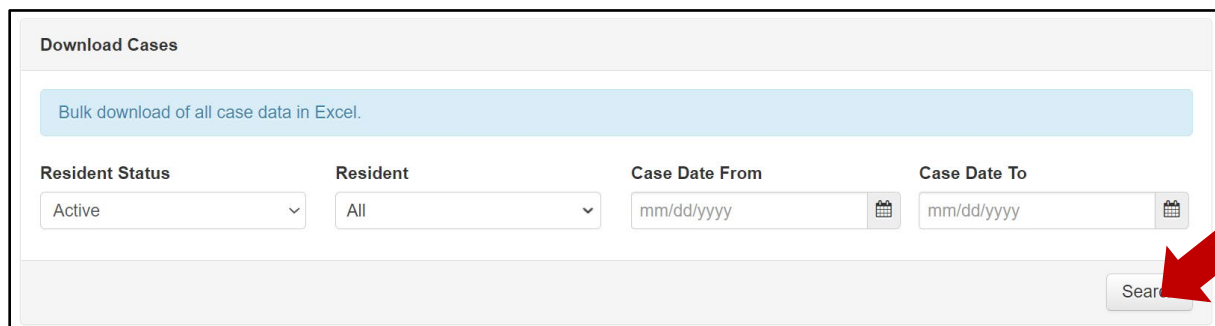
CASE LOG SYSTEM – DOWNLOADING LOGGED CASES

Patient encounters logged in the Case Log System can be exported by clicking “Download/Reports” in the “Case Logs” tab drop-down menu.

Note: The screenshots in this section reflect what a program director or program coordinator would see in ADS. A resident’s view will have more pre-populated fields.



Enter the start and end dates for the patient encounters you want to download and click “Search.”

A screenshot of a web form titled 'Download Cases'. At the top, there is a light blue banner that says 'Bulk download of all case data in Excel.' Below this, there are four input fields: 'Resident Status' with a dropdown menu showing 'Active'; 'Resident' with a dropdown menu showing 'All'; 'Case Date From' with a text input 'mm/dd/yyyy' and a calendar icon; and 'Case Date To' with a text input 'mm/dd/yyyy' and a calendar icon. At the bottom right of the form is a 'Search' button. A large red arrow points from the right towards the 'Search' button.

A message will appear identifying how many cases were found in the system for the date range selected. Click “Download” to export the information into a Microsoft Excel file.

Download Cases

Bulk download of all case data in Excel.

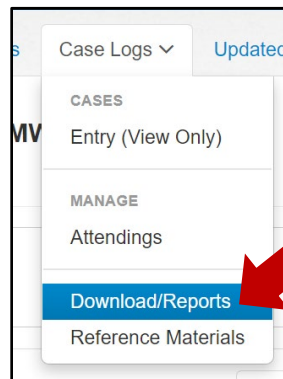
232 cases found for selected criteria. Each case may have multiple records.

Resident Status: Archived
Resident: All
Case Date From: 07/01/2021
Case Date To: 06/30/2022

Download Search

CASE LOG SYSTEM – REPORTS

Case Log reports are available by clicking “Download/Reports” in the “Case Logs” tab drop-down menu.



The reports below are available to program directors and program coordinators to monitor residents’ progress toward meeting the curricular expectations established in the Program Requirements. It is expected that program directors frequently review residents’ Case Logs to ensure they are up to date and accurate.

Residents also have access to many of these reports so they can track their own progress.

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Reports	Specialty Specific Reports
Filter Reports Q	Filter Specialty Specific Reports Q
Experience by Year > Generates an ACGME categorized summary by year.	ONMM Minimum > Tracks progress toward achieving the RRC-designated minimum expectations for graduation.
Log Activity > Generates logging activity including case and procedure count, most recent case date and when the case was entered.	Patient Summary > Generates a patient summary by case type and setting.
Case Brief > Generates case level data by case date, case ID, site, role, attending initials, code and code description, if applicable.	
Case Detail > Generates case level data by case date, case year, case ID, attending, site, role, code and code description, if applicable.	
Code Summary > Generates code level data by area and type, code, code count, code type and code description.	
Tracked Codes > Generates a list of tracked codes for the specialty by area and type, code description, code, defined category and code attribute, if applicable.	
Case Log Graduate Statistics > Statistical reports for graduates including national, program, individual resident and minimum reports (if applicable)	
	Archived Reports
	Filter Archived Reports Q
	Archived Experience by Year > Generates an ACGME categorized summary by year.
	Archived ONMM Minimum > Reflects procedural categories and minimums in effect at the current time (minimums and underlying procedures comprising the categories change over time and may have altered from what was applicable at the time of graduation)

Email questions about Case Log requirements to Executive Director Tiffany Moss, MBA: tmoss@acgme.org.

Email technical questions about the Case Log System to ADS@acgme.org.