A Quick Guide to Entering Cases

Consider the following when entering your cases or reviewing your Case Log reports:

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 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 supervision.

2. For the following procedures the roles of First Assistant and Surgeon count toward minimum requirements:
   - keratoplasty,
   - keratorefractive surgery
   - retinal vitreous procedures

3. Residents can count multiple procedures on one case if he/she performs the majority of the critical portions of the procedures. If the multiple procedures all fall within the same subspecialty category (such as cataract, cornea, strabismus, glaucoma, retina/vitreous oculoplastics/orbit, globe trauma) then only one procedure can be recorded.

4. Residents can split a case if each is performing one side of a bilateral procedure in the role of Surgeon. For example, if a resident completes one side of a bilateral procedure, the resident can count the procedure as one case as Surgeon. If a resident completes both sides of a bilateral procedure, the procedure still counts as one case as Surgeon.

Quick Guide to Case Entry Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident</td>
<td>Resident name is auto-filled upon login.</td>
</tr>
<tr>
<td>Institution</td>
<td>Select the institution where the procedure was performed.</td>
</tr>
<tr>
<td>Case ID</td>
<td>Indicate a unique patient identifier to allow tracking of the patient to the procedure.</td>
</tr>
<tr>
<td>Resident Program Year and Resident Year of Case</td>
<td>Enter your categorical year in the specialty 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.</td>
</tr>
<tr>
<td>Attending</td>
<td>Select the attending physician who supervised the case. All attending physicians should be available from the dropdown box. If the attending is</td>
</tr>
</tbody>
</table>
not listed, inform the program coordinator who can add the faculty member to ADS.

<table>
<thead>
<tr>
<th>Date</th>
<th>Enter the date <em>the procedure was performed</em>. Do <strong>not</strong> enter the date you are entering the case into the system.</th>
</tr>
</thead>
</table>
| Resident Role | Indicate your role in the case  
> Surgeon: Resident has substantial responsibility for the case and performs over 50% 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% 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% of the surgical procedure. Cases performed in the role of Teaching Assistant do not count toward minimum requirements. |
| Credit     | If multiple procedures are performed during a case, residents must select one as primary.  
> 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 |
| Procedure Information | Enter the following information for each case:  
> Area - The Area is the broadest category of procedure/diagnosis the Review Committee is tracking.  
> Type - This refers to 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 the Case Log System, e-mail ads@acgme.org.