**Instructions to complete the Recertification Spreadsheet:**

*The Recertification Spreadsheet can be completed on a PC or Mac equipped with Excel.*

*The spreadsheet should include* ***details on all major pediatric cases*** *from the* ***12 months preceding your application****. Your case log will need to demonstrate a minimum of* ***65 pediatric cases (age 21 and under)*** *and a minimum of* ***85 total surgical cases.***

*The submitted spreadsheet must include all cases from all sites of clinical practice within this 12-month time period and none may be older than 18 months at the time received. "Pediatric-type" cases in adults will no longer be counted toward meeting the pediatric case minimum. The percentage of pediatric cases will no longer be considered when evaluating case logs.*

*You need only enter details on the pediatric cases. For adult cases (age 22 years and older), enter only the total number of cases in the column indicated on the right at the top of the spreadsheet.*

***Minor cases are no longer accepted and need not be documented.*** *Minor cases include shunt taps, placement of an ICP monitor, ventricular drain placement or lumbar puncture, baclofen pump refills, VNS/RNS reprogramming or suture removal—even if done under general anesthesia. If you have any questions on these matters, please reach out to Kari Bollerman.*

**Instructions by Column:**

*After entering your name and beginning on the left side of the spreadsheet…*

**Number:** refers to the cases submitted in sequential order based on the date of surgery i.e. 1,2,3,4…

**Patient’s Initials and Medical Record #:** enter the initials of the patient’s first and last name as well as their hospital medical record number.

**Date of Birth and Date of Surgery:** mm/dd/yyyy. The dates must be entered in this format.

**Age:** this column will automatically populate once data for the case has been entered.

**Diagnostic Category:** this column contains the first of three drop-down menus which will become apparent when you click on the cell. You will see an arrow in the lower right-hand corner. Click on that arrow and select which category is most appropriate.

**Major Procedure Category:** this column contains the second of three drop-down menus. Again, select the cell and click on the arrow in the lower right-hand corner. Select the category which most closely represents the case in question.

**Age Category:** The final column will automatically populate when you have completed your data entry for the patient. It will show as **21 years or less** or **more than 21 years**.

**Conclusion:** *Please do not attempt to manipulate the spreadsheet or alter the underlying formulas. Altering the spreadsheet, disrupting the formulas and auto-tally function will result in having to revise and resubmit the case log.*

Should you have any questions, please feel free to contact Kari Bollerman.