

**ACGME-I Case Logs**  
**QUICK GUIDE** for Residents in  
**Anesthesiology**



A **Quick Guide** to Entering Cases

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

1. All resident roles entered count toward meeting minimum requirements. All procedures entered count toward meeting minimum requirements.

**Quick Guide** to Case Entry Fields

<i>Resident</i>	Resident name is auto-filled upon login.
<i>Institution</i>	Select the institution where the procedure was performed.
<i>Case ID</i>	Indicate a unique patient identifier to allow tracking of the patient to the procedure.
<i>Resident Program Year and Resident Year of Case</i>	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.
<i>Supervisor</i>	Select the attending physician who supervised the case. All attending physicians should be available from the dropdown box. If the attending is not listed, inform the program coordinator who can add the faculty member to ADS.
<i>Date</i>	Enter the date <i>the procedure was performed</i> . Do <b>not</b> enter the date you are entering the case into the system.
<i>Patient Age</i>	Indicate the age of the patient: <ul style="list-style-type: none"> <li>➤ Less than 3 months</li> <li>➤ Greater than or equal to 3 months to less than 3 years</li> <li>➤ Greater than or equal to three years to less than 12 years</li> <li>➤ Greater than or equal to 12 years to less than 65 years</li> <li>➤ Greater than or equal to 65 years</li> </ul>
<i>Procedure Information</i>	Enter the following information for each case: <ul style="list-style-type: none"> <li>➤ Group - Choose one of two drop-down options, "Pain Consultations and Procedures" or "Procedures."</li> <li>➤ Area - After selecting the Group, the bold category headers below indicate the Area. Click the box for the applicable type (see below) of procedure/diagnosis in that area for the case. The Area is the broadest category of procedure/diagnosis the Review Committee is tracking.</li> <li>➤ Type - This refers to the specific procedure/diagnosis the Review Committee is tracking. Click the applicable box.</li> </ul>
<i>Case Type</i>	Click the box "Life Threatening Pathology" only if applicable to the case.

For technical support or questions regarding the Accreditation Data System (ADS) and the Case Log System, e-mail [ads@acgme.org](mailto:ads@acgme.org).