

American College of Surgeons Case Log System

Quick Start Guide- Installation

1. Register yourself as a user in the Case log system-login to the ACS Web Portal at <http://www.acscaselogregister.org> - click on the 'My Page' link at the top. Click on the "My Cases" tab. That page will contain a registration link. You will be asked to create a user ID and password for Case Log System.
2. Sign into the system at <http://www.acscaselog.org> using the user ID and password you just created. *If you are doing web entry only, you are done!*
3. If you want to do PDA entry, Click download on the left. Download both files - one is the conduit (this is used to transfer data between the PDA and the database), the second is the Palm OS software, which will be installed onto the PDA. You only need to perform these activities if you plan on using the PDA as a data entry device for the system.
4. Double click on the conduit software (ACSPBLS conduit setup.exe) to install it on your windows PC. *Ensure that the Palm Hot sync manager is not running during this installation.*
5. Restart your Hotsync Manager by clicking on "Start - All Programs," finding the Palm program group and clicking on the Hotsync Manager icon.
6. Using the Palm desktop software, transfer the PDA application (ACSPBLS.prc) to the PDA. Hotsync your PDA. After the hotsync, there will be an ACSPBLS icon on your PDA with the College logo. Select this icon to complete the software installation onto your PDA. You will be asked to create a PDA password (which may be the same as the Web password you created earlier, but does not have to be the same).

Quick Start Guide- Data Entry

You may enter cases either on the Web site, the PDA or both. You can enter some of the data for a case on the PDA and some on the Web for the same case. The synchronization is bi-directional, cases entered on the Web will synch to the PDA and cases entered on the PDA will synch to the Web. Before entering any cases, please add your surgical locations on the Web using the menu option on the left of the screen.

You can select ICD-9 and CPT codes for your cases by browsing, searching, adding a code manually or using the Hotlist. These methods, plus another feature of the system called Nicknames, are explained in greater detail below.

Nicknames: You can create plain English names for ICD-9 and CPT codes by going to the Manage Nicknames pages on the Website and assigning Nicknames to various codes. These Nicknames will be synchronized to your PDA.

Hotlists: The Hotlist serves as a data-entry aid and "remembers" some of the codes you've worked with. The Hotlists differ on the Web and on the PDA. You can select codes from your Hotlist to add to your case.

- On the Web, there are two different types of Hotlists: Most Recent displays your most recently used codes, and Most Frequent displays your most frequently used codes. You can specify which Hotlist type you want, and how many entries your hotlist should contain on the Preferences page of the Website. The Web Hotlist updates once every day, or every time you click "Save Changes" on the Preferences page.
- On the PDA, only the Most Recent hotlist is available, and the Hotlist length is set at 20 items.

Browse: You can browse for a code as if it were in a catalog. On the Website, click the "Browse" button. On the PDA, select "other ICD code" (or CPT) from the drop-down list. Ranges of ICD/CPT values will be displayed. Select the appropriate range (which will narrow each time you select an entry) until the desired code is displayed.

Search: You can perform a text search of the ICD/CPT descriptions. On the Web page, enter some search terms and click "Search". On the PDA, select "other ICD code" (or CPT) and then enter a search string on the line in the lower right hand corner. Performing a "blank search" on the Website will display a list of ICD/CPT codes that have been assigned Nicknames.

Add Code: If you know the exact code, you can enter the desired code in manually. The procedure differs on the Web and on the PDA. On the Website, there is a data entry box with the words "Enter ICD Code" (or CPT) - you type in the code and click the "Add Code" button. On the PDA, select "Other ICD code" (or CPT) from the drop-down list and enter the code on the line in the lower right-hand corner. Select the code from the box in the middle of the page.

The other data points follow usual PDA and Web data entry conventions.

When you hotsync, the system will ask for the user id and password established when you first registered on the website.