Case Review Quick Guide: Practical Tips for Case Submission

VIEW: TIMELINE

✓ GATHERING

- Reach out to your facilities **early** and follow up, as necessary, for your selected cases. If you have an issue getting your documents or imaging, contact ABFAS as soon as possible.
- Review case documentation requirements thoroughly to ensure you obtain all the needed documents.
- Plan your time accordingly between now and the submission deadline.

REVIEW: DOCUMENTATION REQUIREMENTS

✓ PREPARING/ORGANIZING

- Do <u>not</u> redact patient information.
- Start early and organize your documents prior to uploading.
  - Save files by patient last name, upload category, and date.
  - Track your documentation requirements using a spreadsheet or checklist. This is especially important if you are coordinating with multiple facilities.
- For each case, verify all documents are for the correct patient, surgical site (right vs. left foot/ankle), and that progress notes are **in ascending chronological order from oldest to most recent**.
- Highlight your name, as instructed (Surgeon of Record), and any pertinent information you do not want the reviewer to miss.
- Include relevant consult and laboratory notes, when applicable, for the management of your case.
- Ensure you have the **required number** and **correct type** of pre-op, immediate, and post-op images.
  - Images must be clear and be the most appropriate views supporting the noted pathology. The clearer the images are, the easier it is for the reviewer to determine the outcome.
  - Save all images, regardless of original format, in JPG (preferred), JPEG, or PNG format.

✓ SUBMITTING/UPLOADING

- Do <u>not</u> wait until the last minute to submit your documents!
- Upload documents yourself and do <u>not</u> rely on your staff. You do not want a documentation error to impact your Case Review score.
- Double-check that you have uploaded the correct patient's documentation, including images, for each case.
- Upload the correct documents for each category in PLS.
- Use the checklist.
  - Ensure your response to Question 7 on the checklist is fully supported by your uploaded documentation for each case.
  - Explain any missing documentation under Question 8 on each case documentation checklist.
- Review the "Summary" tab to verify you have uploaded the required documentation before you click on the Submit button. Once you submit, you cannot make any changes.

ACCESS: PLS
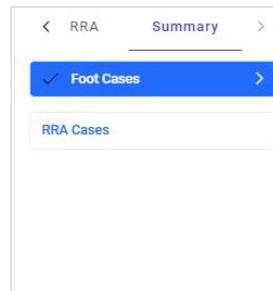
‹ RRA Summary ›	Category	1	2	3	4	5	6	7	8	9	10	11
✓ Foot Cases ›	Checklist	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
RRA Cases	Pre-operative Assessment	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
	OP Report	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
	Progress Notes	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
	Consultations	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑

REVIEW: IMAGE REQUIREMENTS

REVIEW: CHECKLIST

Log-in required

✓ COMMUNICATING

- Email is the primary method of communication for ABFAS Case Review. Add **info@abfas.org** to your safe sender list and check your email frequently throughout the Case Review process.

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