

## NEUROLOG FREQUENTLY ASKED QUESTIONS

Q: Should I enter in all of my personal information in the “My Account” tab?

A: No. Do not enter any personal information such as address, phone number, date of birth, gender, etc. **The only information you must add is your preferred email address.** If it will not let you save your email address without other information, please put an “x” in all other required fields.

Q: What is the minimum amount of information that must be input before I can save an incomplete case?

A: The minimum amount of information you need to enter in order to save (submit) a form as incomplete is patient name, medical record #, and operation date. This will put the patient’s name in your case log and you can go back and enter other data at a later time.

Q: Why are no hospitals on the dropdown menu?

A: Prior to entering any cases you will need to manually enter your hospitals. To do this, click on My Account, Manage Code Lists, Hospitals, Edit Hospital List, New Code. Enter only the hospital name. **Do not enter any dates.**

Q: How much data do I need to collect?

A: You must collect 12 months (366 consecutive days) of current data. All hospital and outpatient admissions (operative and non-operative) where you were the primary physician need to be included. Do not include consults or assists. You must include ALL other cases. You must have a minimum of 100 operative cases within the 12 months or you need to continue entering cases until that number is reached. Only enter cases that you will submit. All other cases should be deleted using the delete button.

Q: Does this mean that I can stop logging cases whenever I hit 100 cases?

A: No. All applicable cases for the 12 month period must be entered. The only time you should stop at 100 cases is if it takes you longer than 12 months to collect this number of cases.

Q: What do I use as the operative date for non-operative cases?

A: Non-operative cases should use the admittance date as the operative date.

Q: It is asking for a CPT code for my non-operative case. What am I supposed to put?

A: Under the Procedure 1 dropdown list, click on “no operative procedure performed”. You will then be able to choose the CPT code “0-No operative procedure during this hospitalization”.

Q: How do I know if I have put enough information in the textbox?

A: When you are entering your cases, keep this in mind: When the reviewer looks at each case, he/she must be able to see what the patient presented with that caused you to order the selected tests which then led to the surgery or non-surgery. The early and late outcomes must reflect how the surgery corrected or didn’t correct the presenting problem and the effect on the patient’s condition.....”feeling better” or “doing well” are not sufficient!