

**All Directors and Coordinators are given administrative rights to case log data, if there is a change in staffing, please let OTA know ASAP.*



ORTHOPAEDIC
— TRAUMA —
ASSOCIATION

How to Pull Case Log Reports – Program Directors and Coordinators

Login into your OTA profile through the [OTA website](#)
(Contact OTA if you need assistance with your login and password)

Menu of options will come up

1. Select 'CASE LOGS'
2. On the next menu page select 'CASE LOG REPORTING'

You should now be on the case log reporting page of your program

CURRENT FELLOW(S)

1. Select the Fellow to report on from the Fellow drop down list
2. Click "Go" to run the report – this will give you TOTAL TO DATE
3. For a report on a specific CPT code(s), type in CPT code(s) and click "Go"
4. Go to 'ACTIONS' and select 'DOWNLOAD' - then it will give you choice of CSV (Excel) or HTML report method

PAST FELLOW(S)

1. Select academic year from the drop down menu
2. Go to 'ACTIONS' and select 'FILTER'
3. Go to 'COLUMN SELECTION' and select 'FELLOW NAME'
4. Go to 'EXPRESSION' and select 'FELLOW'
5. Select 'APPLY'
5. Go to 'ACTIONS' and select 'DOWNLOAD' - then it will give you choice of CSV (Excel) or HTML report method

The report will reflect the number of procedures recorded by the fellow (If a fellow has entered a case with multiple procedures, each procedure will be counted separately).