

AAST ACS Case Log – Excel Spreadsheet Instructions

1. Please enter your name at the top of the spreadsheet and save this file on your desktop.
2. After each case/procedure please fill in the corresponding patient MRN and date.
3. Locate the corresponding body region and use the **drop-down function of each cell** to choose the correct description.
4. You may record multiple procedures for 1 patient on the same line. If there are multiple procedures, in the same body region (i.e. thoracotomy, lung resection, pericardotomy, bronchoscopy), please use the additional procedures cell that are located on the far right of the Excel spreadsheet – these will go towards your overall count. If they are in separate regions (i.e. thoracotomy, ex-lap, neck exploration) then you should be able to use the named body region and its corresponding drop-down menus for the cell.
5. At the bottom of the spreadsheet there is a tally of all of your cases including the number needed in each category and your current number. Once you have completed a curricular requirement, this will be noted in the overall tally and the required number previously highlighted in red will turn green as complete.
6. Please save this file and store a back-up copy on a separate device often (weekly).
7. If you need to search the spreadsheet, the search function at the top right will locate the item in the index of descriptions and direct you as to which drop-down tab will have the item being searched. Please click on the “Formula Sheet” tab at the bottom and then search box in the top right.
8. Log into <https://secure.myispartner.com/fellow/default.aspx> and continue to log all cases in this system.