



IMSTM

Intelligent
Medical
Software

ICD-10 User Guide

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Introduction

The International Classification of Diseases (ICD) provides a system for assigning codes to diagnoses and procedures. These codes are used by providers to track health conditions, signs, symptoms, abnormal findings, complaints, and other causes and indicators of injury or disease.

The ICD codes have two versions: the ICD-9 and ICD-10. After October 1, 2015, providers and billing professionals will only be required to use the ICD-10 codes for their diagnosis coding and inpatient procedures coding. IMS supports both ICD-9 and ICD-10 codes and includes a Crosswalk feature for your transition from ICD-9 to ICD-10.

This document shows you how to set up the ICD-10 codes and use the Crosswalk feature.

Set up the Crosswalk parameter

To facilitate your transition from ICD-9 to ICD-10, you can set up and use the Crosswalk feature. This feature allows you to display the mapped ICD-9 codes and ICD-10 codes when applying the codes before and after the compliance date.

To set the Crosswalk parameters, do these steps:

1. On the menu bar, click **Setup**, and then click **System Parameters**.
2. In the **Parameters** window, type **icd-10** on the filter bar, and then click **Filter**.
3. From the **Value** list for the **Enable Crosswalks for diagnosis codes in search screens (ICD9 to ICD10 and ICD10 to ICD9)** parameter, select **Yes**.

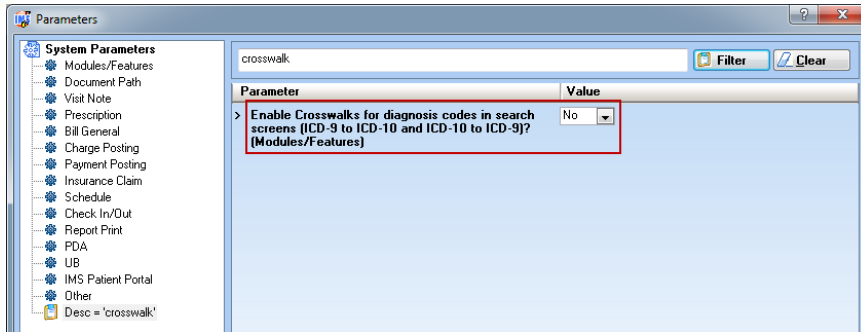


Figure 1 In the Parameters window, set up the Enable Crosswalks for diagnosis codes in search screens (ICD9 to ICD10 and ICD10 to ICD9) parameter to enable ICD-10 Crosswalk.

4. Click **Save**.

Note:

Do not change the default date for the **ICD-10 Compliance Date (ICD-10 Transition Date) (Modules/Features)** parameter. You can only update the ICD-10 compliance date **10/01/15** in testing environments or when the value does not follow the ICD-10 compliance date of CMS.

Set up the ICD-10 compliance date for an insurance carrier

To set up the ICD-10 compliance date for the insurance carrier, follow these steps:

1. On the menu bar, click **Setup**, and then click **Payer/Medical Service/Reference**.
2. In the left pane of the **Setup Center** window, double-click **Insurance Carrier**.
3. On the **Insurance Carrier** screen, enter **10/01/15** in **ICD-10 Transition Dt.**

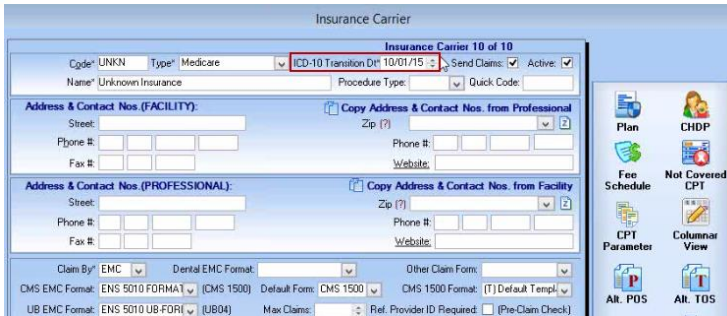
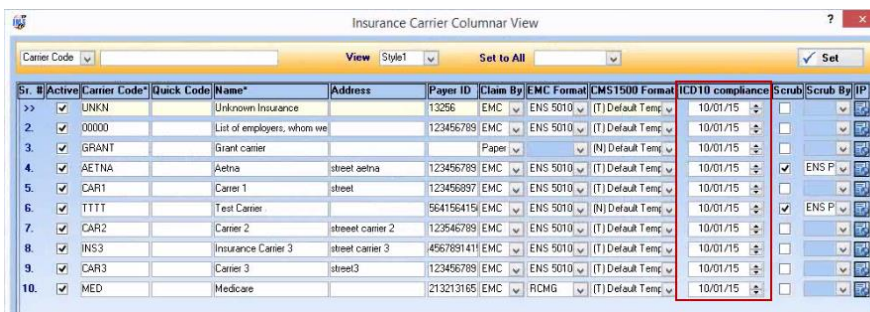


Figure 2 On the Insurance Carrier screen, set the date in the ICD-10 Transition Dt* box to 10/01/15 to setup the compliance date of the insurance carrier.

Note:

When IMS is updated, the ICD-10 transition date you set for the insurance carrier is automatically set for all the insurance carriers in the ICD-10 Compliance Date parameter.

4. Click **Columnar View** in the right pane.
 5. In the **Insurance Carrier Columnar View** window, set the compliance date in the box under the **ICD 10 compliance** column, and then click **Save**.
- To set the ICD-10 compliance date of multiple insurances, click the **Columnar View** on the **Insurance Carrier** screen.



Sr. #	Active	Carrier Code*	Quick Code	Name*	Address	Payer ID	Claim By	EMC Format	CMS1500 Format	ICD10 compliance	Scrub	Scrub By IP
1	✓	UNKN		Unknown Insurance		13256	EMC	ENS 5010	(T) Default Temp	10/01/15		
2	✓	0000		List of employers, whom we		123456789	EMC	ENS 5010	(T) Default Temp	10/01/15		
3	✓	GRANT		Grant carrier			Paper		(N) Default Temp	10/01/15		
4	✓	AETNA		Aetna	street aetna	123456789	EMC	ENS 5010	(T) Default Temp	10/01/15	✓	ENS P
5	✓	CAR1		Carrier 1	street	123456897	EMC	ENS 5010	(T) Default Temp	10/01/15		
6	✓	TTTT		Test Carrier		564156415	EMC	ENS 5010	(N) Default Temp	10/01/15	✓	ENS P
7	✓	CAR2		Carrier 2	street carrier 2	123546789	EMC	ENS 5010	(T) Default Temp	10/01/15		
8	✓	INS3		Insurance Carrier 3	street carrier 3	456789141	EMC	ENS 5010	(T) Default Temp	10/01/15		
9	✓	CAR3		Carrier 3	street3	123456789	EMC	ENS 5010	(T) Default Temp	10/01/15		
10	✓	MED		Medicare		213213165	EMC	RCMG	(T) Default Temp	10/01/15		

Figure 3 You can set up the compliance date in the boxes under the ICD 10 compliance column of the Insurance Carrier Columnar View window.

When you post a charge in the **Charge Posting** screen or create a bill in the **Super Bill** window or **Quick Bill** screen, IMS verifies if the insurance carrier supports ICD-10 codes through the following scenarios:

- The system verifies the ICD-10 compliance date of the case primary insurance.
- If there is no case primary insurance, the system verifies the compliance date of the patient's active primary insurance.
- If there is no case primary insurance nor active patient insurance, IMS verifies the compliance date in the system parameter.

Note:

These changes will be included in the **Charge Posting(Multi.)** screen in the future build.

Add the employer insurance

To add an insurance for an employer in IMS, follow these steps:

1. In the menu bar, click **Setup**, and then click **Payer/Medical Service/Reference**.
2. In the left pane of the **Setup Center** window, double-click **Employer**.
3. On the **Employer** screen, enter the company details.
4. Select **Bill Employer** or **Both** from the **Type** list.
5. On the action toolbar, click the **Save** symbol.

The system automatically creates an insurance plan for the employer. You can also search for the insurance plan in the **Search Insurance Plan** window.

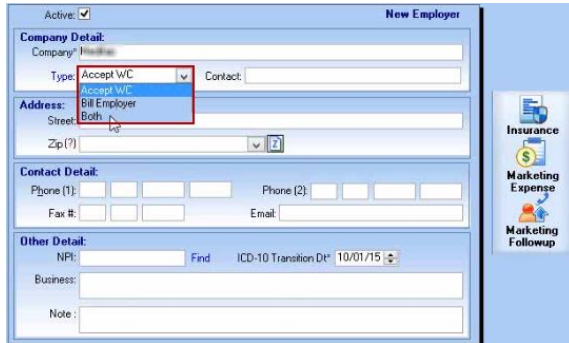


Figure 4 On the **Employer** screen, select **Bill Employer** or **Both** to create an insurance for an employer.

When you select the insurance in the **Case Insurance** window, the system verifies the ICD-10 transition date of the employer insurance.

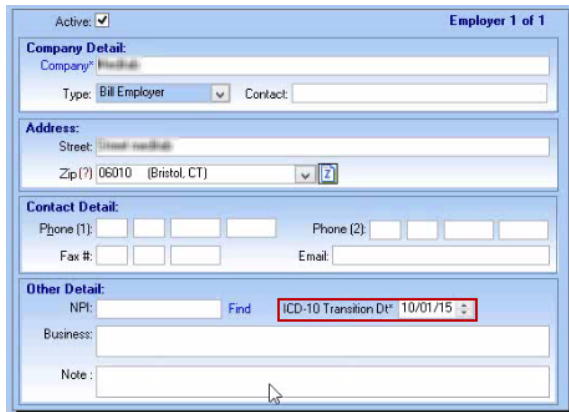


Figure 5 When you select the employer insurance during charge posting, the system verifies the ICD-10 transition date in the **Employer** screen.

Note:

The insurance plan created for an employer cannot be edited.

New ICD Search Windows

You can use the following ICD search windows when selecting a diagnosis code:

- **Search ICD-9.** A single search tab appears on the **Search ICD-9** window if the crosswalk parameter is not enabled.



Figure 6 If the crosswalk parameter is not enabled, the Search ICD-9 window only displays the ICD 9 tab.

- **Search ICD-9.** The ICD 9 and ICD 9 To 10 tab appears on the Search ICD-9 window if the crosswalk parameter is enabled. Click ICD 9 tab to search ICD-9 codes, and click the ICD 9 To 10 tab to view the mapped ICD codes.

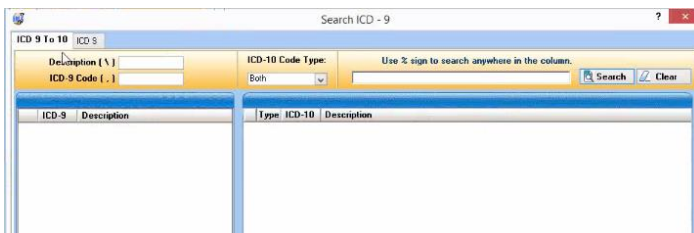


Figure 7 If the crosswalk parameter is enabled, the Search ICD-9 window displays the ICD 9 and ICD 9 To 10 tabs.

- **Search ICD-10.** The Search ICD-10 window allows you to search only ICD-10 codes if the crosswalk parameter is not enabled.

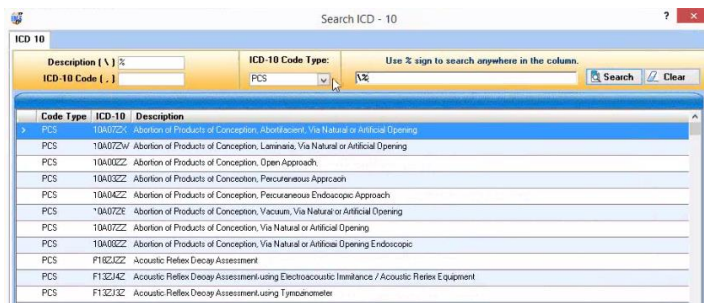


Figure 8 If the crosswalk parameter is not enabled, the Search ICD-10 window display the ICD-10 tab only.

- **Search ICD-10.** The ICD 10, ICD 9 To 10, and ICD 10 To 9 tabs appear on the Search ICD-10 window if the crosswalk parameter is enabled.



Figure 9 If the crosswalk parameter is enabled, the **Search ICD-10** window display the **ICD 10, ICD 10 To 9, and ICD 9 To 10** tab.

Click the **ICD 10** tab to search only the ICD-10 codes, or click either **ICD 9 To 10** or **ICD 10 To 9** to search the mapped ICD codes.

Note:

For instructions about how to enable the Crosswalk feature, see *Set up the Crosswalk parameter*.

Set the default ICD search tab and code type

The ICD-10 Clinical Modification (CM) and ICD-10 Procedure Coding System (PCS) codes will replace the ICD-9-CM codes. You will use ICD-10-CM for diagnosis coding in all your health care settings and ICD-10-PCS for coding inpatient procedures in hospital settings.

When you search for an ICD-10 code, click a search tab and select either CM, PCS, or both from the **ICD-10 Code Type** list.

To set up a default search tab and code type that appears in the **ICD-10 Search** window, follow these steps:

1. On the menu bar, click **Setup**, and then click **User Parameters**.
2. In the **Parameters** window, type **icd-10** in the filter box, and then click **Filter**.

- From the **Value** list for the **Default value of ICD-10 Search screen while applying diagnosis code (Other)** parameter, select the applicable type of ICD tab.

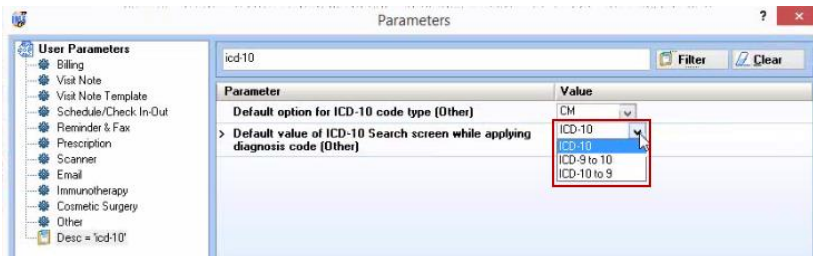


Figure 10 In the Parameters window, click the **Value** list for the **Default value of ICD-10 Search screen while applying diagnosis code (Other)** parameter to select a default tab type.

- From the **Value** list for the **Default option for ICD-10 code type (Other)** parameter, select the applicable type of ICD code.

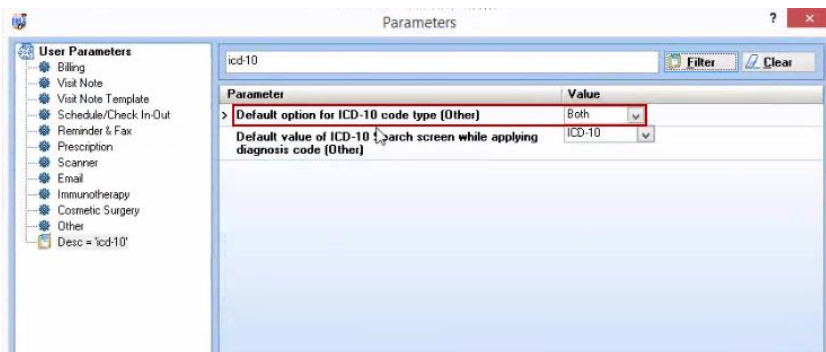


Figure 11 In the Parameters window, click the list for the **Default option for ICD-10 code type (Other)** parameter to select a default code type.

- Click **Save**.

Set up the display for an ICD code

You can set up a notification which allows you to automatically include a diagnosis code in **Most Used ICD-ICD 9 Code** and display the code in **Charge Posting** and **Charge Posting(Multi.)**.

To do this task, follow these steps:

1. On the menu bar, click **Setup**, and then click **System Parameters**.
2. In the **Parameters** window, type **display** in the filter box, and then click **Filter**.
3. Select **Yes** from list for the **Ask to display the diagnosis in the Most Used ICD list? (Charge Posting)** parameter.

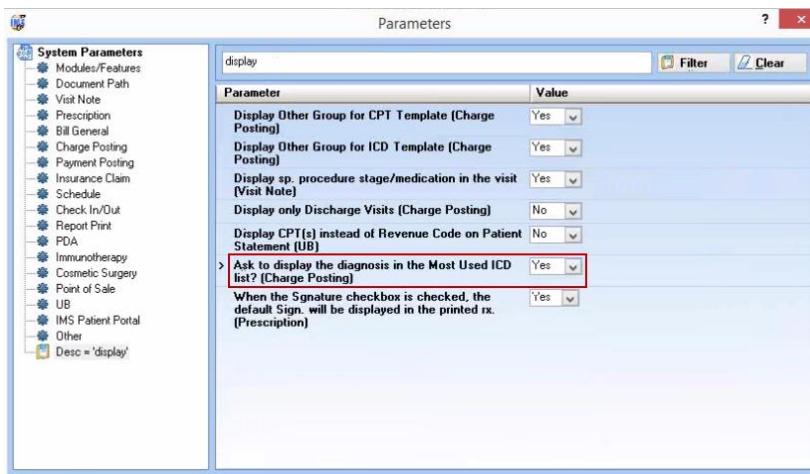


Figure 12 In the **Parameters** window, click the list for the **Ask to display the diagnosis in the Most Used ICD list? (Charge Posting)** parameter to set up the display notification for ICD codes.

4. Click **Save**.

Set up the most used ICD-10 codes

To create a list of your most used ICD codes, follow these steps:

1. On the menu bar, click **Setup**, and then select **Bill**.
2. In the left pane of the **Setup Center** window, double-click **Most Used ICD-10 code**.

- In the **Most Used ICD-10 Code** window, enter the ICD code details on the gold bar.

Note:

To filter codes by description, select **Description** from the **Search** list, and then enter the description on the gold bar.

- Select a code in the left pane, click the right arrow symbol.
- Select the check box in the **D** column.

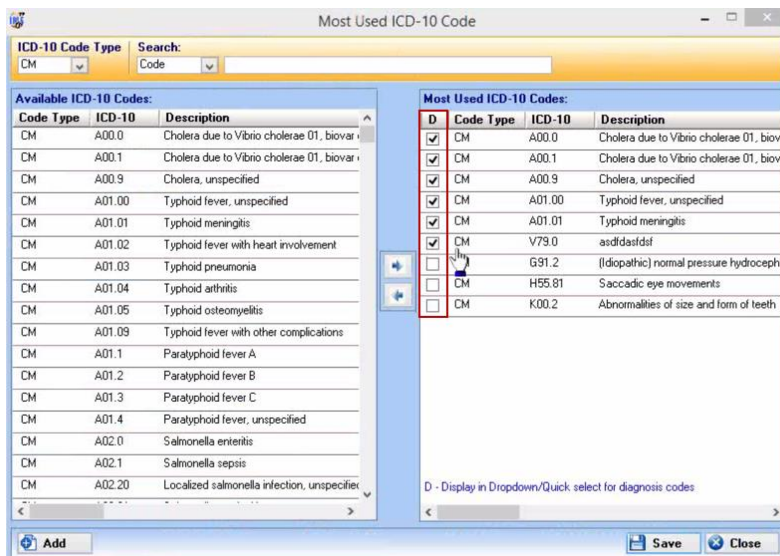


Figure 13 In the **Most Used ICD-10 Code** window, select the box under the **D** column to display the code in **Charge Posting** and **Super Bill**.

Note:

Only codes with the selected check box in the **D** column automatically appear in the diagnosis code list.

- Click **Save**.

You can also select the box in the **D** column of **Most Used ICD-9 Code**.

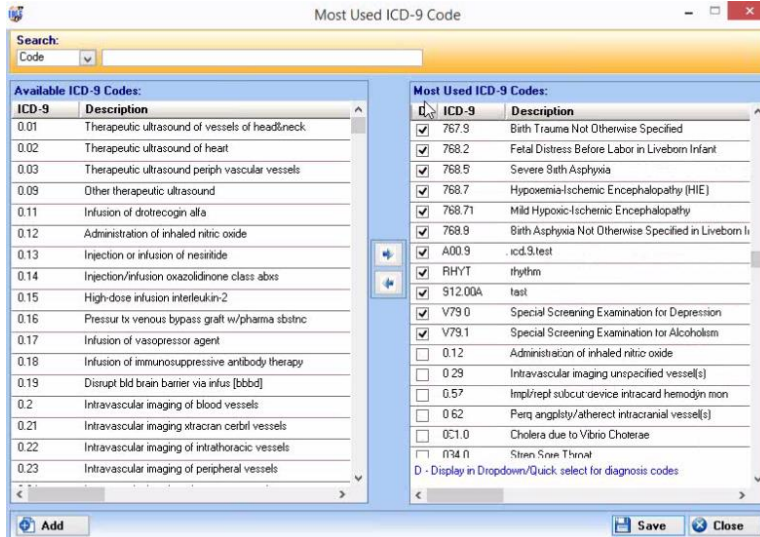


Figure 14 To display the codes from your most used ICD-9 codes list, select the box under the **D** column.

The **ICD-9 Code** window and **ICD-10 Code** window also have the **D** column.

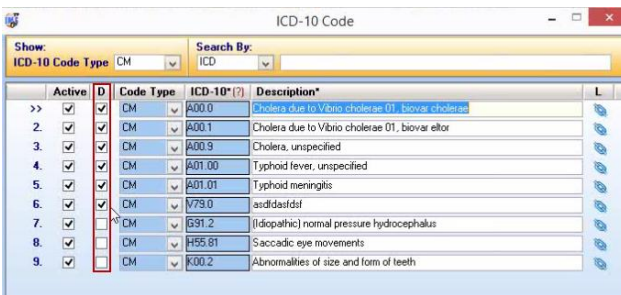


Figure 15 You can also set up to display the code for quick selection in the **ICD-10 Code** window.

Add an ICD-10 code

To add an ICD-10 code in the **Setup Center** window, follow these steps:

1. On the menu bar, click **Setup**, and then click **Bill**.
2. In the left pane of the **Setup Center** window, double-click **ICD-10 Code**.

3. In the ICD-10 Code window, click **Add**.

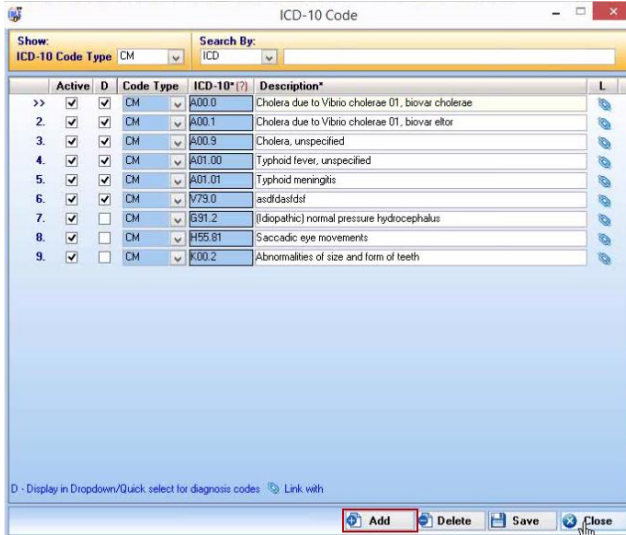


Figure 16 You can add an ICD-10 code in the ICD-10 Code window.

4. Enter the ICD-10 code details in the box in the **ICD-10** and **Description** columns.

5. To link the ICD-10 code with an IMS feature, click the **Link with** symbol .

6. In the **Link with** window, click the feature that you want to link with the code, and then set up the details in the right pane.

7. Click **Save**, and then **Close**.

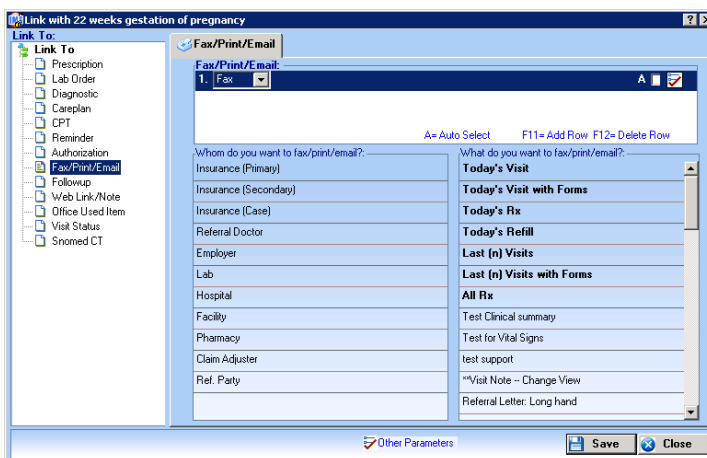


Figure 17 In the left pane of the Link with window, click the IMS feature to set up and link the feature with the ICD-10 code.

8. In the ICD-10 Code window, click **Save**.

Create an ICD-10 template

You can use an ICD-10 template to organize your ICD-10 codes. To create an ICD template, do the following:

1. On the menu bar, click **Setup**, and then select **Bill**.
2. In the left pane of the **Setup Center** window, double-click **ICD-10 Template**.
3. In the **ICD-10 Template** window, click **Add**.
4. In the upper-right pane, enter the details of the new template.
5. In the lower-right pane, enter the details of the ICD-10 code, and then click **Save**.

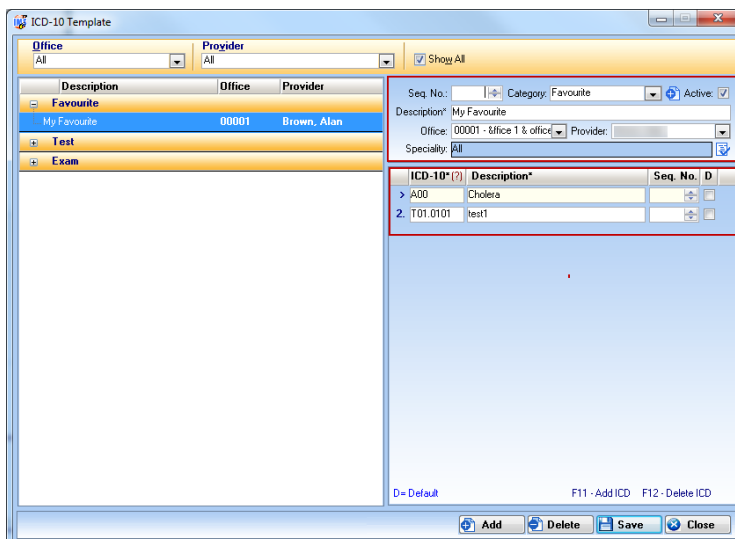


Figure 18 In the ICD-10 Code Template window, fill out the forms in the right pane to create a template for ICD-10 codes.

Link a question template with an ICD code

To associate the code with a patient diagnosis, link an ICD code with the visit note’s question template. To do this task, follow these steps:

1. On the menu bar, click **Setup**, and then click **Visit Note**.
2. In the left pane of the **Setup Center** window, double-click the question template that you want to link with the code.
3. In the left pane of the template window, select a question, and then click **Link with**.
4. In the left pane of the **Link with** window, select either ICD-9 or ICD-10.

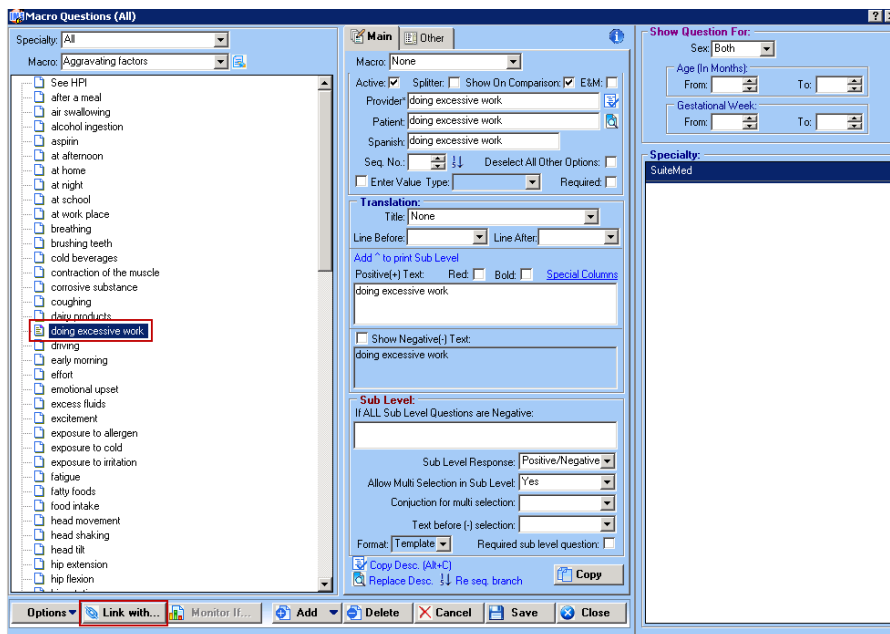


Figure 19 In the template window, select an entry in the left pane, and then click the **Link with** button to open the **Link with** window.

5. In the right pane, click the search ICD symbol (?) beside ICD-9 or ICD-10.

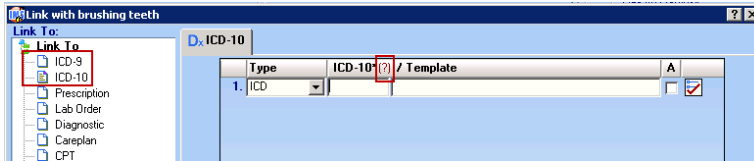


Figure 20 In the **Link with** window, select the ICD code version, and then click the search ICD symbol to open the **Search ICD** window.

6. In the **Search ICD** window, enter the ICD details in the **Search** box, and then click **Search**.
7. In the **Results** pane, select an ICD code, click **Ok**, and then click **Save**.

Note:

You can also link an ICD code with a question template in **Visit Note**. To do this, click the question template in the left pane of **Visit Note**, and then click **Edit Template** in the template window.

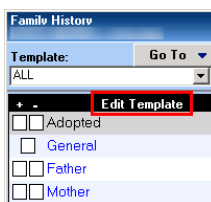


Figure 21 In the template window, click **Edit Template** to open the template's setup window and link the template with code.

Apply the diagnosis code in the Search ICD-9 window

When applying the diagnosis code for **Visit Note**, **SuperBill**, and **Charge Posting**, the system checks the service date and ICD-10 compliance date, and then displays the compliant diagnosis code. To apply a code, do the following:

1. Search for the applicable ICD code, in any of the following:
 - **Patient Diagnosis.** In the **Patient Diagnosis** window, click the red question mark beside **ICD & Description**.

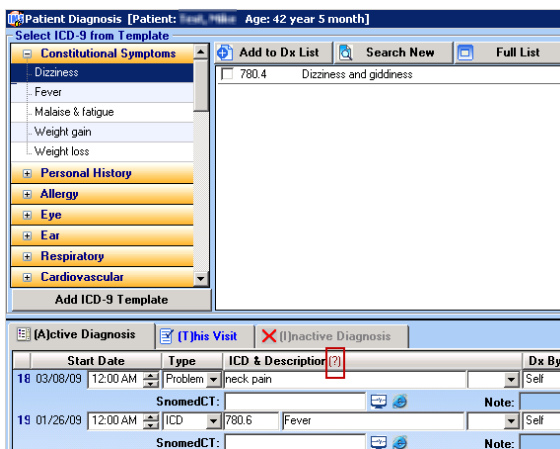


Figure 22 In the **Patient Diagnosis** window, click the search ICD symbol beside **ICD & Description** to open the **Search ICD-9** window.

Note:

To open the **Patient Diagnosis** window, use this path: **Visit Note > Diagnosis**.

- **Superbill.** In the **Superbill** window, click red question mark beside **Diagnosis (ICD)**.

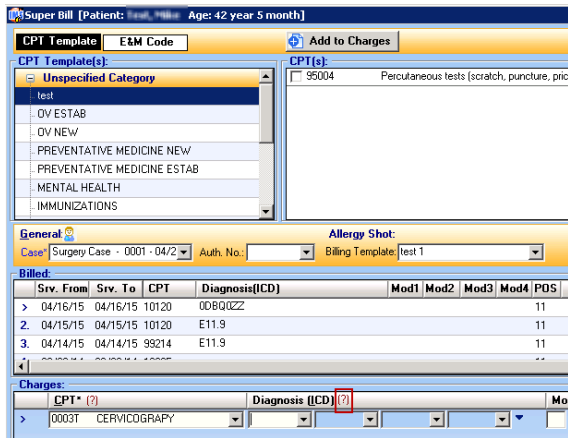


Figure 23 In the Super Bill window, click the search ICD symbol beside Diagnosis (ICD) to open the Search ICD-9 window.

- Charge Posting. On the Charge Posting screen, click red question mark beside Diagnosis* (ICD).

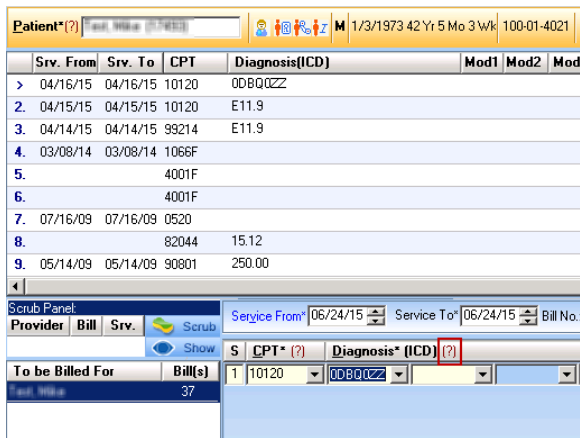


Figure 24 On the Charge Posting screen, click the search ICD symbol beside Diagnosis* (ICD) to open the Search ICD-9 window.

2. In the Search ICD-9 window, click the ICD 9 to 10 tab.
3. Select the type of code from the ICD-10 Code Type list.

Note:

You can set the default code type in Setup. For instructions on how to set the default code type, see *Set the default ICD search tab and code type*.

4. In the search box, enter the comma and ICD-9 code.

Note:

To search by description, enter the backslash and ICD-9 description.

5. Click **Search**.
6. In the left pane, select an ICD-9 code.
7. In the right pane, select the corresponding ICD-10 code, and then click **Ok**.

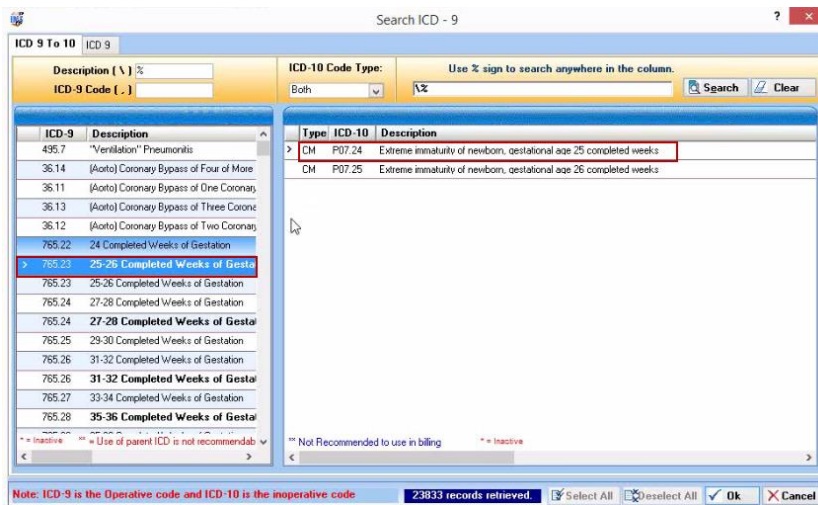


Figure 25 In the Search ICD-9 window, click the ICD-9 code and the corresponding ICD-10 code to apply the code.

If you did not click the search ICD symbol, and instead manually entered the ICD-9 code or selected the code from the list under ICD, the **Select ICD-10** window will appear.

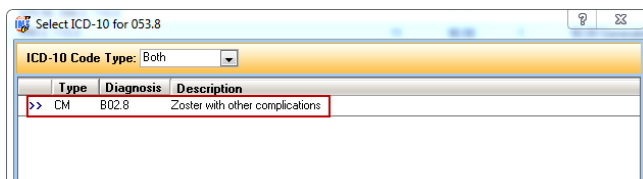


Figure 26 In the Select ICD-10 window, select the ICD-10 code to apply the diagnosis code.

To apply the code, select the corresponding ICD-10 code, and then click **Ok**.

If you entered a diagnosis code that is not in the database, the **ICD-9 Code** window will appear. Add the code, click **Save**, and then apply the new code in the **Search ICD-9** window.

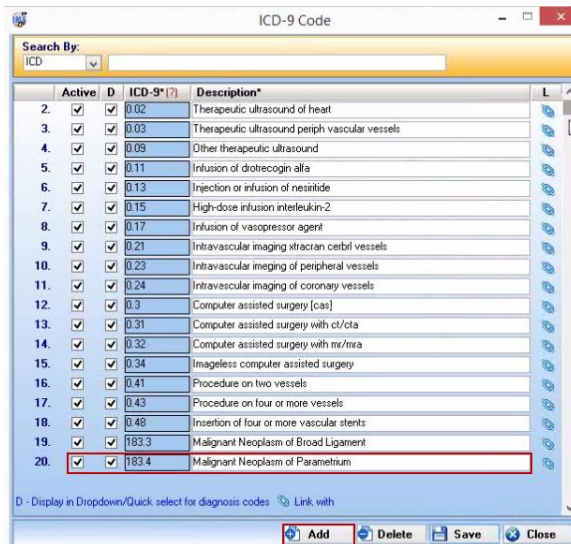


Figure 27 You can add the diagnosis code in the **ICD-9 Code** window.


If you entered an ICD-9 code that is not included in your list of most used ICD-9 codes, a notification appears. Click **Yes** to include the diagnosis code in **Most Used ICD-9 Code** and set the code for automatic display in **Charge Posting**. Click **No** to include the diagnosis code in **Most Used ICD-9 Code** without setting it up for automatic display.



Figure 28 If you entered an ICD-9 code that is not included in the **Most Used ICD-9 Code**, the display notification appears.

View the ICD codes in the patient chart

To view the ICD codes in the patient chart, follow these steps:

1. On the IMS main toolbar, click the **Chart View** symbol .
2. In the **Chart View** window, click the **Dx** tab.
3. View the ICD code and the ICD code type.

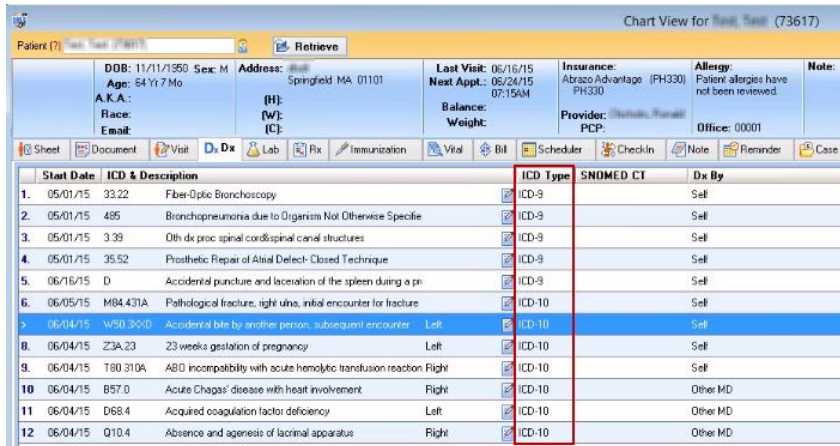


Chart View for Ross, Ross (73617)

Patient (7) [Last Visit: 7/16/15] Retrieve

DOB: 11/11/1950 Sex: M Address: Springfield, MA 01101 Last Visit: 06/16/15 Insurance: Atrius Advantage (PH330) Allergy: Patient allergies have not been reviewed. Note:
 Age: 64 Yr 7 Mo A.K.A.: (H): Next Appt.: 06/24/15 07:15AM Balance: Weight: Provider: PCP: Office: 00001
 Race: (F): (C):

Sheet Document Visit Dx Lab Fix Immunization Vital BI Scheduler Checkin Note Reminder Case

Start Date	ICD #	Description	ICD Type	SNOMED CT	Dx By
05/01/15	33.22	Fiber-Optic Bronchoscopy	ICD-9		Self
05/01/15	485	Bronchopneumonia due to Organism Not Otherwise Specified	ICD-9		Self
05/01/15	3.39	Dth dx proc spinal cord/spinal canal structures	ICD-9		Self
05/01/15	35.52	Prosthetic Repair of Atrial Defect- Closed Technique	ICD-9		Self
06/16/15	D	Accidental puncture and laceration of the spleen during a pr	ICD-9		Self
06/05/15	M84.431A	Pathological fracture, right ulna, initial encounter for fracture	ICD-10		Self
06/04/15	W50.3X0D	Accidental bite by another person, subsequent encounter, Left	ICD-10		Self
06/04/15	Z3A.23	23 weeks gestation of pregnancy	ICD-10		Self
06/04/15	T80.310A	ABO incompatibility with acute hemolytic transfusion reaction Right	ICD-10		Self
06/04/15	B57.0	Acute Chagas' disease with heart involvement Right	ICD-10		Other MD
06/04/15	D68.4	Acquired coagulation factor deficiency Left	ICD-10		Other MD
06/04/15	O10.4	Absence and agenesis of lacrimal apparatus Right	ICD-10		Other MD

Figure 29 You can view the ICD codes in the **Dx** tab of the **Chart View** window.

3. In the **Chart View** window, click the **Sheet** tab.
4. View the ICD codes in the **DIAGNOSIS(S)** table.

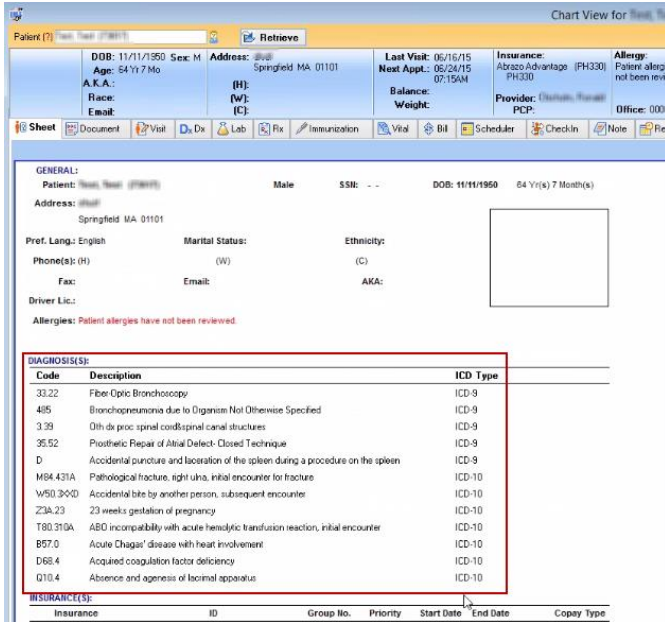


Figure 30 In the Sheet tab of the Chart View window, you can view the ICD codes.

5. Scroll down to verify the ICD code version that is compatible for the insurance.

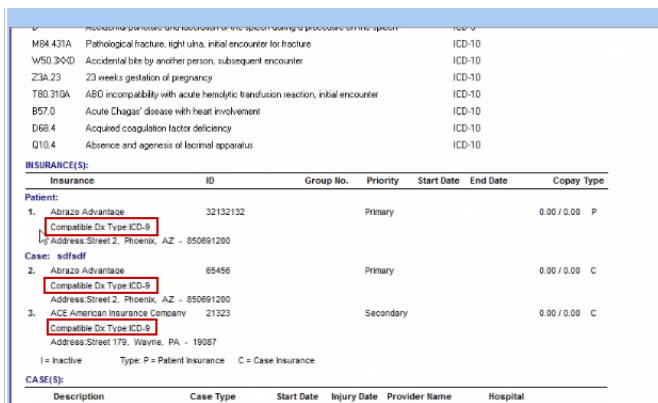


Figure 31 In the INSURANCE(S) table in the face sheet, you can view the compatible ICD code for an insurance.

Note:

You can also view the ICD codes in the patient's face sheet through this path: **Utilities > Patient > Face Sheet.**

6. In the **Chart View** window, click the **Bill** tab.

7. View the ICD code and the ICD code type.

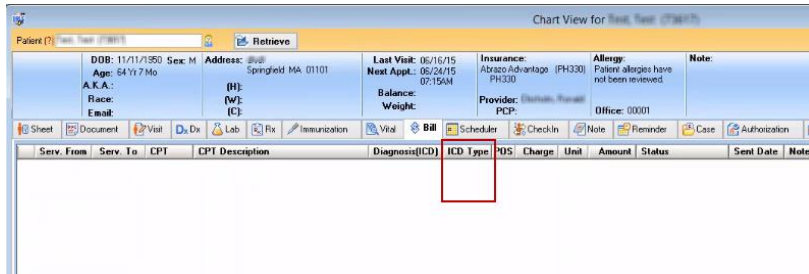


Figure 32 In the Bill tab of the Chart View window, you can view the ICD codes.

UB Billing

You can now use ICD-10 codes or select the mapped codes when you apply an ICD code for the UB case or post a charge for institution billing.

To apply the ICD codes for the UB case, you need to enable the UB module. To do this task, follow these steps:

1. On the menu bar, click **Setup**, and then click **System Parameters**.
2. In the **Parameters** window, enter **ub** in the filter box, and then click **Filter**.
3. Select **Yes** from the **Value** list for the **Include UB (Modules/Features)** parameter.
4. Click **Save**.

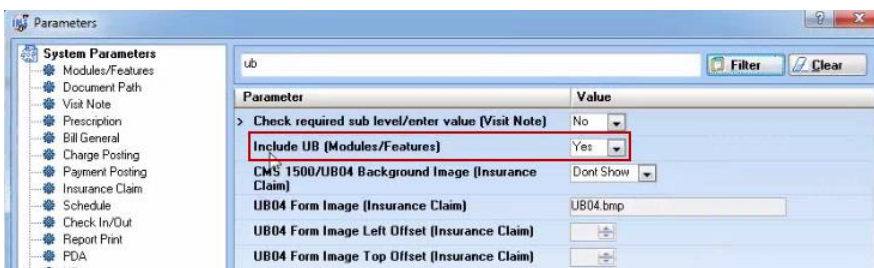



Figure 33 In the Parameters window, select Yes from the Value list for the Include UB (Modules/Features) parameter to enable

the UB module.

Case Master Changes for UB Billing

Apply an ICD code for the UB case. To apply an ICD code for the UB case, follow these steps:

1. On the IMS main toolbar, click the **Case** symbol .
2. On the **Case** screen, select the ICD-9 code from the **Admit Dx**, **E-Code**, and **Dx** list.

Note:

To display the compliant diagnosis code in the **Admit Dx**, **E-Code**, and **Dx** list, the system compares the admission date with the ICD-10 transition date in the system parameter. If the admission date is prior to the ICD-10 transition date, then the ICD-9 codes will be the operative codes. If the admission date is on or after the ICD-10 transition date, then the ICD-10 codes will be the operative codes.

3. In the **Select ICD-10** window, select the ICD-10 code, and then click **Ok**.

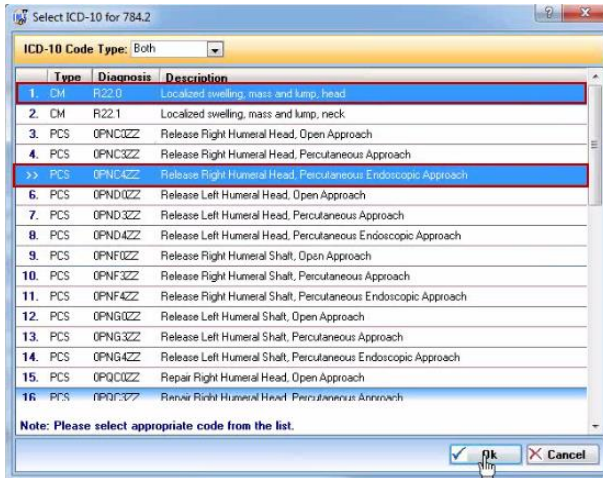


Figure 34 In the Select ICD-10 window, select an ICD-10 code to apply the diagnosis code.

Notes:

The **Mapped ICD code(s)** window displays the selected ICD-10 codes. You can also click either **Procedure** or **Diagnosis** in the right pane, and then click the Map ICD code(s) symbol **Dx** to view the mapped codes.

The **Select ICD-10** window only opens if the **Enable Crosswalks for diagnosis codes in search screens (ICD9 to ICD10 and ICD10 to ICD9)** system parameter is enabled.

For instructions on how to set the default ICD-10 code type in the **Select ICD-10** window, see *Set the default ICD search tab and code type*.

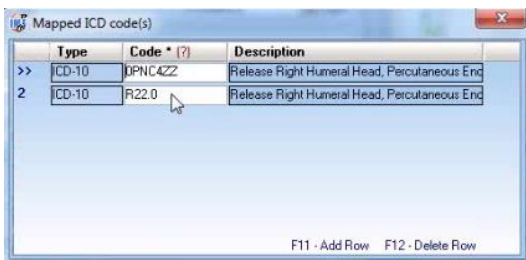


Figure 35 The Mapped ICD code(s) window displays the selected ICD-10 codes.

4. Enter the name of the referral doctor in the **By** box.

You can also click the search ICD symbol **(?)** beside **By** to search for the referral doctor.

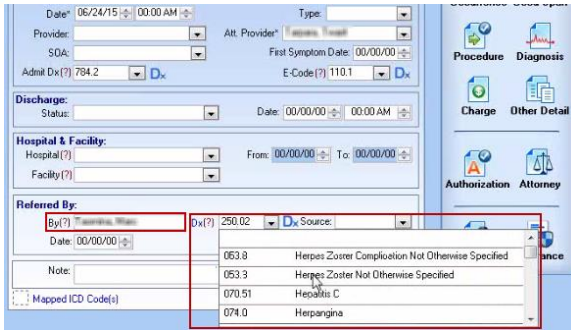


Figure 36 You can enter the name of the referral doctor and select the ICD code in the **Referred By** pane.

5. Select the ICD-9 code from the **Dx** list.
6. In the **Select ICD-10** window, select the ICD-10 code.
7. On the action toolbar, click the **Save** symbol.

Note:

You can also view the mapped codes by clicking the **Map ICD code(s)** symbol in the **Procedure** window and **Diagnosis** window or click the **Map ICD code(s)** symbol beside **Admit Dx**, **E-Code**, and **Dx**. To open the **Search ICD-9** or **Search ICD-10** window, click the search ICD symbol beside **Admit Dx**, **E-Code**, and **Dx**.

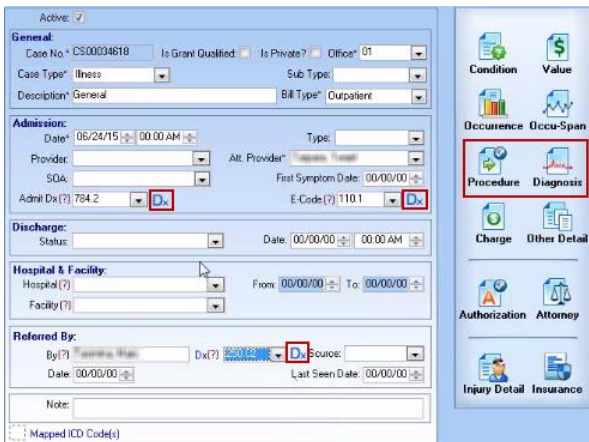


Figure 37 To map the ICD codes, click the **Map ICD code(s)** symbol in the **Procedure** window, **Diagnosis** window or beside **Admit Dx**, **E-code**, **Dx**.

To open the **Search ICD-9** or **Search ICD-10** window, click the search ICD symbol beside **Admit Dx**, **E-Code**, and **Dx**.

Determine the Compliant ICD Code

To determine and display the operative or compliant ICD code version in the **Charge Posting** or **UB Option** screen, IMS refers to the following scenarios:

- The IMS system compares the service date with the ICD-10 transition date in **Insurance Carrier**. For an employer insurance, IMS checks the ICD-10 transition date in the **Employer** screen. If no insurance is selected, IMS compares the service dates with the ICD-10 compliance date in the system parameter.

Note:

In verifying the ICD-10 transition date, the system checks first the employer insurance's transition date. Only when the employer insurance is not selected that the system checks the patient insurance's transition date or system parameter's ICD-10 compliance date.

- On the **Charge Posting** screen, if the date in the **Service From** box is equal to or later than the ICD-10 compliance date, then you can select the ICD-10 codes from the diagnosis list. If the date in the **Service To** box is prior to the ICD-10 compliance date, you can select ICD-9 codes from the diagnosis list.
- If the date in the **Service From** box is prior to the ICD-10 compliance date and the date in the **Service To** box is equal to or later than the ICD-10 compliance date, the IMS displays the operative codes according to the Centers for Medicare & Medicaid Services (CMS) guideline. The system selects the operative codes on the basis of certain combinations of type of facility and bill class.

Note:

You can enter the type of facility and bill class in the **UB** section of the system parameter.

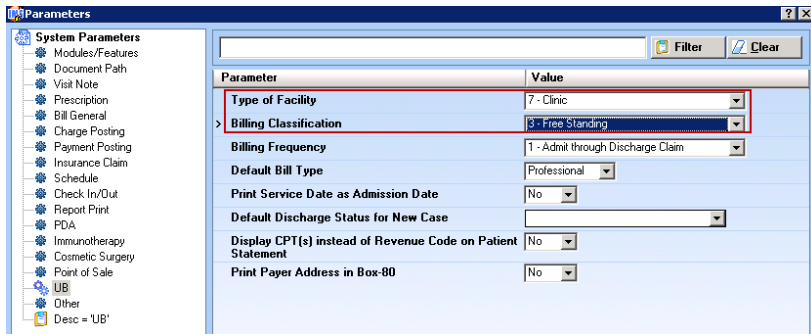


Figure 38 In the System Parameters window, click list for the **Type of Facility** and **Billing Classification** parameter to set the type of facility and bill class.

You can select ICD-10 codes in **Charge Posting** if the system detects any of the following combinations of facility type and bill class:

- Type of facility 1 and bill class 1.
- Type of facility 1 and bill class 8.
- Type of facility 2 and bill class 1.
- Type of facility 3 and bill class 2.

If IMS detects any of the combinations above, a notification message appears.

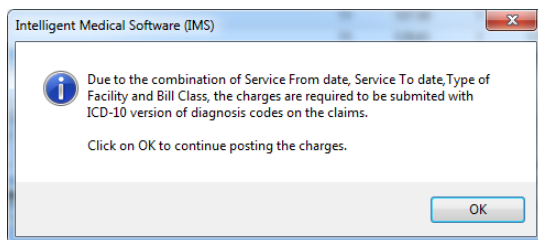


Figure 39 If the system detects any of the above combinations of facility type and bill class, a notification message appears.

If IMS does not detect any of the combinations above, a notification message appears.

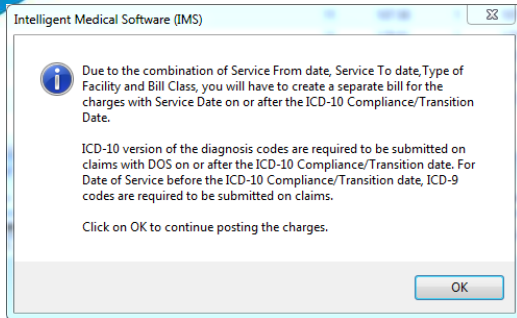


Figure 40 If the system does not detect the combinations of facility type and bill class, a notification message appears.

You can select ICD-9 codes but create a separate bill using ICD-10 codes if the date of service is after the ICD-10 compliance date and the system detects any of the following combination:

- Type of facility 1 and bill class 2.
- Type of facility 1 and bill class 3.
- Type of facility 1 and bill class 4.
- Type of facility 2 and bill class 2.
- Type of facility 2 and bill class 3.
- Type of facility 3 and bill class 4.
- Type of facility 7 and bill class 1.
- Type of facility 7 and bill class 2.
- Type of facility 7 and bill class 4.
- Type of facility 7 and bill class 5.
- Type of facility 7 and bill class 6.
- Type of facility 7 and bill class 7.

- Type of facility 8 and bill class 1.
- Type of facility 8 and bill class 2.
- Type of facility 8 and bill class 5.

Post a charge for institutional billing

To post a charge for institutional billing, follow these steps:


1. On the IMS main toolbar, click the **Charge Posting** symbol .
2. On the **Charge Posting** screen, select **Institutional (UB 04)** from the **Bill For** list.



Figure 41 On the **Charge Posting** screen, select **Institutional (UB 04)** from the **Bill For** list to post the charge.

3. Select the bill classification from the **Bill Class** list.

Note:

Click the **Map ICD code(s)** symbol to view the mapped codes in the **Mapped ICD code(s)**.

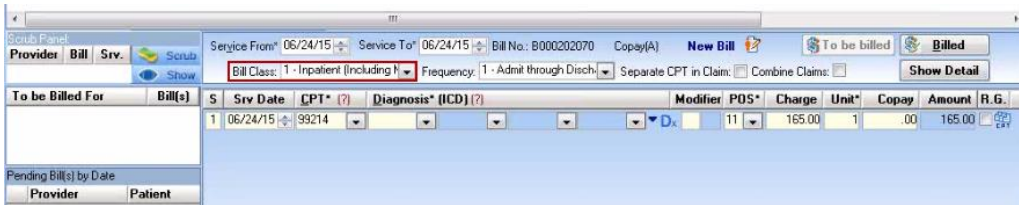


Figure 42 On the **Charge Posting** screen, click the list for **Bill Class** to select a bill class.

4. Select the CPT code from the **CPT** list.
5. Select the diagnosis code from the **Diagnosis** list.
6. Select the ICD code from the **(ICD)** list.
7. In the **Select ICD-10** window, select the ICD-10 code, and then click **Ok**.
8. Select the UB case from the **Case** list.
9. Click the **UB Option** button.

Note:

The compliant code displayed on the **UB Option** screen is determined by the combinations of facility type and bill class. For information about how IMS determines ICD code versions, see *Determine the Compliant ICD Code*.

10. Select the UB case from the **Case** list.
11. On the action toolbar, click the **Save** symbol.

Note:

For mapping ICD codes, click the **Map ICD code(s)** symbol.

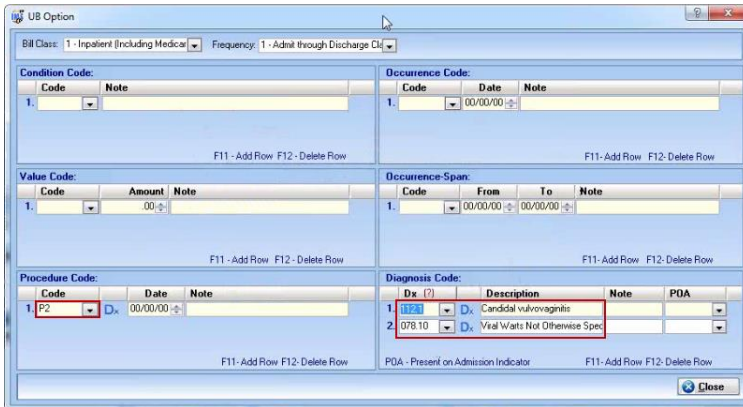


Figure 43 In the **UB Option** window, verify if the diagnosis code and procedure code that you entered in **Case Master** appears.

When the case selected in **Charge Posting** used the ICD-9 code as the operative code, the ICD code is not mapped in the case and charge posting requires ICD-10 code as operative code; a notification message appears.

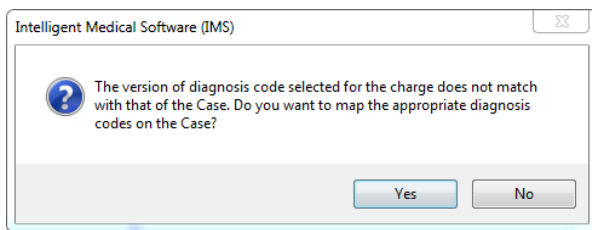


Figure 44 Click **Yes** to open the case master window, and then map the appropriate diagnoses codes.

To proceed in posting the charge, click **Yes** to open the case master window, and then map the appropriate diagnosis codes.

If you click **No**, the **UB Option** screen appears, and then you verify the codes, click **Close**, and then post the charge.

Note:

If the ICD code version in **Charge Posting** and the code selected for a case matches, the **UB Option** window will display the same diagnosis code and procedure code that is displayed in the case master. If the codes do not match, the **UB Option** window will display no code.

After the ICD-10 Compliance Date

After the ICD-10 compliance date, IMS will allow you to directly search, select, and apply ICD-10 codes on your patients' records. When you search diagnosis codes on or beyond October 1, 2015, the **Search ICD-10** window appears and replaces the Search ICD-9 window.

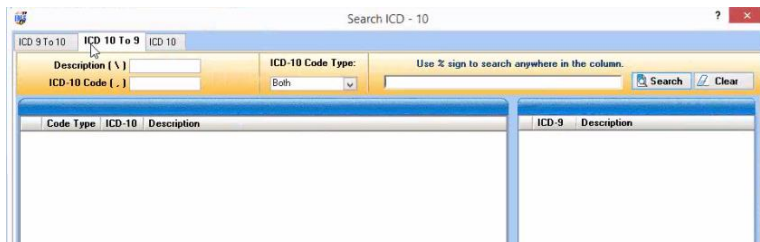


Figure 45 When you search a diagnosis code on or beyond the compliance date, the **Search ICD-10** window appears.

Note:

You can set the default ICD search tab and code type that will display in the **Search ICD-10** window. For instructions on how to set the default search tab and code type, see *Set the default ICD search tab and code type*.

ICD-10 codes will be applied to the charges that you post, and the corresponding claims will contain the ICD-10 codes. The ICD lists in **Visit Note**, **SuperBill**, and **Charge Posting** will show the most used ICD-10 diagnoses codes.

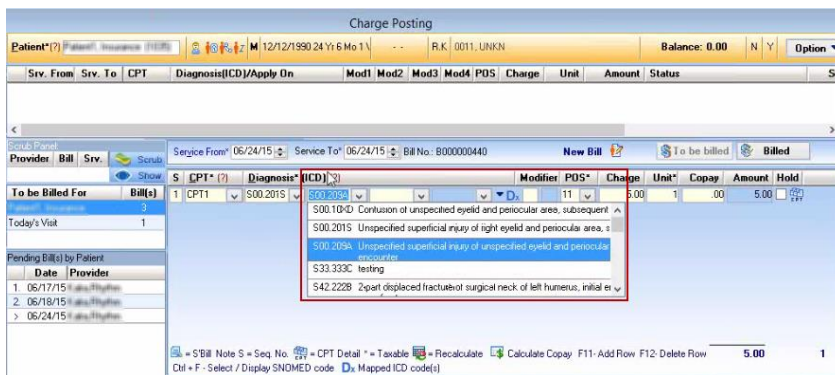


Figure 46 After the ICD-10 compliance date, the ICD list will only show ICD-10 codes.

When the superbill required you to select the ICD-9 code, and then the insurance allows you to only use the ICD-10 code when posting the charge for the superbill, a notification message appears.



Figure 47 If the system detects that the insurance does not support the ICD-9 code, and instead, requires you to select the ICD-10 code, a notification message appears.

When you apply codes after the ICD-10 compliance date, and you have not enabled the Crosswalk parameter, only a single tab will appear in the **Search ICD-10** window.



Figure 48 When you apply codes after the compliance date with an inactive Crosswalk parameter, a single tab appears in the **Search ICD-10** window.