

## Case Log Data Entry Guide – Web

**Login** – the URL for the website is <http://www.acscaselog.org>

**Web menu:** The web menu is broken down into the following sections:

### CASES

Create – Create a new Case

View – View list of Cases

Import – Import your cases into the case log from another database

Export – Export cases into a CSV (Comma Separated Values file)

### REPORTS

View – View list of Reports that can be generated

ABS Certification – Submit your cases to the American Board of Surgery for re-certification

### DOCUMENTATION

Quick Start – Quick Start Guide for using the Case Log

Installation – Instructions for installing on a Palm PDA and Windows desktop computer

Web Data Entry – Guide for using Case Log on the web

PDA Data Entry – Guide for using Case Log on a Palm PDA

Business Associate Agreement

Participation Agreement

Post-Op Occurences – Definition of Post-Op Occurences

### SETTINGS

Edit CPT® Nicknames – Manage User-created Nicknames for CPT® Codes

Edit ICD Nicknames – Manage User-created Nicknames for ICD Codes

Preferences – Change your password and Hotlist preferences for both the web and the PDA

Locations – Manage list of Locations (Hospitals/Clinics you work at)

### DOWNLOADS

### HELP

Mail Feedback – send Feedback Email

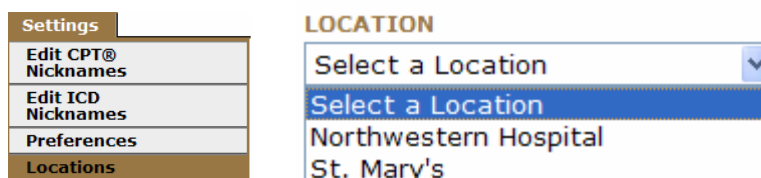
Mail Support – send Support Email

News – View News items

### LOGOUT

**Locations:** *Prior to entry of your first case, you should enter in your various surgical locations.*

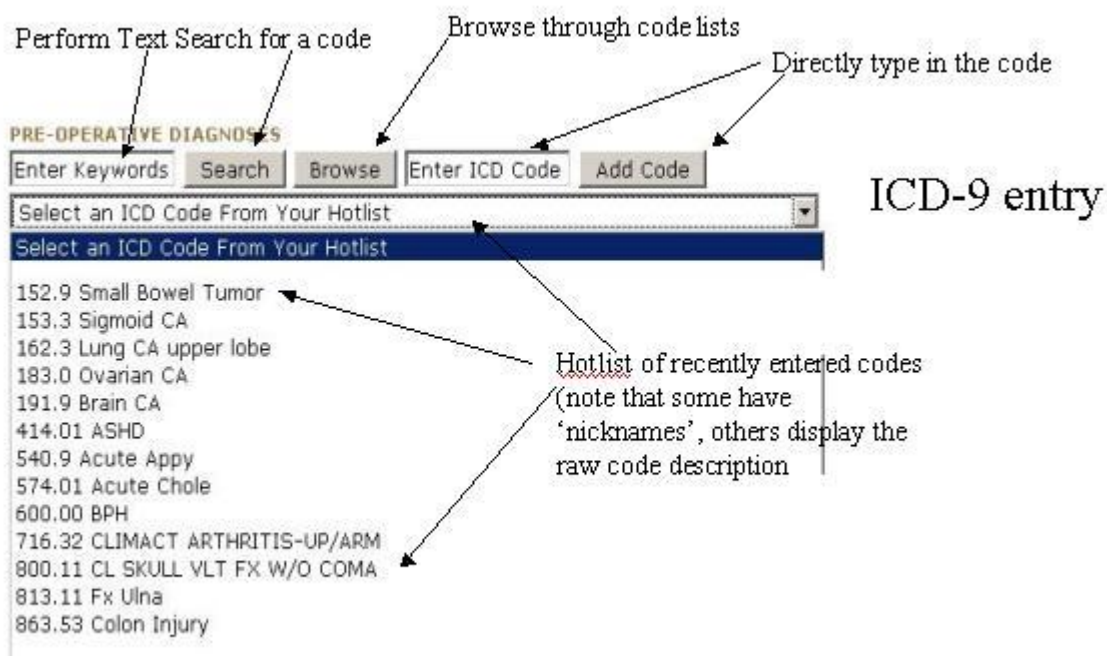
The values in the location drop-down list are maintained by the Locations link under the Settings menu:



**ICD-9 Entry:** There are 4 methods of entering ICD-9 codes:

1. **Hotlists:** The Hotlist serves as a data-entry aid and "remembers" some of the codes you've worked with. You can select codes from your Hotlist to add to your case. On the Web, there are two different types of Hotlists: Most Recent displays your most recently used codes, and Most Frequent displays your most frequently used codes. You can specify which Hotlist type you want, and how many entries your hotlist should contain on the Preferences page of the Website. The Web Hotlist updates once every day, or every time you click "Save Changes" on the Preferences page.
2. **Browse:** You can browse for a code as if it were in a catalog. On the Website, click the "Browse" button. Ranges of ICD values will be displayed. Select the appropriate range (which will narrow each time you select an entry) until the desired code is displayed.
3. **Search:** You can perform a text search of the ICD descriptions. On the Web page, enter some search terms such as 'Abdominal Pain' and click "Search". Performing a "blank search" on the Website will display a list of ICD codes that have been assigned Nicknames.
4. **Add Code:** If you know the exact code, you can enter the desired code in manually. On the Website, there is a data entry box with the words "Enter ICD Code" where you type in the code and click the "Add Code" button.

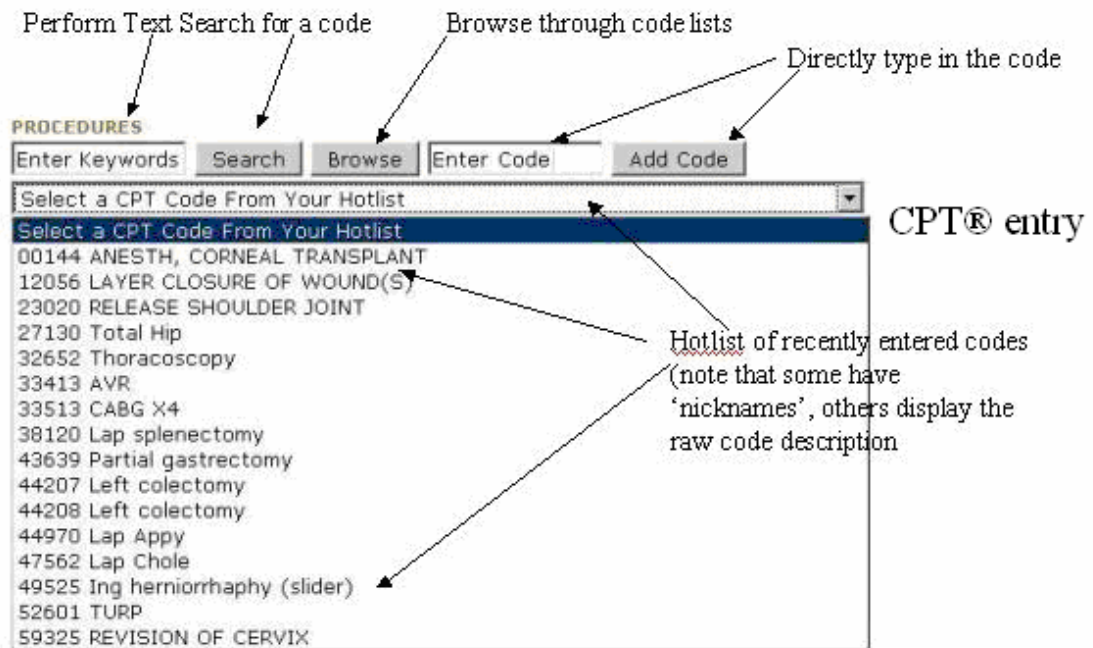
A picture of ICD-9 entry is shown below:



**CPT® Code Entry** - There are 4 methods of entering CPT® codes:

1. **Hotlists:** The Hotlist serves as a data-entry aid and "remembers" some of the codes you've worked with. You can select codes from your Hotlist to add to your case. On the Web, there are two different types of Hotlists: Most Recent displays your most recently used codes, and Most Frequent displays your most frequently used codes. You can specify which Hotlist type you want, and how many entries your hotlist should contain on the Preferences page of the Website. The Web Hotlist updates once every day, or every time you click "Save Changes" on the Preferences page.
2. **Browse:** You can browse for a code as if it were in a catalog. On the Website, click the "Browse" button. Select the appropriate range (which will narrow each time you select an entry) until the desired code is displayed.
3. **Search:** You can perform a text search of the CPT® descriptions. On the Web page, enter some search terms such as 'Hernia' and click "Search". Performing a "blank search" on the Website will display a list of CPT® codes that have been assigned Nicknames.
4. **Add Code:** If you know the exact code, you can enter the desired code in manually. On the Website, there is a data entry box with the words "Enter CPT® Code" where you type in the code and click the "Add Code" button.

A picture of CPT® code entry is shown below:



**Nickname Maintenance:** - Nicknames refer to the ability to replace the standard descriptions of ICD-9 and CPT® codes with plain English words. *Creation of nicknames can only be done on the webpage, but the nicknames will synchronize down to the PDA.* Click on the nickname menu option and then enter the code and the desired nickname as illustrated below:

## Manage CPT® Nicknames

### Add a CPT® Nickname

Enter a CPT® code and nickname in the boxes below and click "Add CPT® Nickname" to create a new nickname.

CPT® CODE	NEW CPT® NICKNAME
<input type="text"/>	<input type="text"/>
<input type="button" value="Add CPT® Nickname"/>	

### Current CPT® Nicknames

Use the check boxes below to select nicknames you want to remove. Click "Remove Selected CPT® Nicknames" to remove the selected nicknames.

	CPT® CODE	NICKNAME
<input type="checkbox"/>	00500	Anesthesia on esophagus Anesthesia for all procedures on esophagus

A brief description of the other data entry fields follows:

Field	Comment
Admission Date, Procedure Date, Discharge Date, Outpatient Procedure	The system will check that the procedure date is on or after the admission data, and that the discharge date is on or after the procedure date. You may check the "Outpatient Procedure" checkbox to disalbe the Admit and Discharge Date fields.
Role and Assistant	Indicate what Role you performed during the procedure, and the type of person who was assisting.
Birth Date	The system will check that this is on or before the admission date
Diagnosis	You can select "post-op same as pre-op" checkbox or click the "Copy Diagnoses" button instead of re-entering all of the ICD-9 codes
ASA class	Enter the ASA classification and whether it was an emergency procedure
Co-morbidities	Select as many co-morbidities as apply
Pathology	Select the appropriate value from the drop-down list
Post-op occurrence	Select as many post operative occurrences as apply, if any. You may include the Outcome - whether the item improved, remained unresolved, got worse, or resulted in death.
Wound Classification	Select the appropriate value from the drop-down list
Returned to OR within 30 days; Death within 30 days	Indicate whether either of these occurred.
Notes	Enter any text notes, if desired
Case Status	The entry complete flag is used to indicate that all the data fields have been entered, and any follow-up information complete. This is an information flag that is displayed while viewing the case list. If the need arises, you can still update data in a case marked complete. Some reports will only count cases marked completed.