



ACGME

CASE LOGS SYSTEM

RESIDENT USER GUIDE

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PART 1: CASE LOGS INTRODUCTION



INTRODUCTION

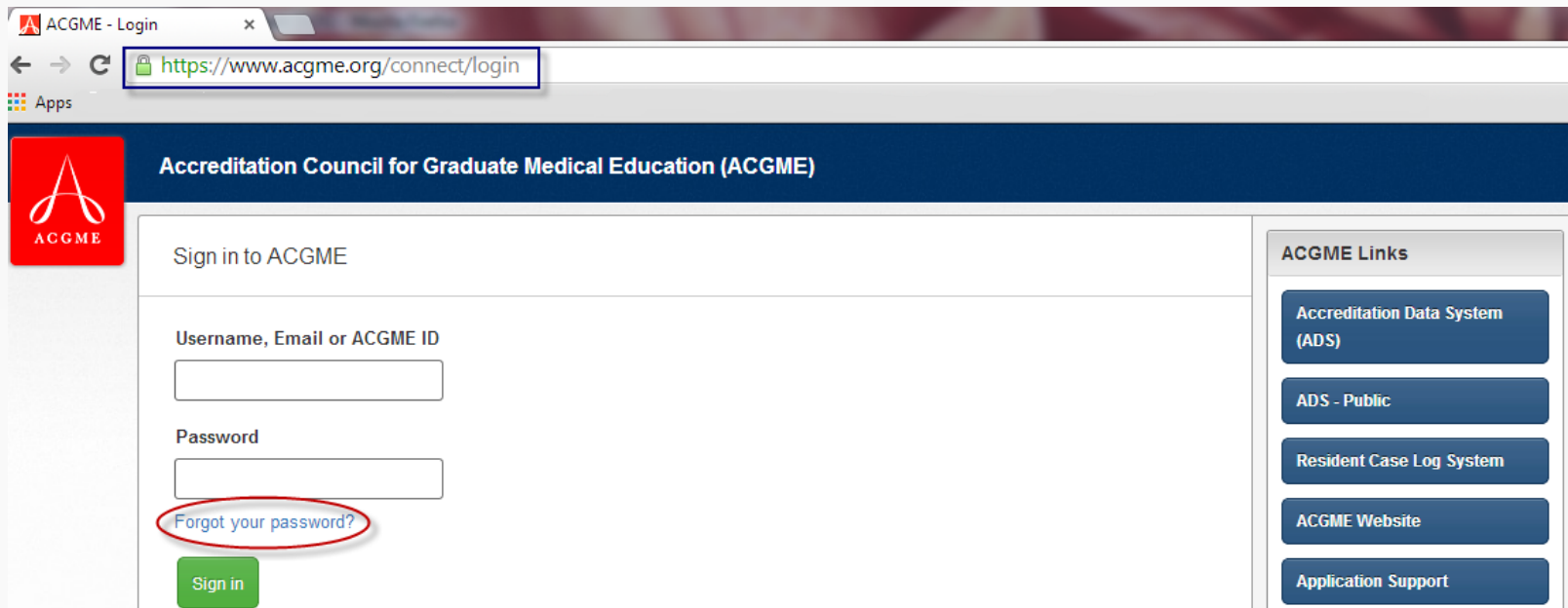
Login to the Resident Case Logs (RCL) system at: www.acgme.org/connect
Type in your ACGME username and password to login to the system

Forgot your password?

Choose the “Forgot your password” button [circled below]

Type in either your username OR your program ID + email address

An email will be sent to your email address with a link to reset your password



The screenshot shows a web browser window with the address bar containing <https://www.acgme.org/connect/login>. The page header features the ACGME logo and the text "Accreditation Council for Graduate Medical Education (ACGME)". The main content area is titled "Sign in to ACGME" and contains two input fields: "Username, Email or ACGME ID" and "Password". Below the password field is a blue link labeled "Forgot your password?" which is circled in red. A green "Sign in" button is located at the bottom of the form. On the right side of the page, there is a section titled "ACGME Links" with five buttons: "Accreditation Data System (ADS)", "ADS - Public", "Resident Case Log System", "ACGME Website", and "Application Support".

INTRODUCTION

Quick Links Toolbar

Located at the right hand side of the screen

Use this as a navigation tool to switch between pages

The screenshot displays the 'Case Logs' system interface. At the top right, there is a 'logout' button. The main content area is titled 'Case Entry' and contains a form with the following fields:

- Resident: [Dropdown menu]
- Institution: [Dropdown menu with 'Other Institution' selected]
- Case ID: [Text input field]
- Resident Year of Case: [Dropdown menu with '1' selected]
- Attending: [Dropdown menu with '-- Select --' selected]
- Case Date: [Date picker showing '02/19/2014']
- Resident Role: [Dropdown menu with 'First Assistant' selected]
- Rotations: [Dropdown menu with '-- Select --' selected]
- Patient Type: [Dropdown menu with 'Adult' selected]

Below the form is a checkbox labeled 'Involved Trauma'. A green 'Submit' button is located to the right of the form. A red arrow points from the 'Submit' button to the 'Quick Links' toolbar on the right side of the screen.

The 'Quick Links' toolbar is a vertical list of buttons on the right side of the screen, enclosed in a red box. It includes the following links:

- Search / Edit Case(s)
- Manage Favorite Lists
- Update Case Year
- Reports Menu
- View User Agreement
- Download Case(s)

Below the 'Quick Links' toolbar is a 'Reference Materials' section with the following links:

- Resident User Guide
- Guidelines
- Definitions



PART 2: CASE ENTRY



CASE ENTRY

After signing in to the system, you will be directed to the Case Entry screen below.

Case Logs

Case Entry

Your name will appear here

Resident	Institution	Case ID
A, Example	Children's Hospital	example
Resident Year of Case	Attending	Procedure Date
1	AA, Example	10/23/2013
Resident Role	Rotations	Patient Type
Surgeon Chief	--Select--	Adult

Involved Trauma



CASE ENTRY

Choose case/encounter details from the drop downs [highlighted below]

Case Logs

Case Entry Submit

Resident A, Example	Institution --Select--	Case ID example
Resident Year of Case 1	Attending --Select--	Procedure Date <input type="text"/>
Resident Role --Select--	Rotations --Select--	Patient Type Adult

Involved Trauma



CASE ENTRY

Choose procedure(s) to be added to your case/encounter

You have 4 options to search for procedures to add:

1. Favorite list
2. Area/type
3. Code
4. Specialized Code Search (only available for some specialties)

Resident Role --Select-- **Rotations** --Select-- **Patient Type** Adult

Involved Trauma

Comments

Favorite Lists --Select-- GO

Selected Codes



CASE ENTRY

Enter in search criteria under one of the tabs and press 'Go'

The screenshot shows a search interface with the following elements:

- Navigation tabs: Favorites, Area and Type (selected), Code, Defined Category, Selected Codes.
- Search fields:
 - Area:** A dropdown menu with 'PEDIATRIC' selected.
 - Type:** A dropdown menu with 'All' selected.
 - Keyword:** An empty text input field.
- GO:** A button to execute the search, circled in red.

CASE ENTRY

You will see a code, code description, area and type in the search results

When you have found the code that best matches the procedure performed, press 'Add'

Navigation tabs: Favorites | **Area and Type** | Code | Defined Category | Selected Codes

Area: PEDIATRIC | Type: All | Keyword: | GO

Code	Code Description	Area	Type	Fav
21740	Reconstructive repair of pectus excavatum or carinatum; open	PEDIATRIC	REPAIR DEFORMITY CHEST WALL	★ Add
21742	Reconstructive repair of pectus excavatum or carinatum; minimally invasive approach (Nuss procedure), without thoracoscopy	PEDIATRIC	REPAIR DEFORMITY CHEST WALL	★ Add
21743	Reconstructive repair of pectus excavatum or carinatum; minimally invasive approach (Nuss procedure), with thoracoscopy	PEDIATRIC	REPAIR DEFORMITY CHEST WALL	★ Add
33822	Repair of patent ductus arteriosus; by division, younger than 18 years	PEDIATRIC	OTHER MAJOR PEDIATRIC	★ Add



CASE ENTRY

When you have successfully added a procedure, you will see an exponent next to [Selected Codes](#). Click on [Selected Codes](#) to see the codes you have already added to this particular case/encounter

Add all procedures that were performed on the particular case/encounter you are entering

Code "21740" added to this Case. ✕


[Favorites](#) [Area and Type](#) [Code](#) [Defined Category](#) [Selected Codes](#) **1**

Area **Type** **Keyword**

Code	Code Description	Area	Type	Fav
<u>21740</u>	Reconstructive repair of pectus excavatum or carinatum; open	PEDIATRIC	REPAIR DEFORMITY CHEST WALL	<input type="button" value="★"/> <input type="button" value="Add"/>
21742	Reconstructive repair of pectus excavatum or carinatum; minimally invasive approach (Nuss procedure), without thoracoscopy	PEDIATRIC	REPAIR DEFORMITY CHEST WALL	<input type="button" value="★"/> <input type="button" value="Add"/>
21743	Reconstructive repair of pectus excavatum or carinatum; minimally invasive approach (Nuss procedure), with thoracoscopy	PEDIATRIC	REPAIR DEFORMITY CHEST WALL	<input type="button" value="★"/> <input type="button" value="Add"/>
33822	Repair of patent ductus arteriosus; by division, younger than 18 years	PEDIATRIC	OTHER MAJOR PEDIATRIC	<input type="button" value="★"/> <input type="button" value="Add"/>







CASE ENTRY

Note: Click on the yellow star  next to a procedure to add it to a “Favorite List”. For information on how to manage your favorite lists, go to Part 4 of this guide.


Navigation: Favorites | **Area and Type** | Code | Defined Category | Selected Codes

Area: PEDIATRIC | Type: All | Keyword: | GO

Code	Code Description	Area	Type	Fav	
21740	Reconstructive repair of pectus excavatum or carinatum; open	PEDIATRIC	REPAIR DEFORMITY CHEST WALL		Add
21742	Reconstructive repair of pectus excavatum or carinatum; minimally invasive approach (Nuss procedure), without thoracoscopy	PEDIATRIC	REPAIR DEFORMITY CHEST WALL		Add
21743	Reconstructive repair of pectus excavatum or carinatum; minimally invasive approach (Nuss procedure), with thoracoscopy	PEDIATRIC	REPAIR DEFORMITY CHEST WALL		Add
33822	Repair of patent ductus arteriosus; by division, younger than 18 years	PEDIATRIC	OTHER MAJOR PEDIATRIC		Add

CASE ENTRY

Press the green submit button at the very top of page to submit your case

Case Entry 

Comments

Code "21740 " added to this Case. x

FavoritesArea and TypeCodeDefined CategorySelected Codes 1

Area **Type** **Keyword**

PEDIATRIC All GO

Code	Code Description	Area	Type	Fav
21740	Reconstructive repair of pectus excavatum or carinatum; open	PEDIATRIC	REPAIR DEFORMITY CHEST WALL	★ Add
21742	Reconstructive repair of pectus excavatum or carinatum; minimally invasive approach (Nuss procedure), without thoracoscopy	PEDIATRIC	REPAIR DEFORMITY CHEST WALL	★ Add
21743	Reconstructive repair of pectus excavatum or carinatum; minimally invasive approach (Nuss procedure), with thoracoscopy	PEDIATRIC	REPAIR DEFORMITY CHEST WALL	★ Add

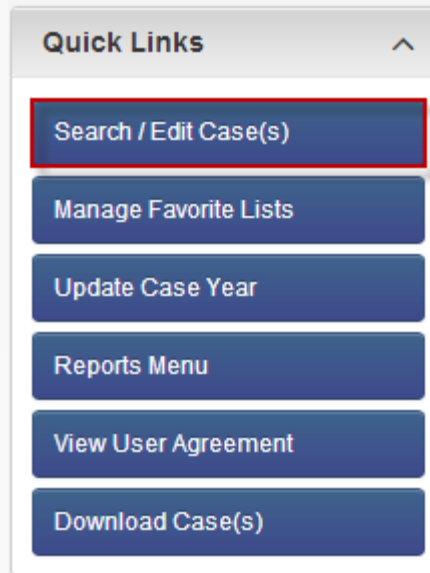


PART 3: CASE SEARCH



CASE SEARCH

To view/edit cases you have already entered, choose the **Search Case(s)** link under the Quick Links toolbar.



CASE SEARCH

Select input criteria and press 'Search'

Press 'Advanced' (next to 'Search') for more input options

The screenshot shows a 'Case Search' form with the following elements:

- Case Search**: A large text input field at the top.
- Resident**: A dropdown menu with 'A, Example' selected. A red arrow points to this dropdown, and a callout box above it says 'Your name will appear here'.
- Date**: A date range selector with a 'to' label between two empty input fields.
- Residents in Program Yr**: A dropdown menu with 'All' selected.
- Attending**: A dropdown menu with 'All' selected.
- Institution**: A dropdown menu with 'All' selected.
- Advanced**: A button located to the left of the 'Search' button.
- Search**: A green button with a magnifying glass icon and the text 'Search'. This button is circled in red.

CASE SEARCH

Your search results will generate on the screen

You can [Edit](#) or [Delete](#) any case/encounter by using the tools to the right

Resident
A, Example ▾

Date
[] to []

Residents in Program Yr
All ▾

Attending
All ▾

Institution
All ▾

Advanced

Search Results

Sort by any column header using the arrows

	Procedure Date ▾	Year ▾	Attending ▾	Institution ▾	Case ID ▾	Resident Role ▾	
<input type="checkbox"/>	10/22/2013	1	AA, Example	Children's Hospital	Example	Teaching Asst.	<input type="button" value="Edit"/> <input type="button" value="delete"/>
<input type="checkbox"/>	10/22/2013	1	AAA, Example	Children's Hospital	1234	Surgeon Chief	<input type="button" value="Edit"/> <input type="button" value="delete"/>

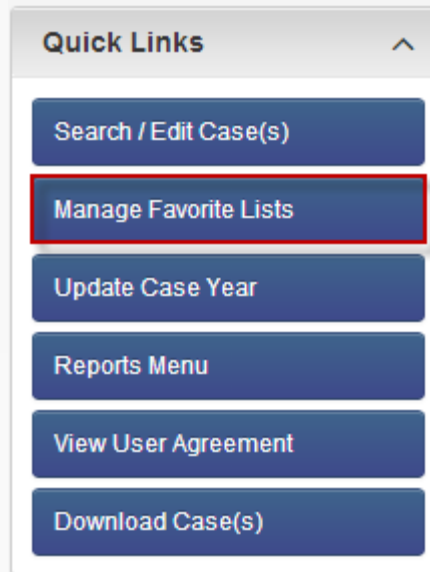
edit

PART 4: MANAGE FAVORITE LISTS



FAVORITE LISTS

To add codes to a favorite list, so you can easily choose your most-used codes during case entry, choose **Manage Favorite Lists** from the Quick Links toolbar.



FAVORITE LISTS

Select 'Add a Favorite List' to create a new list

Case Logs logout

Manage Favorite Lists Add a Favorite List

Favorite List Name	Number of Codes	Default
--------------------	-----------------	---------

Reference Materials ▼

Quick Links ▲

- Search Case(s)
- Case Entry
- Update Case Year
- Reports Menu
- Download Procedures

FAVORITE LISTS

Enter in an identifying name and click 'Add Favorite List'

The screenshot displays the 'Manage Favorite Lists' interface. A modal window titled 'Add a Favorite List' is open, containing a text input field with the text 'My Favorite List' and a blue button labeled 'Add Favorite List'. A red box highlights the button, and a red arrow points to it from the right. The background interface includes a table with columns for 'Favorite List Name', 'Number of Codes', and 'Default', and a sidebar with 'Quick Links' such as 'Search Case(s)', 'Case Entry', 'Update Case Year', 'Reports Menu', and 'Download Procedures'.

FAVORITE LISTS

Press 'Set Codes' to add codes to the list you created

The screenshot shows the 'Case Logs' interface. At the top right, there is a 'logout' button. The main content area is titled 'Manage Favorite Lists' and includes an 'Add a Favorite List' button. Below this is a table with the following data:

Favorite List Name	Number of Codes	Default	
My Favorite List	0	<input checked="" type="radio"/>	Set Codes Copy Rename X

A red arrow points to the 'Set Codes' button in the table. To the right of the main content is a sidebar with 'Reference Materials' (dropdown) and 'Quick Links' (expandable). The 'Quick Links' section contains buttons for 'Search Case(s)', 'Case Entry', 'Update Case Year', 'Reports Menu', and 'Download Procedures'.

FAVORITE LISTS

Search for procedure codes by area and type, code or defined category (for some specialties only)

Press 'Add' next to the procedure you wish to add

A blue conformation banner will appear when a code has been added

Set Codes for Favorite List: "My Favorite List"

Please use the Tabs below to search and add Codes to, or remove Codes from this Favorite List

Code "21740" added to this Favorite List.

Area and Type Code Defined Category Codes in this Favorite List 1

Area Type Keyword GO

PEDIATRIC All

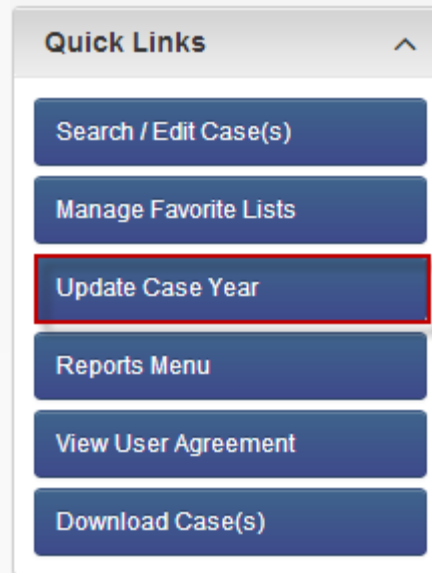
Code	Code Description	Area	Type	
21740	Reconstructive repair of pectus excavatum or carinatum; open	PEDIATRIC	REPAIR DEFORMITY CHEST WALL	Add

PART 5: UPDATE CASE YEAR



UPDATE CASE YEAR

If your cases are not showing correct resident year, you can bulk update the year using the **Update Case Year** function under the Quick Links toolbar.



UPDATE CASE YEAR

Select year of case(s) you want to update

Select exact date range of case(s) you want to update

Select a new case year at the bottom of the screen and press the 'Save' button

Case Logs logout

Update Case Year Cancel **Save**

Please specify Case data for changing the Year:

Resident **Current Case Year** **Start Date** **End Date**

Cases matching the criteria specified above will have their Year updated to:

New Case Year

Reference Materials
Quick Links

UPDATE CASE YEAR

Once you press save, the system will tell you how many cases were updated.

To see individual case information, go back to the Case Search screen.

Case Logs

Update Case Year Cancel Save

Info: 37 procedures were updated. ×

Please specify Case data for changing the Year:

Resident	Current Case Year	Start Date	End Date
<input type="text"/>	3	08/01/2013	10/30/2013

Cases matching the criteria specified above will have their Year updated to:

New Case Year

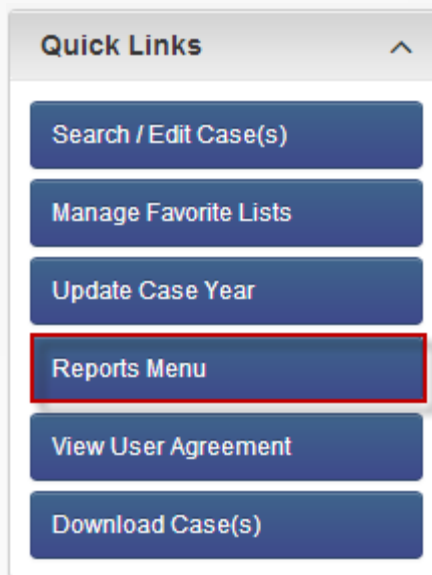
3

PART 6: REPORTS MENU



REPORTS MENU

To view reports of the cases you have logged, choose the **Reports Menu** link under the Quick Links toolbar



REPORTS MENU

Reports available will differ by specialty. Reference the 'Description' column for a summary of what each report entails.

Press 'Go' next to the report you wish to view.

Overview	Program	Faculty	Residents	Sites	Case Logs	Summary	Reports
Reports Menu							
Title	Description						
Tracked Procedures for Specialty by Category	Categorized list of all ACGME tracked codes or procedures/diagnoses for this specialty						GO
Resident Activity Report	Latest case activity for residents. Lists number of cases/procedures, most recent case date & last time an update was made						GO
Resident Full Detail Report	Descriptive details of each case entered by resident						GO
Resident Experience Report by Role	ACGME categorized summary report by the Resident's role on the case						GO
Resident Experience Report By Year	ACGME categorized summary report by the Resident's year on the case						GO
Code Summary Report	Counts of procedures by CPT code						GO
Resident Brief Report	Brief details of each case entered by resident						GO
Defined Category Report	Defined Category Report						GO
Archived Resident Experience Report By Role	Archived ACGME categorized summary report by the Resident Role on the case						GO



REPORTS MENU

Depending on the type of data you wish to view, select any applicable criteria and press 'Run Report'.

Input Criteria for Resident Experience Report By Year Back to Reports Menu

Resident A, Example	Start Date <input type="text"/>	End Date <input type="text"/>	
Resident Year of Case All	Residents in Program Yr All	Resident Role All	
Attending All	Institution All	Rotation All	Patient Type All
Area All	Type All	Defined Category All	
Credit Primary	Code <input type="text"/>		

Run Report

*Note: if you leave the start and end dates blank, all dates will be included

REPORTS MENU

A NEW window will open. Please ensure that your pop-up blockers are turned off so the report opens.

Resident Experience Report By Year

Primary Procedures

Program ID: 0123456789 Program Name: Example Medical Center

At All Institutions

All Attendings

Resident: Example A

For All Resident Roles / All Patient Types / All Rotations

For All Defined Categories

For All CPTs in All Areas and All Types

Procedures in All Years

As Of 10/22/2013



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
SKIN/SOFT TIS						
MAJ LYMPHADENECTOMIES	0	0	0	0	0	0
MAJ EXC & REP/GRAFT FOR S	0	0	0	0	0	0
SENTINEL LYMPH NODE BIOPS	0	0	0	0	0	0
RAD EXCIS SOFT TIS TUMOR	0	0	0	0	0	0
PILONIDAL CYSTECTOMY	0	0	0	0	0	0
OTHER MAJOR SKIN/SOFT TIS	0	0	0	0	0	0
Total SKIN/SOFT TIS	0	0	0	0	0	0



REPORTS MENU

If you would like to save a **PDF** copy of a report, press the save button on the report.

Resident Experience Report By Year

Primary Procedures

Program ID: 0123456789 Program Name: Example Medical Center

At All Institutions

All Attendings

Resident: Example A

For All Resident Roles / All Patient Types / All Rotations

For All Defined Categories

For All CPTs in All Areas and All Types

Procedures in All Years

As Of 10/22/2013



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
--	--------	--------	--------	--------	--------	-------

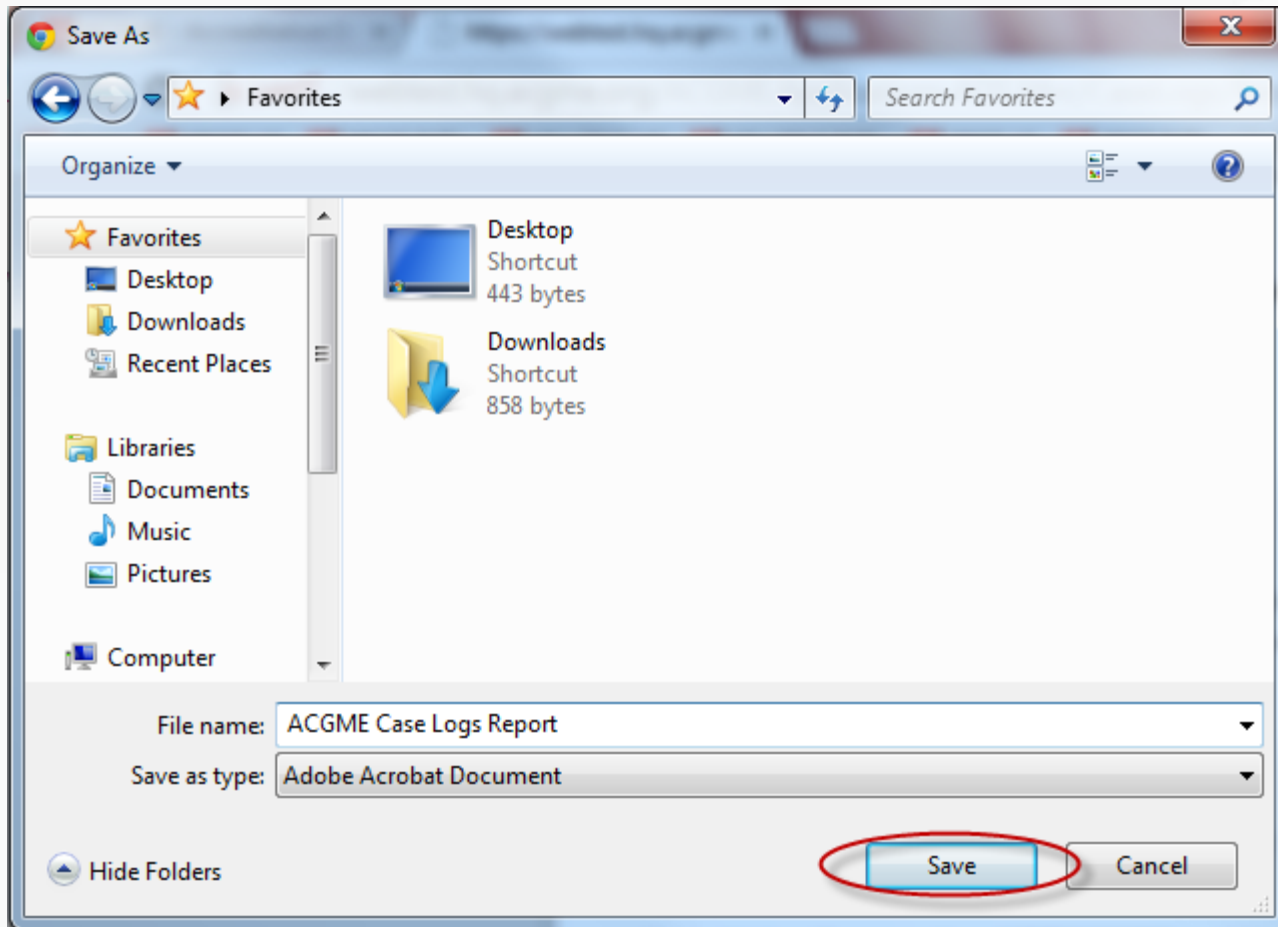
SKIN/SOFT TIS

MAJ LYMPHADENECTOMIES	0	0	0	0	0	0
MAJ EXC & REP/GRAFT FOR S	0	0	0	0	0	0
SENTINEL LYMPH NODE BIOPS	0	0	0	0	0	0
RAD EXCIS SOFT TIS TUMOR	0	0	0	0	0	0
PILONIDAL CYSTECTOMY	0	0	0	0	0	0
OTHER MAJOR SKIN/SOFT TIS	0	0	0	0	0	0
Total SKIN/SOFT TIS	0	0	0	0	0	0



REPORTS MENU

Save the report as a **PDF** file to your computer



REPORTS MENU

To view a different report, select the 'Back to Reports Menu' button in the first window.

Input Criteria for Resident Activity Report

[Back to Reports Menu](#)

Resident
All

Start Date
[Calendar Icon]

End Date
[Calendar Icon]

Resident Year of Case
All

Residents in Program Yr
All

Resident Role
All

Resident Status
All

Attending
All

Institution
All

Rotation
All

Patient Type
All

Area
All

Type
All

Defined Category
All

Credit
Primary

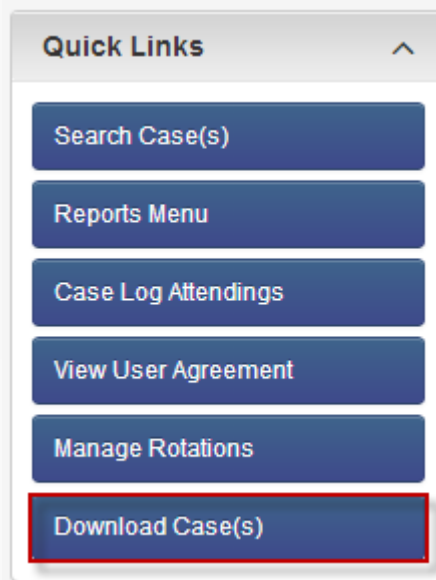
Code
[Text Field]

PART 6: DOWNLOAD CASE(S)



DOWNLOAD CASE(S)

You may want a data file of your residents' cases for reference for future employers, etc. Using **Download Case(s)** will provide you a .txt data file of all cases including comments.





DOWNLOAD CASE(S)

Choose the resident and date range of cases you want exported and press 'Search'.

Download Case(s)

Resident:

From: 

To: 

[^ back to top](#)



DOWNLOAD CASE(S)

A preview of your export will appear on the screen. You can click 'Save to Excel' to generate an Excel export of all the data.

Download Case(s)

Resident


A, Example ▾

From

To

Search

Note: Below is a **preview** of your data. If you wish to search, sort, or see all of your data, please use the "Save to Excel" button below.

Save to Excel 

Date	Resident Last Name	Resident First Name
2/19/2014	A	Example
2/19/2014	A	Example

Showing 1 to 2 of 2 entries

[^ back to top](#)



If you have any questions about the new ACGME Case Logs system, email us at webads@acgme.org

