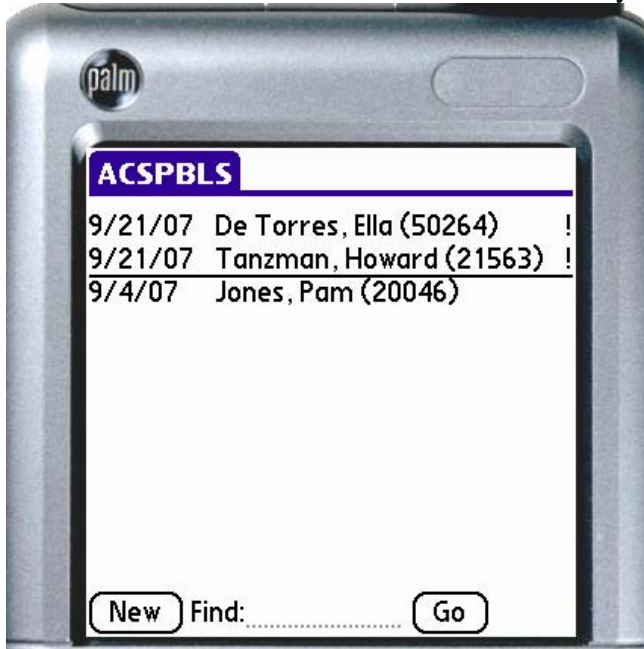


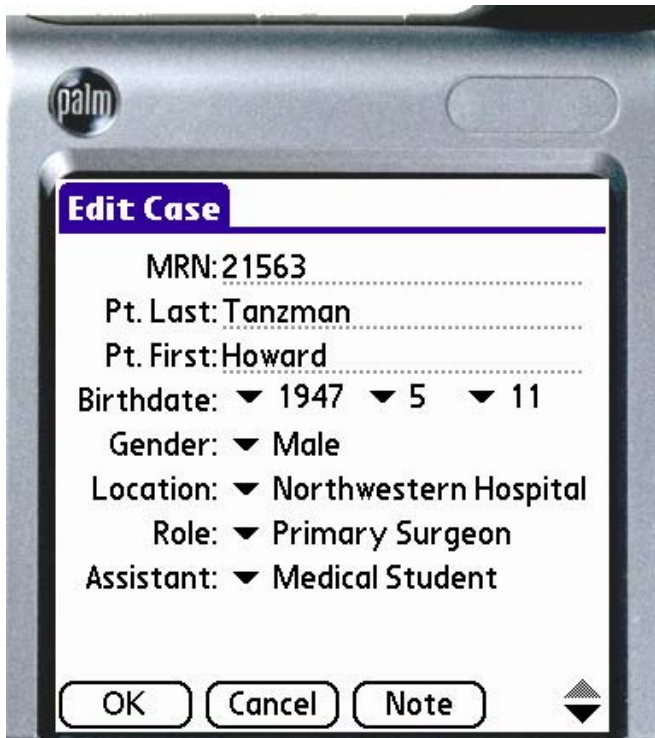
## Case Log Data Entry Guide – PDA

**PDA menu:** The screen below is shown when you enter the system:



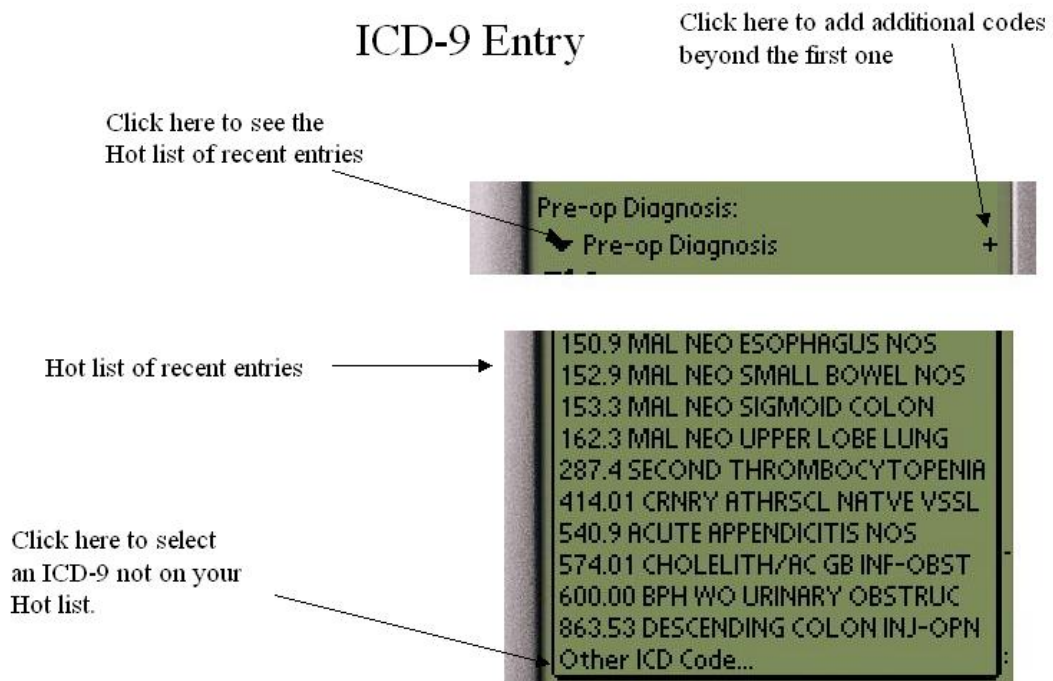
To enter a new case, tap on New, to update an existing case, tap on the name. The exclamation point (!) next to the name indicates that entry for this case is not complete. A line separates the complete and incomplete entries.

The initial data entry screen is shown below.

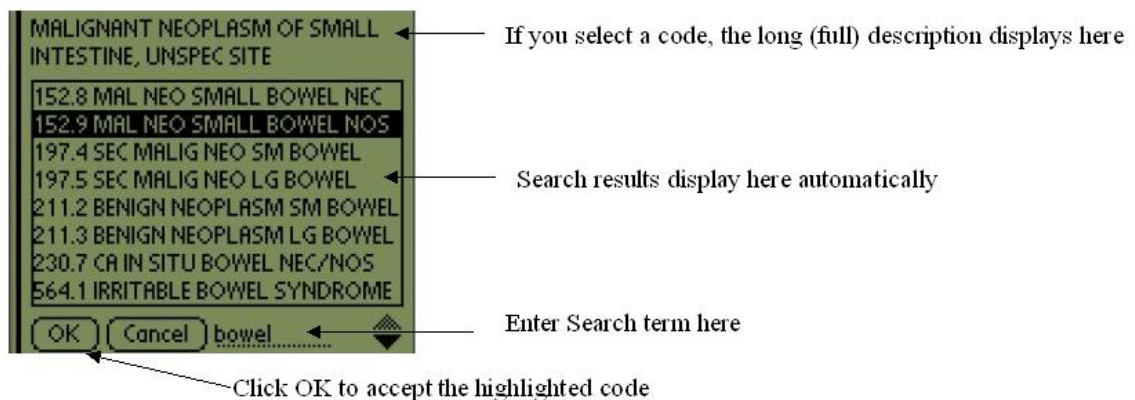


**ICD-9 Entry:** There are 4 methods of entering ICD-9 codes (Pre-op diagnosis):

1. **Hotlist.** The system will remember up to the 95 most recently/frequently used ICD-9 codes in the drop-down list – this will probably be the easiest method. Initially the drop down list will be blank, but as you add cases, ICD-9 codes will be added to the drop down list. The “nickname” function on the website will allow you to create plain English names for the various ICD-9 codes. These nicknames will synchronize to the PDA. *Your hotlist settings can be changed on the web under Settings – Preferences.*
2. **Search.** Select “other ICD-9 code” from the drop down list, enter the search terms in the lower right, and the search results display automatically in the upper part of the screen. Select the desired code.
3. **Type-in Code.** Select “other ICD-9 code” from the drop down list, enter the code in the lower right. The code will display in the upper part of the screen. Select the code.
4. **Browse.** 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.



Below is an example of a search for the word ‘bowel’:



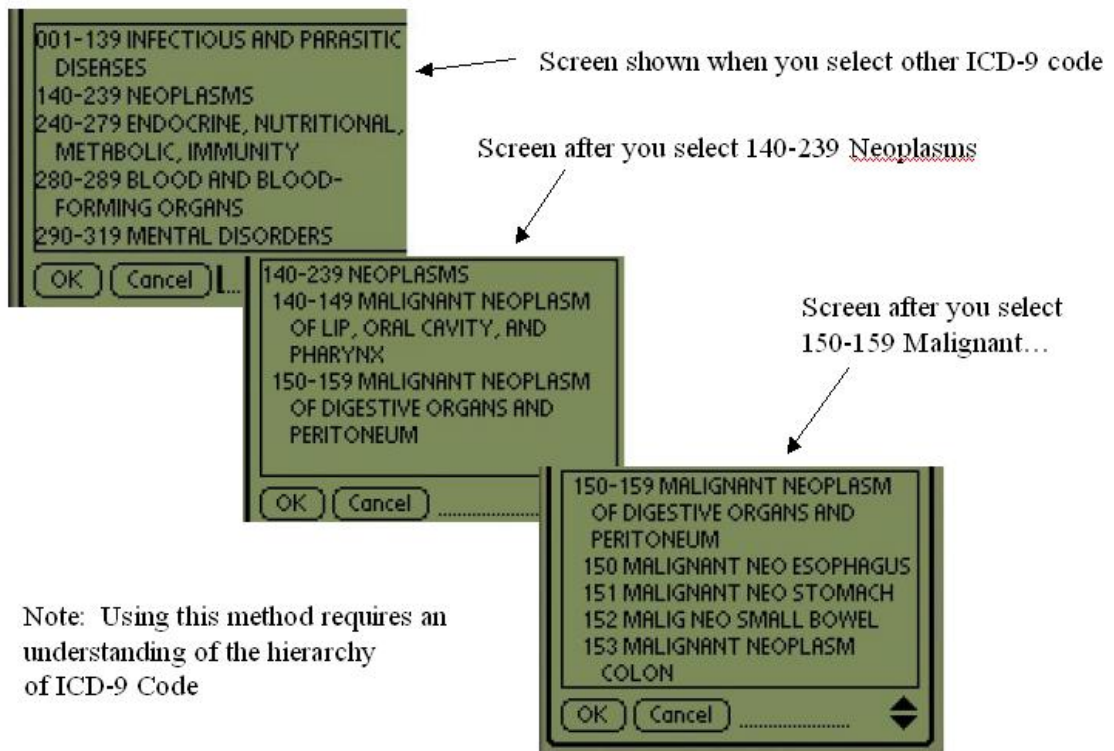
Below is an example of entering a specific code (152.9):

MALIGNANT NEOPLASM OF SMALL  
INTESTINE, UNSPEC SITE

152.9 MAL NEO SMALL BOWEL NOS

OK Cancel 152.9

Finally, you can navigate the ICD-9 code hierarchy:



**Locations:** You can edit your surgical locations list, by clicking on the edit locations selection in the drop down list:

Location: None  
Northwestern Hospital  
Edit Locations...

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

1. **Hotlist.** The system will remember up to the 95 most recently/frequently used CPT® codes in the drop-down list – this will probably be the easiest method. Initially the drop down list will be blank, but as you add cases and synchronize, CPT® codes will be added to the drop down list. The “nickname” function on the website will allow you to create plain English names for the various CPT® codes. These nicknames will synchronize to the PDA. *Your hotlist settings can be changed on the web under Settings – Preferences.*
2. **Search.** Select “other CPT® code” from the drop down list, enter the search terms in the lower right, and the search results display automatically in the upper part of the screen. Select the desired code
3. **Type-in Code.** Select “other CPT® code” from the drop down list, enter the code in the lower right. The code will display in the upper part of the screen. Select the code. .
4. **Browse.** Click the “browse” button. Ranges of CPT® code values will be displayed, select the appropriate range (which will narrow each time you select an entry) until the desired code is displayed. (this last method is not recommended due to the large number of CPT® codes)

**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.* A brief description of the other data entry fields follows:

Field	Comment
Admission Date, Procedure Date, Discharge Date	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.
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 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	<p>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.</p> <p>If the need arises, you can still update data in a case marked complete.</p> <p>Some reports will only count cases marked completed.</p>