

Case Log Instructions for Osteopathic Neuromusculoskeletal Medicine

This instructional guide was created to specifically assist residents in correctly logging patient encounters and procedures in the ACGME's Resident Case Log System for osteopathic neuromusculoskeletal medicine. For general information and instructions, a user guide is available within the Case Log System, under the Reference Materials menu.

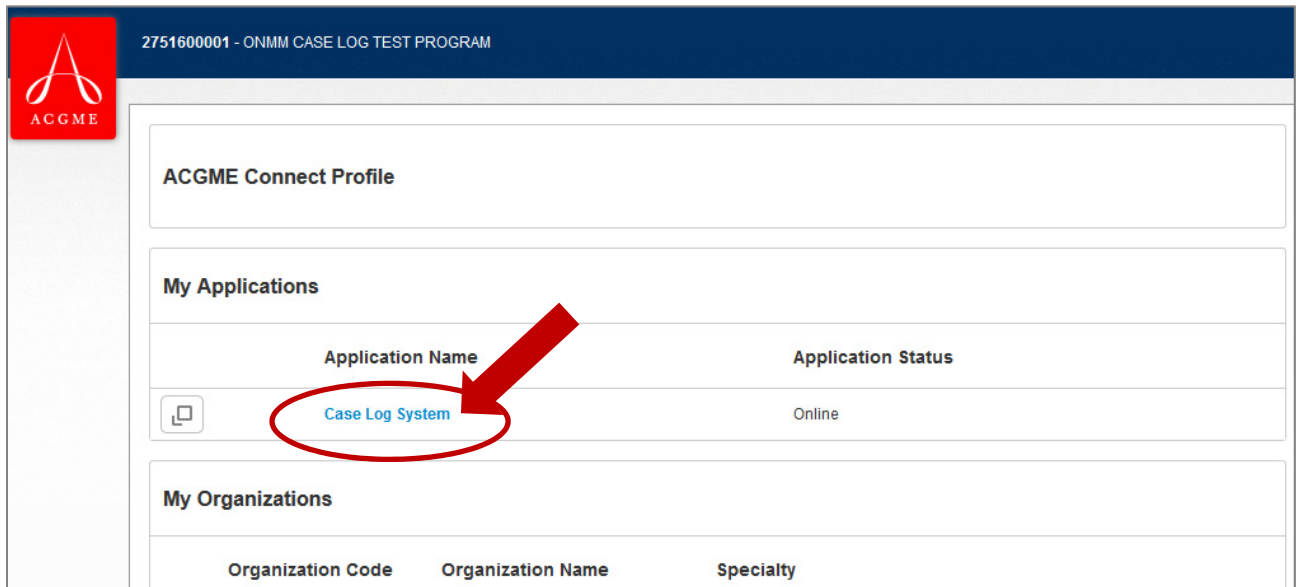
Each osteopathic neuromusculoskeletal medicine patient encounter that occurs during active training in an ACGME-accredited osteopathic neuromusculoskeletal medicine program must be entered in the Case Log System. The Review Committee uses the information in the system to determine whether residents' experiences meet expectations as outlined in the Program Requirements. Residents and program directors should also use the Case Log System to monitor resident progress in the required osteopathic neuromusculoskeletal medicine patient encounters and procedures throughout the educational program.

Residents should only log osteopathic neuromusculoskeletal medicine patient encounters supervised by neuromusculoskeletal medicine specialists. Residents performing injection procedures can 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.

CASE LOG SYSTEM ACCESS

Programs and residents access the Case Log System through the Accreditation Data System (ADS). Programs must grant residents access before they can log patient encounters. Residents only have access to the system while actively training in an ACGME-accredited program.

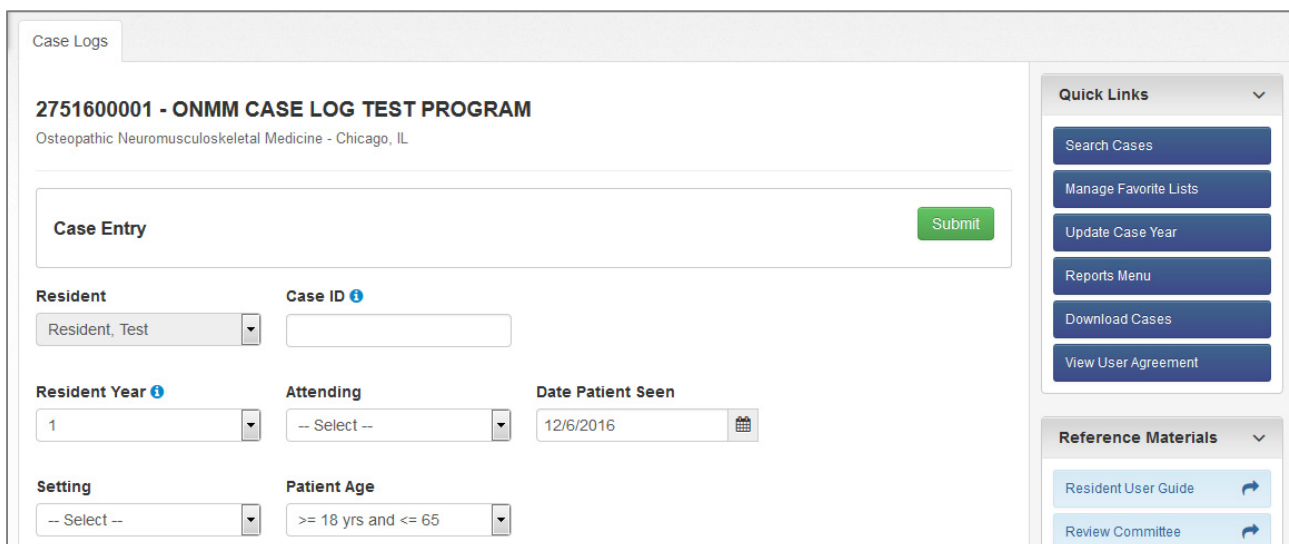
Access the system at www.acgme.org/connect. Once logged in, click on the “Case Log System” link.



The screenshot shows the ACGME Connect Profile page for the program 2751600001 - ONMM CASE LOG TEST PROGRAM. The page features the ACGME logo in the top left corner. Below the header, there are sections for "ACGME Connect Profile", "My Applications", and "My Organizations". In the "My Applications" section, a table lists applications with columns for "Application Name" and "Application Status". The "Case Log System" application is listed with a status of "Online" and is highlighted with a red circle and a red arrow pointing to it.

Application Name	Application Status
Case Log System	Online

On the case entry screen, enter the necessary patient encounter information.



The screenshot shows the Case Entry screen for the program 2751600001 - ONMM CASE LOG TEST PROGRAM. The page includes a "Case Entry" section with a "Submit" button. Below this, there are several fields for entering patient encounter information:

- Resident:** Resident, Test
- Case ID:** [Empty field]
- Resident Year:** 1
- Attending:** -- Select --
- Date Patient Seen:** 12/6/2016
- Setting:** -- Select --
- Patient Age:** >= 18 yrs and <= 65

On the right side of the screen, there are two sections: "Quick Links" and "Reference Materials". The "Quick Links" section includes buttons for Search Cases, Manage Favorite Lists, Update Case Year, Reports Menu, Download Cases, and View User Agreement. The "Reference Materials" section includes links for Resident User Guide and Review Committee.

ENTERING PATIENT ENCOUNTERS – BASIC INFORMATION

All logged patient encounters should include the following basic information: Case ID; the resident's year in the program; the supervising attending physician; the date patient was seen; setting (inpatient/outpatient); the patient's age; and patient type if applicable (continuity clinic panel patient, OB, pediatric, surgical).

Case Entry Submit

Resident Case ID ⓘ
Resident, Test []

Resident Year ⓘ Attending Date Patient Seen
1 -- Select -- 11/23/2016 []

Setting Patient Age
-- Select -- >= 18 yrs and <= 65

Continuity clinic panel patient
 OB
 Pediatric
 Surgical

Comments ⓘ
[]

Resident

The system will autofill the resident's name. If the name in this field is incorrect, log out of the system and log back in with the correct credentials.

Case ID

The Case ID should be a unique patient identifier, but must not be patient identifiable information such as a patient name or Social Security Number.

Resident Year

The system will autofill the resident's current year in the program. If the patient encounter occurred in a prior year of the program, select the correct year from the drop-down menu.

Note: residents who enter the program at the ONMM2 level will only log patient encounters at "resident year 2" in the Case Log System.

Attending

Select the name of the attending physician who supervised the osteopathic neuromusculoskeletal medicine patient encounter from the drop-down menu. If this 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. Contact the program to add physician faculty members if they are board certified in neuromusculoskeletal medicine and do not appear in the drop-down menu.

Date Patient Seen

The system will autofill to the date of entry (not the date of the patient encounter), and will need to be changed if the patient encounter occurred previously.

Setting

Select the setting, inpatient or outpatient, in which the patient was seen.

Patient Age

Select the age range (≥ 18 yrs and ≤ 65 ; ≤ 18 yrs; or > 65) for the patient at the time of the encounter being logged.

Patient Type

<input type="checkbox"/> Continuity clinic panel patient
<input type="checkbox"/> OB
<input type="checkbox"/> Pediatric
<input type="checkbox"/> Surgical

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

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

To enter segmental and somatic dysfunction, click on the "Area and Type" tab.

The screenshot shows a software interface with several tabs: 'Favorites', 'Area and Type', and 'Code'. The 'Area and Type' tab is circled in red, and a red arrow points to it. Below the tabs is a 'Favorite Lists' section with a dropdown menu showing '-- Select --' and a 'GO' button. Below this is a table with columns 'Code', 'Description', 'Area', and 'Type'. At the bottom of the interface, there is a note: 'To search for Codes by Favorites, please select a Favorite List and then click GO'.

Select "Segmental and Somatic Dysfunction" from the drop-down menu under "Type" and click "Go."

The screenshot shows a search interface with tabs for 'Favorites', 'Area and Type', 'Code', and 'Selected Codes'. The 'Area' dropdown is set to 'ONMM Procedures'. The 'Type' dropdown is open, showing options: 'All', 'Injection Procedures', 'Segmental and Somatic Dysfunction' (highlighted in blue), and 'Treatment Technique'. A red arrow points to the 'GO' button in the top right corner.

Click "Add" next to each relevant region for the patient encounter.

The screenshot shows a table with columns: Code, Description, Area, Type, Fav, and an 'Add' button. The 'Type' dropdown is set to 'Segmental and ...'. The table lists five regions: Head region, Cervical region, Thoracic region, Lumbar region, and Sacral region. Each row has a yellow star in the 'Fav' column and an 'Add' button. A red arrow points to the 'Add' button for the 'Head region'.

Code	Description	Area	Type	Fav	
	Head region	ONMM Procedures	Segmental and Somatic Dysfunction	★	Add
	Cervical region	ONMM Procedures	Segmental and Somatic Dysfunction	★	Add
	Thoracic region	ONMM Procedures	Segmental and Somatic Dysfunction	★	Add
	Lumbar region	ONMM Procedures	Segmental and Somatic Dysfunction	★	Add
	Sacral region	ONMM Procedures	Segmental and Somatic Dysfunction	★	Add

A confirmation message will appear on the screen.

Code added to this Case. x

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

Area **Type** **Keyword** ⓘ

ONMM Procedures v Segmental and ... v GO

Code ^	Description	Area	Type	Fav	
	Head region	ONMM Procedures	Segmental and Somatic Dysfunction	★	Add
	Cervical region	ONMM Procedures	Segmental and Somatic Dysfunction	★	Add

To verify what has been logged for the encounter, click "Selected Codes."



Code added to this Case. x

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

Area **Type** **Keyword** ⓘ

ONMM Procedures v Segmental and ... v GO

If an item needs to be removed, click the red “X.”

Code	Description	Area	Type	
	Head region	ONMM Procedures	Segmental and Somatic Dysfunction	
	Cervical region	ONMM Procedures	Segmental and Somatic Dysfunction	

ENTERING PATIENT ENCOUNTERS – TREATMENT TECHNIQUE

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

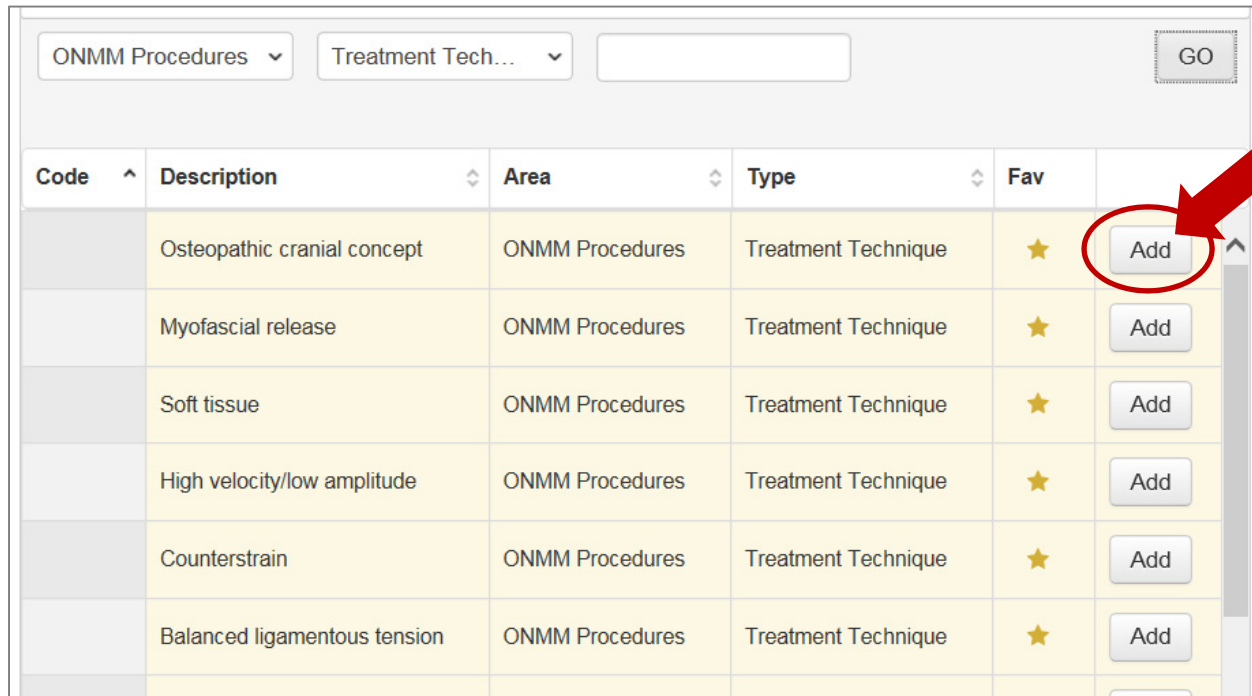
Area: ONMM Procedures | Type: Segmental and ... | Keyword:

GO

Code	Description	Type	Keyword	Fav	
	Cervical region	Segmental and Somatic Dysfunction	Segmental and Somatic Dysfunction	★	Add
	Thoracic region	ONMM Procedures	Segmental and Somatic Dysfunction	★	Add
	Lumbar region	ONMM Procedures	Segmental and Somatic Dysfunction	★	Add
	Cervical region	ONMM Procedures	Segmental and Somatic Dysfunction	★	Add

Treatment Technique

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



Code ^	Description	Area	Type	Fav	
	Osteopathic cranial concept	ONMM Procedures	Treatment Technique	★	Add
	Myofascial release	ONMM Procedures	Treatment Technique	★	Add
	Soft tissue	ONMM Procedures	Treatment Technique	★	Add
	High velocity/low amplitude	ONMM Procedures	Treatment Technique	★	Add
	Counterstrain	ONMM Procedures	Treatment Technique	★	Add
	Balanced ligamentous tension	ONMM Procedures	Treatment Technique	★	Add

As above, a confirmation message will appear on the screen.

To verify what has been logged for the encounter, click “Selected Codes,” and to remove a selection, click the red “X” that appears.

ENTERING PATIENT ENCOUNTERS – PROCEDURES

If an additional procedure is performed it should be entered as one patient encounter with the “Segmental and Somatic Dysfunction and Treatment Technique.” The Review Committee will only track injection procedures as outlined in [Osteopathic Neuromusculoskeletal Medicine Case Log Announcement](#) (available on the Documents and Resources page of the ONMM section of the ACGME website). For instructions on how to log procedures other than those being tracked by the Review Committee, refer to the “Resident User Guide” in ADS.

To log tracked procedures, select "Injection Procedures" from the drop-down menu under "Type" menu and click "Go."

The screenshot shows a web interface with tabs for 'Favorites', 'Area and Type', and 'Code'. The 'Area and Type' tab is active. Under the 'Area' dropdown, 'ONMM Proced...' is selected. The 'Type' dropdown is set to 'Treatment Tec...'. A search box is empty. A red arrow points to a 'GO' button in the top right. Another red arrow points to a dropdown menu that is open, showing 'All', 'Injection Procedures' (highlighted in blue), and 'Segmental and Somatic Dysfunction Treatment Technique'. Below the dropdown is a table with columns: Code, Description, Area, Type, Fav, and an 'Add' button.

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

Click "Add" next to each procedure relevant to the patient encounter.

The screenshot shows the same web interface, but the 'Type' dropdown is now set to 'Injection Proce...'. The 'GO' button is visible. A red arrow points to the 'Add' button for the first row in the table. The table has columns: Code, Description, Area, Type, Fav, and Add.

Code	Description	Area	Type	Fav	Add
20550	Injection(s); single tendon sheath, or ligament, aponeurosis (eg, plantar "fascia")	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

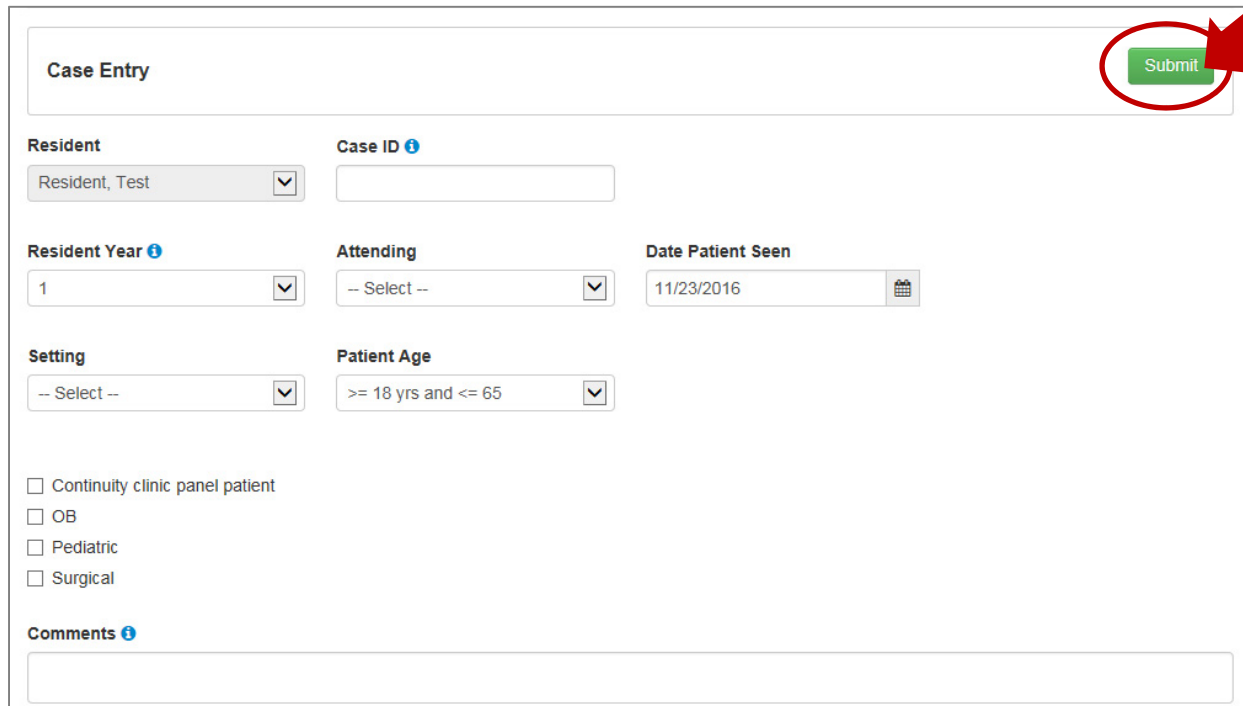
A confirmation message indicating "Code "20###" added to this case" will appear.

As above, to verify what has been logged for the encounter, click "Selected Codes," and to remove a selected item, click the red "X" that appears.

SUBMISSION OF PATIENT ENCOUNTER AND PROCEDURES

Prior to saving the patient encounter, thoroughly review the information entered. Each logged patient encounter should include a segmental and somatic dysfunction and 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.

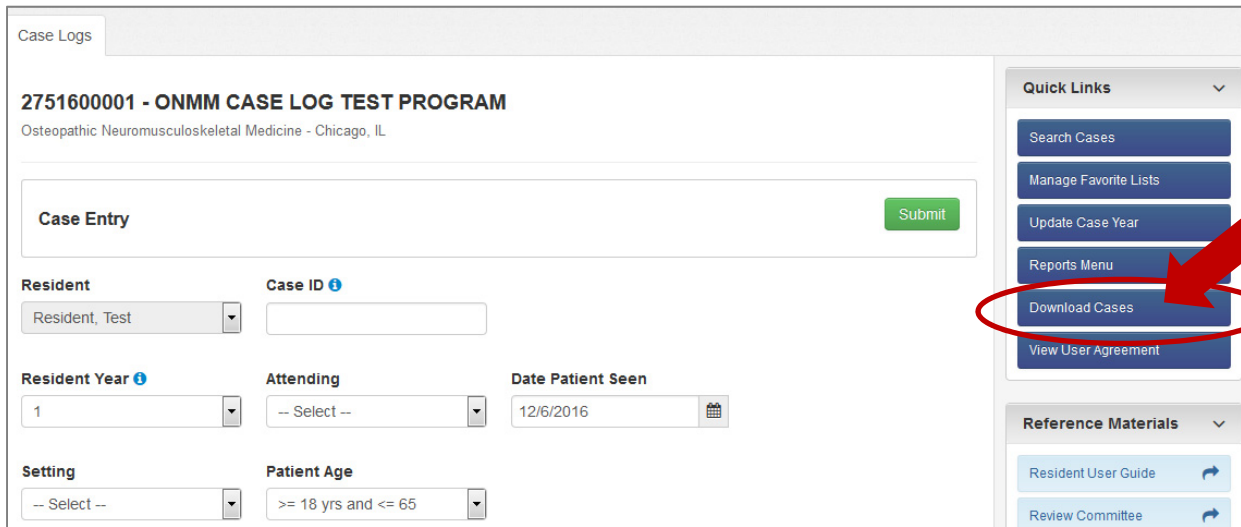
The Basic Patient Encounter Information should also be reviewed. Once all information has been reviewed, click “Submit” to log and save the patient encounter and procedure(s).



The screenshot shows a web-based form for entering patient encounter information. At the top right, a green "Submit" button is circled in red, with a large red arrow pointing to it from the right side of the page. The form is titled "Case Entry" and contains several input fields and checkboxes. The fields are: "Resident" (a dropdown menu with "Resident, Test" selected), "Case ID" (an empty text box), "Resident Year" (a dropdown menu with "1" selected), "Attending" (a dropdown menu with "-- Select --" selected), "Date Patient Seen" (a date field with "11/23/2016" and a calendar icon), "Setting" (a dropdown menu with "-- Select --" selected), and "Patient Age" (a dropdown menu with ">= 18 yrs and <= 65" selected). Below these fields are four checkboxes: "Continuity clinic panel patient", "OB", "Pediatric", and "Surgical", all of which are currently unchecked. At the bottom of the form is a "Comments" section with a large empty text area.

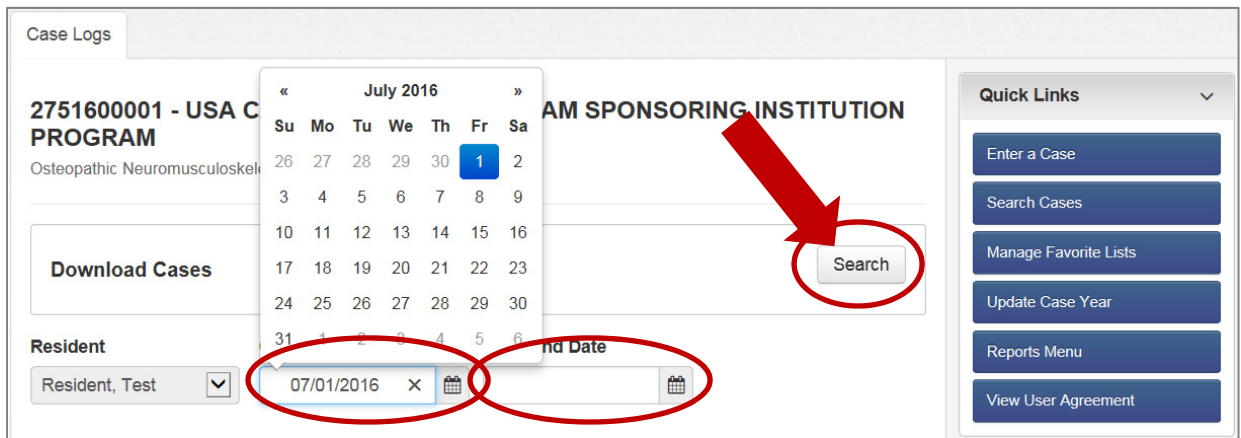
CASE LOG SYSTEM – DOWNLOADING LOGGED CASES

Download cases logged in the system by clicking “Download Cases” from the “Quick Links” menu.



The screenshot shows the 'Case Logs' interface for '2751600001 - ONMM CASE LOG TEST PROGRAM'. The 'Quick Links' menu on the right contains several options, with 'Download Cases' circled in red and a red arrow pointing to it. Other options include 'Search Cases', 'Manage Favorite Lists', 'Update Case Year', 'Reports Menu', and 'View User Agreement'. Below the menu, there are input fields for 'Resident', 'Case ID', 'Resident Year', 'Attending', 'Date Patient Seen', 'Setting', and 'Patient Age'. A 'Submit' button is located to the right of the 'Case Entry' section.

Enter the Start and End Dates for the cases you want to download and click “Search.”



The screenshot shows the 'Case Logs' interface for '2751600001 - USA C PROGRAM'. A calendar for July 2016 is open, showing the date '1' selected. The 'Download Cases' button is circled in red, and a red arrow points to it. Below the calendar, there are input fields for 'Resident' and 'End Date', both of which are circled in red. A 'Search' button is also circled in red and has a red arrow pointing to it. The 'Quick Links' menu on the right contains several options, including 'Enter a Case', 'Search Cases', 'Manage Favorite Lists', 'Update Case Year', 'Reports Menu', and 'View User Agreement'.

A message will appear identifying how many cases were found in the system for the date range selected. Click "Save to Excel" to download the case data to a spreadsheet.

Download Cases Search

Found 4 Cases matching your search criteria. Each Case may have multiple records. To download all these Cases, please use the "Save to Excel" button below.

Resident **Case Start Date** **Case End Date**

Resident, Test

Save to Excel

CASE LOG SYSTEM – REPORTS

A number of reports are available in the "Reports Menu," accessible under "Quick Links."

Case Logs

2751600001 - ONMM CASE LOG TEST PROGRAM
Osteopathic Neuromusculoskeletal Medicine - Chicago, IL

Case Entry Submit

Resident **Case ID**

Resident, Test

Resident Year **Attending** **Date Patient Seen**

1 -- Select -- 12/6/2016

Setting **Patient Age**

-- Select -- >= 18 yrs and <= 65

Quick Links

- Search Cases
- Manage Favorite Lists
- Update Case Year
- Reports Menu**
- Download Cases
- View User Agreement

Reference Materials

- Resident User Guide
- Review Committee

Additional parameters can be set to customize available reports.

Reports Menu		
Title	Description	
Patient Summary Report	Patient Summary Report based on Case Type & Setting	View
Experience Report by Year	ACGME categorized summary report by the year on the case.	View
Activity Report	Latest case activity for residents. Lists number of cases/procedures, most recent case date & last time an update was made	View
Case Brief Report	Generates case level data by case date, including case ID, institution, role, attending initials, code & code description, if applicable	View
Full Detail Report	Provides case level detail for individual resident, including Institution, comments, attending/supervisor, rotation, and role, if applicable. A detailed list of procedures completed per each case is also displayed	View
Code Summary Report	Counts of procedures by CPT code	View

Direct questions about Case Log requirements to Executive Director Tiffany Moss, MBA: tmoss@acgme.org. Direct questions specific to the system itself to ADS@acgme.org.