

Adding, Editing, and Deleting Diagnosis Codes

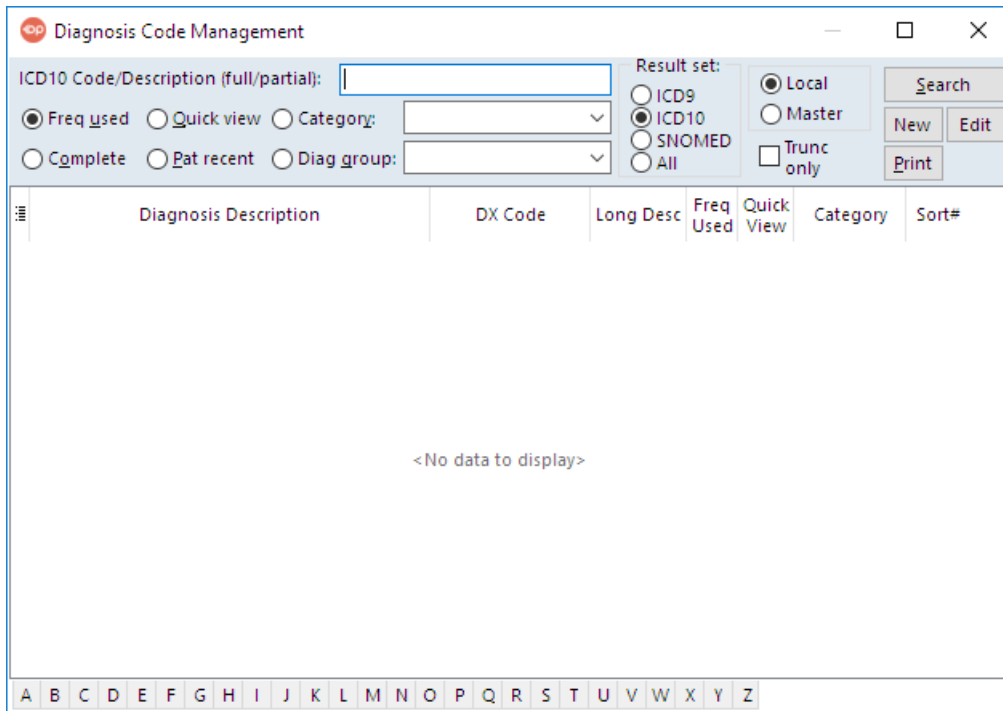
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Version 14.19

Path: Clinical tab > Diagnosis Codes button

About

Office Practicum updates ICD-10 along with CPT and HCPCS codes on an annual basis, adding new codes and deleting retired ones. In this article, you will learn how to add and modify ICD-10 codes.



Search Options

Best practice is to search for a Diagnosis Code prior to adding a new one. There are four result sets that you can choose from when searching for Diagnosis Codes.

- ICD9
- ICD10
- SNOMED
- All

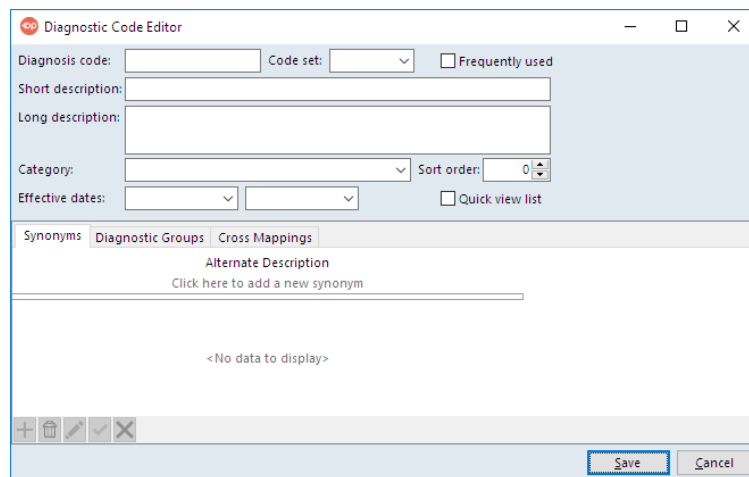
Additionally, the following search options can be applied when searching for a Diagnosis Code. The most comprehensive search combination is to select the **Complete** and **Master** radio buttons.

Search Option	Description
Frequently Used	Shows Diagnosis Codes that have been selected as frequently used by the practice. This is an option for each Diagnosis Code in the Result Set.
Complete	Shows all Diagnosis Codes in the specified result set. This combined with Master is the equivalent of

	searching the latest ICD-10 codebook.
Quick View	The top 20-30 Diagnosis Codes used in your Practice in the specified result set.
Patient Recent	This search will be available within a patient record. It locates the Diagnosis Codes associated to the patient.
Category	This search will show all Diagnosis Codes that have been assigned to a category for easy finding.
Diagnosis Group	Searches for Diagnosis Codes associated to the selected group.
Local	This radio button shows all Diagnosis Codes that have been used in your database.
Master	This radio button, when combined with Complete, is the equivalent of searching the latest ICD-10 codebook.

Adding a Diagnosis Code

1. Navigate to the Diagnosis Code Management window by following the path above.
2. Click the **New** button. The Diagnostic Code Editor window is displayed.



3. Complete the window by entering the following information:

Field	Description
Diagnosis Code	The ICD10 code entered to its highest level of specificity.
Code Set	Select from ICD10 or SNOMED.
Frequently Used	Select this checkbox for codes that are frequently used in your office. These codes will then be searchable using the Frequently Used search option in any code set.
Short Description	A summarized version of the Long Description.
Long Description	The description found in the codebook.
Category	<i>(Optional)</i> Select the appropriate category if there is one entered.
Sort Order	The numeric sort value used when searching for codes. If the practice wishes to see common Diagnosis Codes first, use the sort order field.
Effective Dates	<i>(Optional)</i> The dates the code is effective.
Quick View List	Select the checkbox to add it to the practice's Quick View List.
Synonyms	Another name for the code that means exactly the same as the codebook name. For example, UTI for Urinary tract infection. Synonyms can be added for any of the code sets.

Diagnostic Groups	(Optional) Add it to the appropriate Diagnostic Group.
Cross Mapping	See Cross Mapping Diagnostic Codes

4. Click the **Save** button.



Note: If an error message is displayed after adding the Diagnosis Code, the Code likely already exists in the code table. Search again using a different search criteria.

5. Click the **X** to close the window.

Editing a Diagnosis Code

1. Navigate to the Diagnosis Code Management window by following the path above.
2. Search for the Diagnosis code to edit.
3. Click to select the **Diagnosis Code**.
4. Click the **Edit** button.
5. Edit the Diagnosis code using the table descriptions above.
6. Click the **Save** button.
7. Click the **X** to close the window.

Deleting a Diagnosis Code

Diagnosis Codes **cannot** be deleted in Office Practicum. In order to minimize the search criteria of a Diagnosis Code, so it cannot be easily selected:

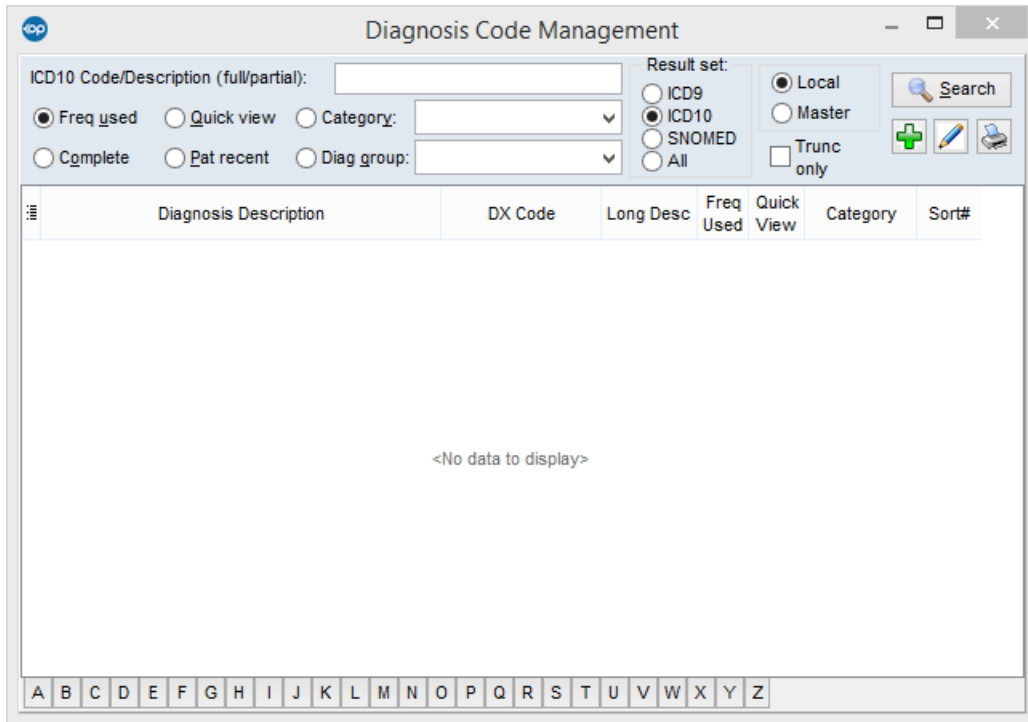
- Remove it from the Frequently Used list
- Remove from Quick List
- Remove from the Category
- Remove any associated synonyms
- Remove any associated diagnostic groups

Version 14.10

Path: Utilities Menu > Manage Codes > Diagnosis Codes (Keyboard Shortcut keys: [Alt][U][C][D])

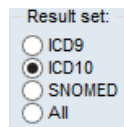
Overview

Office Practicum updates ICD10 along with CPT and HCPCS codes on an annual basis, adding new codes and deleting retired ones. In this article, you will learn instructions on how to add and modify ICD10 codes.



Search Options

You should search for a diagnosis code prior to adding a new one. There are four result sets that you can choose from when searching for diagnosis codes.

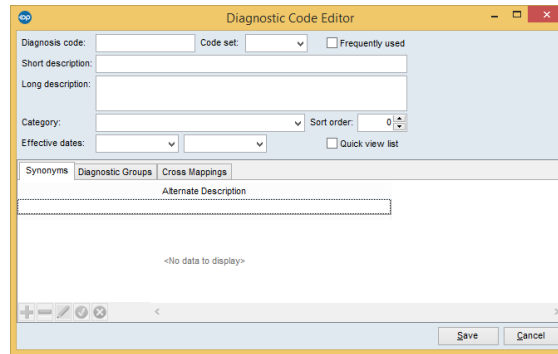


Additionally, the following search options can be applied when searching for a diagnosis code.

Search Options	Description
Frequently Used	Shows diagnosis codes that have been selected as frequently used by the practice. This is an option for each Diagnosis code in the Result Set.
Complete	Shows all diagnosis codes in the specified result set.
Quick View	The top 20-30 Diagnosis codes used in your facility in the specified result set.
Patient Recent	Available within a patient record. Locates the Diagnosis codes associated to the patient.
Category	Shows all diagnosis codes that have been assigned to a category for easy finding.
Diagnosis Group	Search for Diagnosis codes associated to the selected group.
Local	Shows all diagnosis codes that have been used in your database.
Master	This radio button, when combined with Complete, will stand as the equivalent of searching the latest ICD-10 code book.

Adding a Diagnosis Code

1. Click the **Add new diagnosis code** button . The Diagnostic Code Editor window is displayed.




2. Enter the following information in the window:

Field	Description
Diagnosis Code	The ICD10 code.
Code Set	Select from ICD10 or SNOMED.
Frequently Used	Select this checkbox for codes that are frequently used in your office. These codes will then be searchable using the Frequently Used search option in any code set.
Short Description	Summarized version of the Long Description.
Long Description	The description found in the code book.
Category	Select the appropriate category if there is one entered (<i>optional</i>).
Sort Order	Numeric value used when searching for codes. If the practice wishes to see common Diagnosis codes first, use the sort order field.
Effective Dates	Optional
Quick View List	Add it to the practice's Quick View List
Synonyms	Another name for the code that means exactly the same as the code book name. For example, UTI for Urinary tract infection. Synonyms can be added for any of the code sets.
Diagnostic Groups	Add it to the appropriate Diagnostic Group (<i>optional</i>)
Cross Mapping	See Cross Mapping Diagnostic Codes


3. Click the **Save** button.



Note: If an error message is displayed after adding the Diagnosis Code, the Code already exists in the code table. Search again using a different search criteria.

4. Click the **Close**  button.

Editing a Diagnosis Code

1. Navigate to: **Utilities > Manage Codes > Diagnosis Codes**
2. Search for the Diagnosis code to edit.
3. Click to select the **Diagnosis code**.
4. Click the **Edit selected code** button .
5. Edit the Diagnosis code using the table descriptions above.
6. Click the **Save** button.
7. Click the **Close** button.

Deleting a Diagnosis Code

A Diagnosis Code cannot be deleted in Office Practicum. In order to minimize the search criteria of a diagnosis code, so it cannot be easily selected:

- Remove it from the frequently used list.
 - Remove from Quick List.
 - Remove from Category.
 - Remove any associated synonyms.
 - Remove any associated diagnostic groups.
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