

## **Case Log Instructions for Osteopathic Neuromusculoskeletal Medicine Review Committee for Osteopathic Neuromusculoskeletal Medicine**

This instructional guide was created to assist osteopathic neuromusculoskeletal medicine residents in correctly logging patient encounters and procedures in the ACGME Case Log System designed for osteopathic neuromusculoskeletal medicine. All osteopathic neuromusculoskeletal medicine patient encounters that occur while an active resident in an ACGME-accredited osteopathic neuromusculoskeletal medicine program must be entered in the ACGME Case Log System. The Review Committee uses this information to determine whether residents' experiences meet the expectations as outlined in the Program Requirements. This information will be used in the review of ACGME-accredited programs to determine future accreditation decisions.

Residents must only log osteopathic neuromusculoskeletal medicine patient encounters supervised by board-certified or board-eligible neuromusculoskeletal medicine specialists. Patient encounters supervised by other specialty/subspecialty board-certified or board-eligible physicians must not be logged in the system. Residents performing injection procedures may 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, which can be found on the [Osteopathic Neuromusculoskeletal Medicine section](#) of the ACGME website.

### **Case Log System Access**

Programs and residents access the Case Log System through the Accreditation Data System (ADS). Residents can access the Case Log System directly at [www.acgme.org/connect](http://www.acgme.org/connect). Program leaders and administrators can access Case Log reports and preview the logging screens on the Case Log tab when logged into ADS. A preview of the logging screens is available to programs through the Entry (View Only) link in the "Case Logs" tab drop-down menu.

Residents will be provided a login to the Case Log System via email after their program director or coordinator has added them to the Resident Roster in ADS. Residents will only have access to the Case Log System as active residents in an ACGME-accredited osteopathic neuromusculoskeletal medicine program.

## ENTERING PATIENT ENCOUNTERS – BASIC INFORMATION

All logged patient encounters must include the following basic information: Case ID; resident's year in the program; attending physician supervising the patient encounter; date of the patient encounter; setting of the patient encounter (inpatient/outpatient); patient's age; and patient type if applicable (i.e., OBGYN, pediatric, surgical – see below).

Add Cases View Only

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Case ID\* i

Case Date\*  calendar icon

Case Year\*

Setting\*

Case Type v

- OBGYN
- Pediatric
- Surgical

Attending\*

Patient Age\*

[+ Add Comments](#) i

### Case ID

The Case ID should be a unique patient identifier that must not include identifiable patient information, such as name or Social Security Number. Each program is encouraged to develop a system for the assignment of this patient identifier to ensure the patient identifier remains the same for a patient's first encounter and for all subsequent encounters.

### Case Year

This is the resident's current year in the osteopathic neuromusculoskeletal medicine program, which will be auto-filled by the system (1=ONMM1 year; 2=ONMM2 year; 3=ONMM3 year). If the patient encounter occurred in a prior year of the program, select the correct year from the drop-down menu.

Note: If the year in the program that auto-fills as the current year is not correct, the program may have added the resident to the ADS Resident Roster incorrectly. Issues of this nature must be addressed and fixed promptly. Programs are advised to refer to the FAQs for guidance on adding residents to the ADS Resident Roster (see website link on the previous page).

### Attending

Select the name of the attending physician who supervised the osteopathic neuromusculoskeletal medicine patient encounter from the drop-down menu. If an 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 if this does not appear in the drop-down menu. If a neuromusculoskeletal medicine specialist supervised a patient encounter and does not appear in the attending drop-down menu, contact the program to add the faculty member. Additionally, if a physician appears in the drop-down menu and is not certified or board-eligible in neuromusculoskeletal medicine, the individual must be removed by the program from the

system. Programs can add or remove physicians from the Case Log System attending list through the “Attending” link in the “Case Logs” tab drop-down menu in ADS.

**Date Patient Seen**

The system will autofill the date of entry (not the date of the patient encounter) and will need to be changed if the patient encounter occurred on a different day.

**Setting**

Select the setting (inpatient or outpatient) in which the patient encounter occurred.

**Patient Age**

Select the age range (<18 yrs; >= 18 yrs and <=65; or >65) of the patient at the time of the patient encounter.

**Patient Type**

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

<b>Case Type</b> <span style="float: right;">v</span>
<input type="checkbox"/> OBGYN
<input type="checkbox"/> Pediatric
<input type="checkbox"/> Surgical

**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 for a patient encounter, click the “Area/Type/Code” tab.

Code	Description	Area	Type
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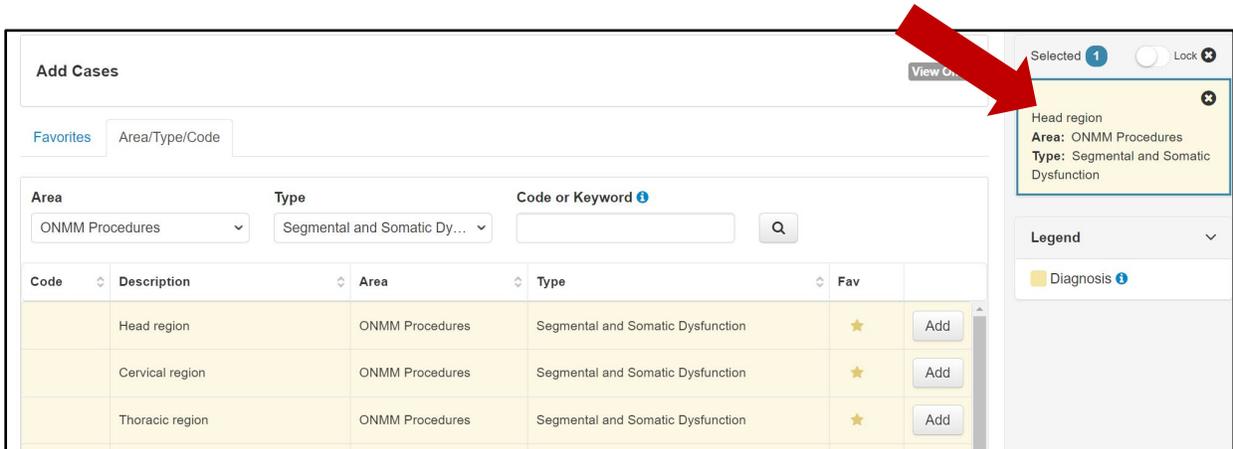
Select “Segmental and Somatic Dysfunction” from the drop-down menu under “Type” and click the magnifying glass.

Code	Description	Area	Type	Fav
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Click “Add” next to each relevant region for the patient encounter.

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

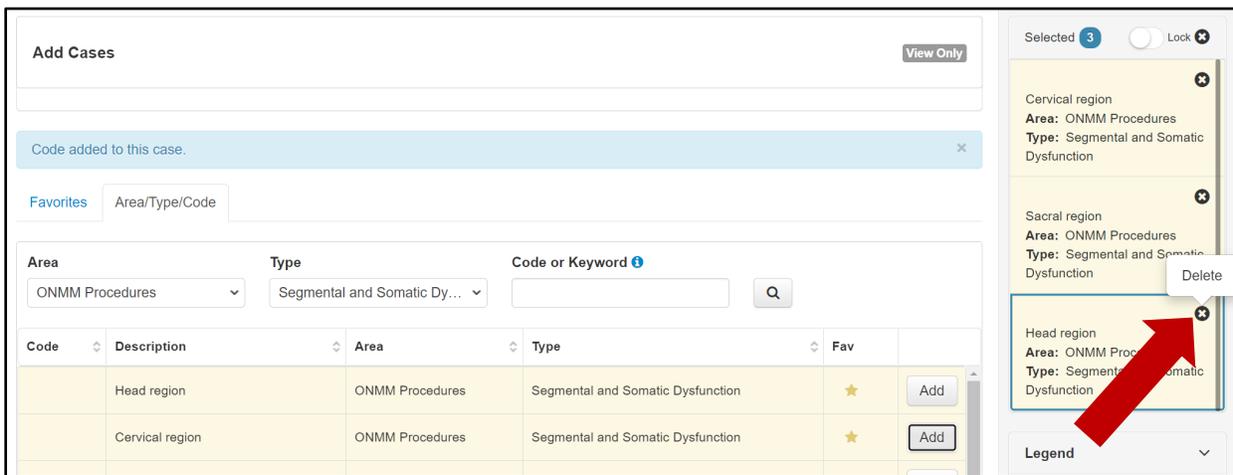
After each region is added, a box will appear on the right side of the window confirming the selection.



The screenshot shows the 'Add Cases' interface. At the top, there is a 'View Only' button. Below it, a 'Favorites' section contains a search box labeled 'Area/Type/Code'. The main area features two dropdown menus: 'Area' (set to 'ONMM Procedures') and 'Type' (set to 'Segmental and Somatic Dy...'). A search box with a magnifying glass icon is to the right. Below these is a table with columns: Code, Description, Area, Type, Fav, and an 'Add' button. The table contains three rows: 'Head region', 'Cervical region', and 'Thoracic region', all with 'ONMM Procedures' as the Area and 'Segmental and Somatic Dysfunction' as the Type. On the right side, a confirmation box is visible, showing 'Selected 1' and 'Lock' with a close icon. The box contains the text: 'Head region', 'Area: ONMM Procedures', and 'Type: Segmental and Somatic Dysfunction'. A red arrow points from the top right towards this confirmation box.

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

If a region should be deleted, click the “X” in the right corner of the region’s box.



The screenshot shows the 'Add Cases' interface with a confirmation box on the right. The box shows 'Selected 3' and 'Lock' with a close icon. It lists three regions: 'Cervical region', 'Sacral region', and 'Head region', each with 'ONMM Procedures' as the Area and 'Segmental and Somatic Dysfunction' as the Type. A red arrow points to the 'X' icon in the top right corner of the 'Head region' box. A 'Delete' button is visible next to the 'X' icon. A blue notification bar at the top of the interface reads 'Code added to this case.' with a close icon.

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

## ENTERING PATIENT ENCOUNTER – TREATMENT TECHNIQUES

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

The screenshot shows the 'Add Cases' interface. The 'Area' dropdown is set to 'ONMM Procedures' and the 'Type' dropdown is set to 'Treatment Technique'. A search icon is visible in the 'Code or Keyword' field. The 'Type' dropdown menu is open, showing options: 'All', 'Injection Procedures', 'Segmental and Somatic Dysfunction', and 'Treatment Technique'. The 'Treatment Technique' option is highlighted in blue. Red arrows point to the search icon and the selected option.

Code	Description	Area	Type	Fav	
	Osteopathic cranial manipula	ONMM Procedures	Treatment Technique	★	Add
	Myofascial release	ONMM Procedures	Treatment Technique	★	Add
	Soft tissue method	ONMM Procedures	Treatment Technique	★	Add

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

The screenshot shows the 'Add Cases' interface with a list of treatment techniques. The 'Area' dropdown is set to 'ONMM Procedures' and the 'Type' dropdown is set to 'Treatment Technique'. The list includes: 'Balanced ligamentous tension/ligamentous articular strain method', 'Still technique', 'Percussion vibrator method', 'Muscle energy method', and 'Articulatory method'. Each row has an 'Add' button. Red arrows point to the 'Add' buttons for 'Muscle energy method' and 'Articulatory method'.

Code	Description	Area	Type	Fav	
	Balanced ligamentous tension/ligamentous articular strain method	ONMM Procedures	Treatment Technique	★	Add
	Still technique	ONMM Procedures	Treatment Technique	★	Add
	Percussion vibrator method	ONMM Procedures	Treatment Technique	★	Add
	Muscle energy method	ONMM Procedures	Treatment Technique	★	Add
	Articulatory method	ONMM Procedures	Treatment Technique	★	Add

To verify what has been logged for the patient encounter, review the boxes on the right side of the window.

The screenshot shows the 'Add Cases' form with the following fields:

- Case ID\*: XXXXXXXX
- Case Date\*: 7/19/2022
- Case Year\*: 2
- Setting\*: Outpatient
- Attending\*: -- Select --
- Patient Age\*: >= 18 yrs and <= 65

Case Type options:

- OBGYN
- Pediatric
- Surgical

Right-hand sidebar (Selected: 3):

- Muscle energy method  
Area: ONMM Procedures  
Type: Treatment Technique
- Cervical region  
Area: ONMM Procedures  
Type: Segmental and Somatic Dysfunction
- Sacral region  
Area: ONMM Procedures  
Type: Segmental and Somatic Dysfunction

## 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 Techniques.” All injection procedures must be logged. The Review Committee will only track injection procedures as outlined in the [Osteopathic Neuromusculoskeletal Medicine Case Log Announcement](#) available on the Documents and Resources page of the Osteopathic Neuromusculoskeletal Medicine section of the ACGME website (see link above).

To log tracked procedures, select “Injection Procedures” from the “Type” drop-down menu and click the magnifying glass.

The screenshot shows the 'Add Cases' form with the following fields:

- Area: ONMM Procedures
- Type: Injection Procedures
- Code or Keyword: [Search icon]

Table of results:

Code	Description	Area	Type	Fav	
20550	Injection(s); single tendon sheath ("fascia")	ONMM Procedures	Injection Procedures	★	Add
20551	Injection(s); single tendon origin	ONMM Procedures	Injection Procedures	★	Add

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

The screenshot shows the 'Add Cases' interface. At the top, there is a 'View Only' button. Below it, there are tabs for 'Favorites' and 'Area/Type/Code'. The main area has three dropdown menus: 'Area' (ONMM Procedures), 'Type' (Injection Procedures), and 'Code or Keyword'. Below these is a search bar. A table lists four procedures with columns for Code, Description, Area, Type, Fav, and an 'Add' button. A red arrow points to the 'Add' button for procedure 20550.

Code	Description	Area	Type	Fav	
20550	Injection(s); single tendon sheath, or ligament, aponeurosis (eg, plantar "fascia")	ONMM Procedures	Injection Procedures	★	Add
20551	Injection(s); single tendon origin/insertion	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

To verify what has been logged for the patient encounter, review the boxes on the right side of the window.

The screenshot shows the 'Add Cases' interface with the right-hand sidebar open. The sidebar displays a list of selected cases, including 'Muscle energy method', 'Lower extremity', and '20550'. A red arrow points to the sidebar.

Selected 3 Lock

- Muscle energy method  
Area: ONMM Procedures  
Type: Treatment Technique
- Lower extremity  
Area: ONMM Procedures  
Type: Segmental and Somatic Dysfunction
- 20550  
Injection(s); single tendon sheath, or ligament, aponeurosis (eg, plantar "fascia")  
Area: ONMM Procedures  
Type: Injection Procedures

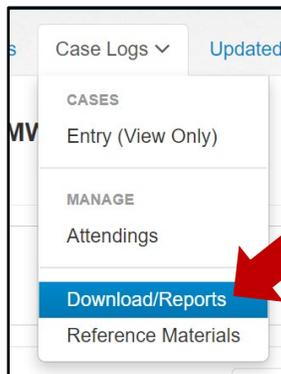
## SUBMISSION OF PATIENT ENCOUNTER AND PROCEDURES

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.

Note that patient encounters only count toward meeting established patient encounter minimums, as outlined in the Program Requirements, when the logged patient encounter includes a segmental and somatic dysfunction and a treatment technique.

## CASE LOG SYSTEM – DOWNLOADING LOGGED CASES

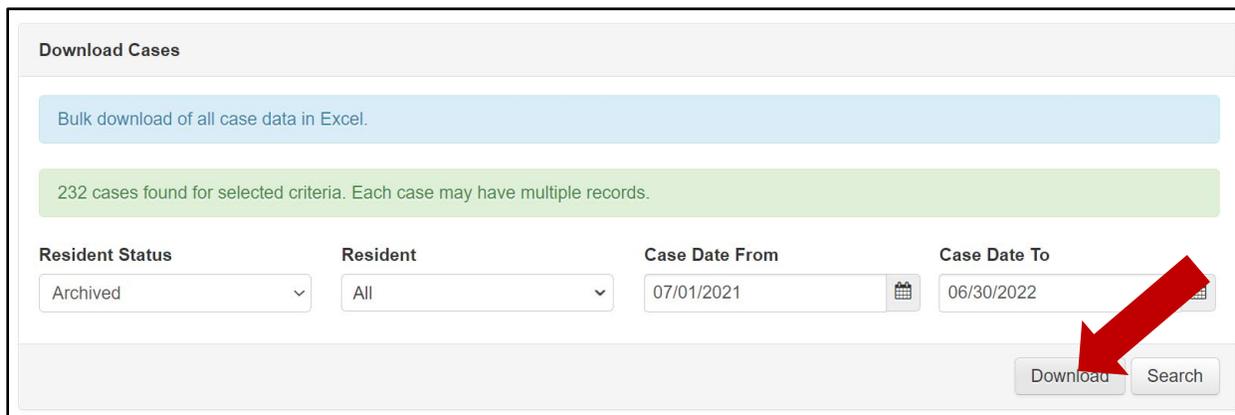
Patient encounters logged in the Case Log System can be exported by clicking “Download/Reports” in the “Case Log” tab drop-down menu. *Note: The screenshots in this section reflect what a program director or program coordinator would see in ADS. A resident’s view will have more pre-populated fields.*



Enter the start and end dates for the patient encounters you want to download and click “Search.”

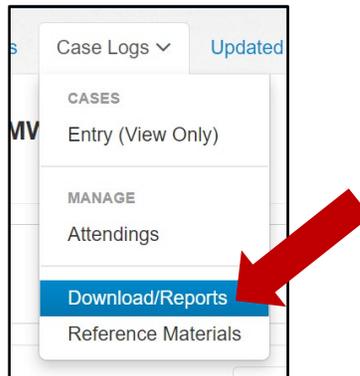
A screenshot of the "Download Cases" form. It features a blue header bar with the text "Bulk download of all case data in Excel." Below this are four input fields: "Resident Status" (set to "Active"), "Resident" (set to "All"), "Case Date From" (with a date picker icon), and "Case Date To" (with a date picker icon). A "Search" button is located at the bottom right, highlighted with a red arrow.

A message will appear identifying how many “cases” were found in the system for the date range selected. Click “Download” to download the information into an Excel file.

A screenshot of the "Download Cases" form after a search. A green message box states "232 cases found for selected criteria. Each case may have multiple records." The search criteria are updated: "Resident Status" is "Archived", "Resident" is "All", "Case Date From" is "07/01/2021", and "Case Date To" is "06/30/2022". A "Download" button is now visible at the bottom right, highlighted with a red arrow, next to the "Search" button.

## CASE LOG SYSTEM – REPORTS

Case Log reports are available by clicking “Download/Reports” in the “Case Logs” tab drop-down menu.



The reports below are available to program directors and program coordinators to monitor residents’ progress towards meeting the curricular expectations established in the Program Requirements. It is also expected that program directors frequently review residents’ Case Logs to ensure they are up-to-date and accurate.

Residents also have access to many of these reports so they can track their own progress.

Reports	Specialty Specific Reports
<input type="text" value="Filter Reports"/> <input type="button" value="Q"/>	<input type="text" value="Filter Specialty Specific Reports"/> <input type="button" value="Q"/>
<b>Experience by Year</b> > Generates an ACGME categorized summary by year.	<b>ONMM Minimum</b> > Tracks progress toward achieving the RRC-designated minimum expectations for graduation.
<b>Log Activity</b> > Generates logging activity including case and procedure count, most recent case date and when the case was entered.	<b>Patient Summary</b> > Generates a patient summary by case type and setting.
<b>Case Brief</b> > Generates case level data by case date, case ID, site, role, attending initials, code and code description, if applicable.	
<b>Case Detail</b> > Generates case level data by case date, case year, case ID, attending, site, role, code and code description, if applicable.	
<b>Code Summary</b> > Generates code level data by area and type, code, code count, code type and code description.	
<b>Tracked Codes</b> > Generates a list of tracked codes for the specialty by area and type, code description, code, defined category and code attribute, if applicable.	
<b>Case Log Graduate Statistics</b> > Statistical reports for graduates including national, program, individual resident and minimum reports (if applicable)	
	<b>Archived Reports</b>
	<input type="text" value="Filter Archived Reports"/> <input type="button" value="Q"/>
	<b>Archived Experience by Year</b> > Generates an ACGME categorized summary by year.
	<b>Archived ONMM Minimum</b> > Reflects procedural categories and minimums in effect at the current time (minimums and underlying procedures comprising the categories change over time and may have altered from what was applicable at the time of graduation)

Email questions about Case Log requirements to Executive Director Tiffany Moss, MBA:

[tmoss@acgme.org](mailto:tmoss@acgme.org). Email technical questions specific to the Case Log System to [ADS@acgme.org](mailto:ADS@acgme.org).