

## Case Log Instructions: Complex Family Planning Review Committees for Obstetrics and Gynecology

### BACKGROUND

The ACGME Case Log System helps assess the breadth and depth of the clinical experience provided to fellows by a complex family planning fellowship. It is the responsibility of the fellows to enter their case data accurately and in a timely manner, and the responsibility of the program director to ensure fellows' Case Logs are accurate. While graduate Case Log data is reviewed on an annual basis, the Review Committee has not yet established a required minimum number of procedures fellows must perform. The Review Committee will establish required minimums once the Case Log data is deemed sufficiently robust to set empirically derived minimums.

### Fellows are required to log cases beginning July 1, 2022.

The following experiences are being tracked for complex family planning:

- Procedures
  - Complex induced surgical abortion
  - Surgical treatment of a missed abortion during the second trimester
  - Removal of intrauterine device (IUD) using hysteroscopy, ultrasound, or laparoscopic guidance
  - Removal of implants that require imaging guidance (due to depth, migration, not being palpable, or other challenging characteristic)
- Management of
  - Non-tubal ectopic pregnancy
  - Gestational trophoblastic neoplasia

The Case Log System also documents whether these experiences take place in the inpatient setting.

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## COMMON QUESTIONS

### ***Are fellows required to enter cases into the Case Log System?***

Yes, logging is required as of July 1, 2022.

### ***Do fellows starting the second year of the program on July 1, 2022 need to go back and log patient encounters that occurred during their first year?***

No, fellows are not expected to back-enter any data. They can do so if they wish to have the information for their own records.

### ***How do fellows get an ID and password to access the Case Log System?***

New fellows will have an ID and password assigned and emailed to them when their information is first entered into the Accreditation Data System (ADS) by the program director or coordinator. For fellows who were in the program prior to the Case Log application, program directors or coordinators should go to the Fellow Roster in ADS and click on "Grant User." This will create and email IDs and passwords to existing fellows. In either case, fellows will be required to change their passwords the first time they log into the system.

### ***Can the program director and coordinator access the Case Log System?***

Yes. Program directors and coordinators can access the system in a "view only" mode. In ADS, go to **Case Logs > Cases > Entry (View Only)**. Information can be entered but not saved.

### ***Can fellows log procedures that are not being tracked in the Case Log System?***

Fellows are only required to log those experiences the Committee is tracking (see page one). However, programs and/or fellows may use the system to track other procedures for their own purposes.

### ***Can a program receive a citation based on Case Log data?***

The Review Committee will not issue a citation regarding the number of fellows' procedural experiences until minimums are established, although an area for improvement (AFI) may be given. However, if a program's Case Log data indicate fellows are not consistently and/or accurately logging their experiences, the Committee may issue a citation or AFI regarding program director oversight of fellows' Case Logs.

### ***When will the Case Log data be used to determine procedural minimums?***

The Review Committee will establish procedural minimums once the Case Log data is deemed sufficiently robust to set empirically derived minimums. This will be no earlier than 2026. Programs will be informed when the minimums are established.

### ***Which induced surgical abortions must be logged?***

Fellows must log:

- **All** induced abortions by dilation and evacuation of at least 14 weeks using CPT code 59841.
- **Complex** induced abortions by dilation and curettage using CPT code 59840.
  - **Complex** dilation and curettage are those that involve significant comorbidities related to medical/surgical/social and structural determinants of health, require coordination with other medical specialties and/or other professionals, and/or require other significant actions by the care team pre-/intra-/post-operation.

- Fellows **must** check the “Complex” checkbox under the description for 59840.

Fellows can batch enter these experiences. Once the CPT code is identified, enter the total number, and click “Add”. While a date must be entered, it is understood it will represent the date of only some of the procedures. To ensure proper documentation of fellow experiences:

- Should fellows choose to log non-complex dilation and curettage cases for their own or program purposes, these cases must be batched entered **separately** from the complex cases.
- Fellows must batch enter procedures that took place in the inpatient setting and outpatient setting **separately**. See below for information on documentation of inpatient procedures.

***What CPT code is used for surgical treatment of a missed abortion during the second trimester?***

Fellows should use CPT code 59821.

***How should fellows log management of a non-tubal ectopic pregnancy or gestational trophoblastic neoplasia?***

While there are not CPT codes for management of a non-tubal ectopic pregnancy or gestational trophoblastic neoplasia, these items are available in the Case Log system. Fellows can locate them by using the Area/Type/Code tab and entering “management of abnormal pregnancy” in the Area field and clicking the search button.

***Which IUD removals should be logged?***

Fellows should **only** log IUD removals that are performed using hysteroscopy, ultrasound, or laparoscopic guidance using CPT code 58301.

***Which implant removals should be logged?***

Fellows should **only** log implant removals that that require imaging guidance (due to depth, migration, or other challenging characteristic) using CPT code 11982.

***How do fellows indicate an activity took place in the inpatient setting?***

Fellows must indicate when any patient care experiences being tracked in the Case Log System (see page one) took place in the inpatient setting. Fellows should check the “Inpatient” checkbox under the description. Only experiences being tracked in the complex family planning Case Log System have the checkbox available.