

MOS ICD-10 Upgrading and Instructions

ICD-9 to ICD-10 Simplified. What can you expect?

A completely different set of codes will be used for diagnosis codes on your claims. ICD-9 codes do not map to ICD-10 codes with a one-to-one relationship. What that means is that it is impossible to have the computer translate your codes as you select them. It is necessary for the Medical Billing Clerk (MBC) to use the Cross-Reference file supplied with the upgrade to select codes that match for any diagnosis code that is currently used.

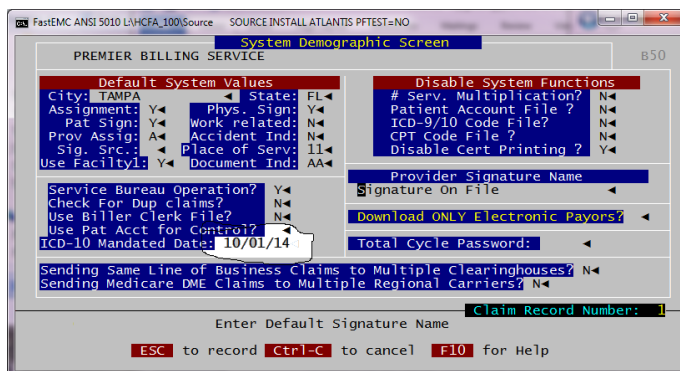
Some ICD-9 diagnosis codes may be represented by more than one ICD-10 code to supply the same information. Some times more than one ICD-9 code will combine to make one ICD-10. Some ICD-9 codes may not match any ICD-10 at all. Some ICD-9 codes may have been split to more than one ICD-10 and the correct entry should be made for the type of diagnosis that was covered with the current code in your file. Of course, you will be able to add more diagnoses codes to your database to cover any new requirements.

Most importantly, this coding is the responsibility of the Medical Billing Clerk, MOS cannot do this for you, all we can do is try to give you the tools to make it as easy as possible. Also, it will not be easy to change a claim from ICD-9 to ICD-10 or back. It is up to you to select the right code type as you start the claim.

As with all previous changes with this kind of impact, the payers were not all ready at the same time. We expect there will be some time when you may need to create some claims in ICD-9 and some in ICD-10. We will need to wait and see about that.

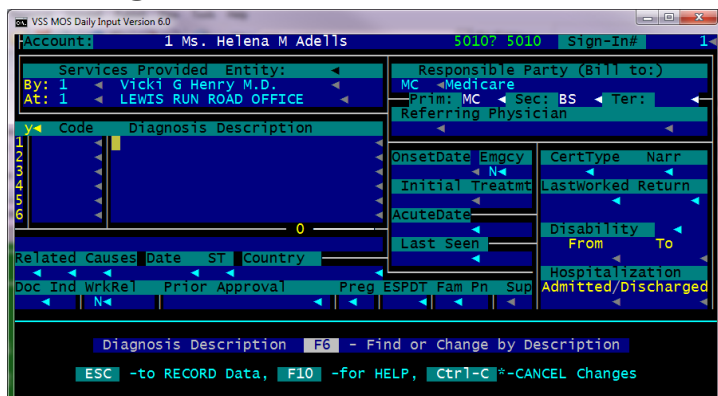
Setup Options for ICD-10 – FastEMC Setup

There is a date for mandated cutoff that can be changed as needed. From the main menu, select E-Electronic Submission, Z- Shortcut5010, M- Maintenance, 1- System Setup, U-Update, ESC to view the second screen. Notice the date for ICD-10 Mandated Date. When you installed the upgrade, the date should have advanced to 10/01/15. You may move that date later in the year in case they change the deadline, but that is not expected.



Once that date is past, all claims will automatically be set to ICD10 and there will be no need for the question at the beginning of the claim.

Creating an ICD-10 claim



Before entering the Diagnoses code block at the upper left, you will see the “y” entered next to Code. That indicates that the claim will only have ICD10 codes. As you select codes using the F6 key under Code and Diagnosis Description, you will only see ICD10 codes from your MyCodes table or options to select from the full list by code or description.

If you can supply a few characters of the CODE it will locate you near the code you want. For example: If I type “E” to start in the E codes a list is displayed from my diagnoses codes like this:



I can select one by browsing down through the list with the PGDWN or DownArrow.

- C – Change diagnoses data – will open a popup to the diagnoses file and you can make changes to the description or data.
- X – Exit without selecting.
- V – View without changing the data.
- S – Search full ICD10 file.

Using the same codes you used to find this list, you will be able to browse the full list and select codes. Any codes selected from the full ICD10 file will be automatically added to your MyCode table for future use.

F -Fuzzy search by Description the ICD10 file

If you enter a Diagnoses code that is not currently found in the MyCodes table, you will be prompted to Add the code. If it is a valid code, type Y to add the code. You are not allowed to enter a Diagnosis code that is in your MyCodes Diagnosis file.

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Upgrading your ICD-9 Diagnoses codes to ICD-10 Diagnoses codes

MOS will offer you a few options as to how you can handle the change from using ICD-9-CM diagnoses codes to ICD-10-CM codes.

First let's give you some background. MOS did not include a full ICD-9 code list, but has been collecting diagnoses codes that were used on claims during your use of MOS

So if you are selecting diagnoses codes from the Diagnoses file, it will be helpful to be able to do the same thing for ICD-10 codes. With the radical change to ICD-10 codes that will not be as familiar to you, we have developed some tools to make this easier.

DIAGNOSES File Preparation

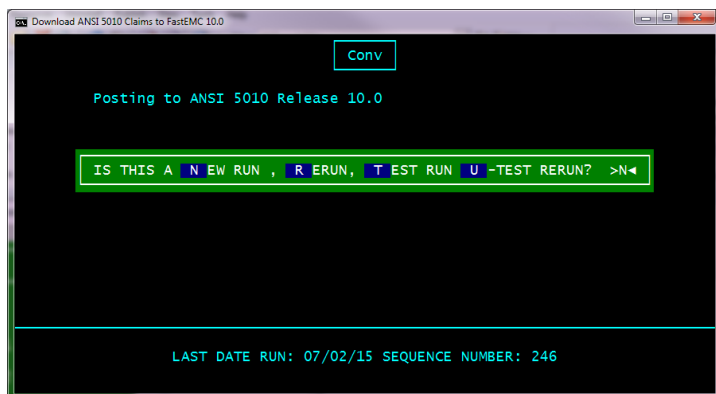
By reviewing the diagnosis codes you currently are using in MOS and reviewing the matching ICD-10 codes, you will be able to create your own transition list. This will be something you can do prior to the deadline so it will be easy to select ICD-10 codes when that is required. Jump to the section below headed "Instructions to update your Diagnoses Codes – Beforehand".

MOS can also let you pick from the huge list of ICD-10 codes available by category and add all the codes in that category. We really do not recommend this because we found that was just way more than were needed for most practices. I am not documenting that method but our support team can help if you want to do that.

MOS has provided these levels to make handling this new code table more manageable. It seemed like overkill to simply add all the new codes when most will not be used in any normal practice.

Downloading your claims to FastEMC for electronic processing.

A few extra prompts were added during the download step.



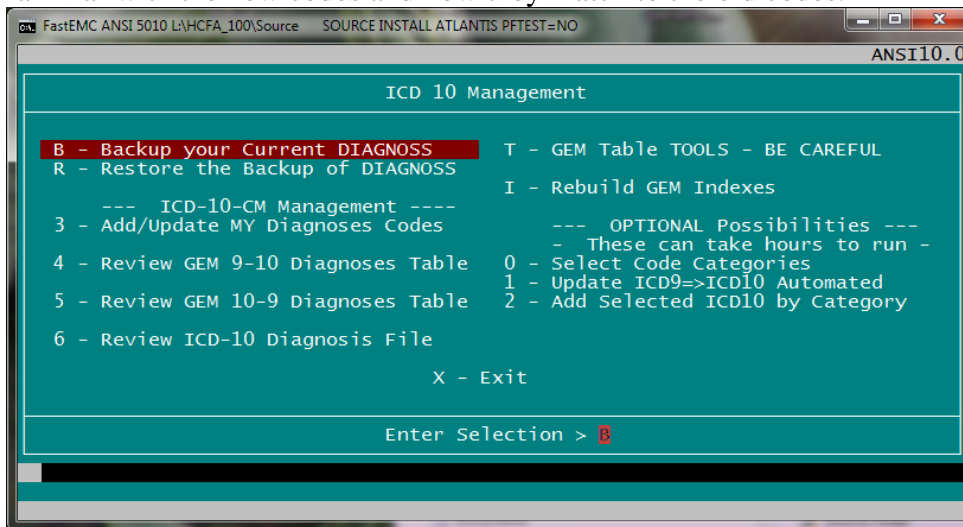
An option for Test Run and U-Test Rerun was added. You can use this to create a small number of test claims in MOS – Be sure you have downloaded all your production claims and no one else is working in MOS. Create the test claims and then select T when you download them to

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FastEMC. They will all be marked as test claims in FastEMC. Using the new A - Create TEST Medical Transmission. You can create a test file to be uploaded to your clearinghouse with the claims that were downloaded as test. Test Claims will not error if the dates of service are in the future as might be required for testing.

Instructions to Update your Diagnoses Codes – Beforehand

This can save you time when you need to start using the ICD-10 codes by helping you get familiar with the new codes and how they match to the old codes.



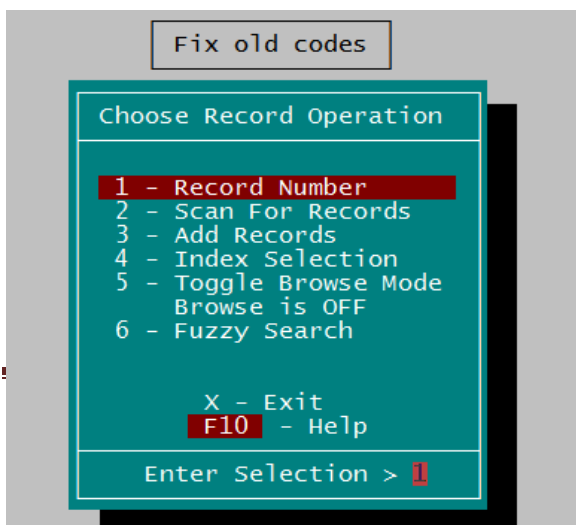
From the main menu press 6 – Support File Maintenance Menu, G – ICD9 => ICD10 Management MENU to locate the new ICD-10 Management Menu.

First and foremost, select the B – Backup your current Diagnose file option. This is the functioning diagnoses file that you use currently and will have both ICD-9 and ICD-10 codes that you need. It will ask where to put the backup, and you can add it to your normal backup or specify any appropriate folder on your system. If steps you take below have any bad results, you can restore this backup and start over at any time.

3 – Add/Update MY Diagnoses Codes

This is your main option for matching diagnoses codes.

Select 3 – Add/Update My Diagnoses Codes. This will stop at a general Choose Record Operation Menu.



Select a method to review your codes in some order. You can pick Record Number, or use Index Selection and do them in order by code or description. We suggest by Record Number because you will be adding to the end of the list. Just make a note of the data when you have to take a break and go back to that same point when you return.

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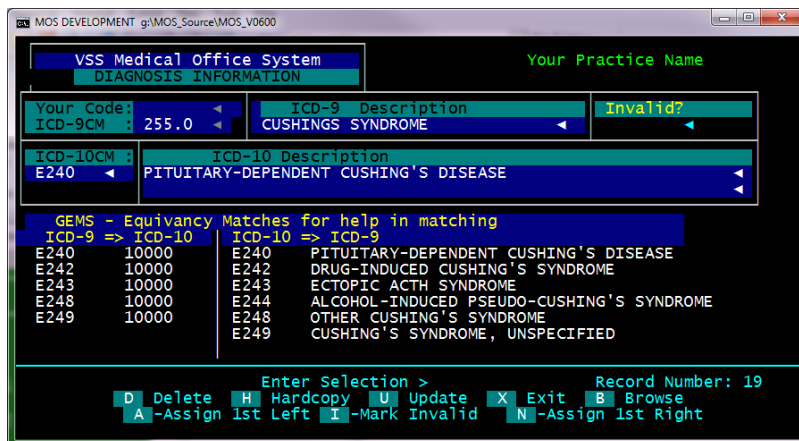
Then – using the information detailed in section “Diagnosis File Data Entry” below, decide what ICD-10 code will be used for the ICD-9 code displayed. Or make the code invalid if no match is suitable.

Press **DOWN ARROW** to move to the next ICD-9 code and continue until you review each of your current codes.

Remember this will save time later but is not necessary for every code to be fixed. Working with this file should help you become familiar with what coding will need to be reviewed and more research can be done when you hit a code that is puzzling and you are not sure what to do. Please use this as a learning tool and go to the wealth of information about the new coding on the Internet or at your other resources. A google of the code like this: “ICD-10 A0224” will often give you document choices to review details about a code and might provide additional information when making your coding choices.

Remember as you look at the possible new ICD-10 matches, it may be necessary to add ICD-10 codes that have more specificity to your list of codes. When multiple ICD-10 codes might match to one ICD-9, this is usually the case.

The special screen layout shows you data about how the ICD-9 code might match to one or more ICD-10 codes and is displayed like this:



ICD-9-CM: This is your current code that is being used on ICD-9 claims, with the description you supplied when you added this to your system.

Invalid? : This can be set to **Y** to make the code invalid. You can do this at any time. Press **I** from the prompts at the bottom to fill in a **Y**. Press **I** again and it will change to **N**.

Y - Invalid

N or Blank - Valid

ICD-10-CM: This is the new ICD-10 code that might match to the ICD-9 code on this page.

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Description: New Description for the ICD-10 code. This may be more detailed than the description used for ICD-9.

GEMS – Equivalencies tables - for help in matching ICD-9 to ICD-10

ICD-9 => ICD-10 - This column displays all the ICD-10 codes that could match to the currently displayed ICD-9. If more than one is listed, then your ICD-9 code has been broken into more detailed codes and you may need to select a more exact match.

Following the ICD-10 code is the matching flag they provided. Here is a brief description of the meaning for the flag.

1 st digit –	0 if the match is considered exactly the same thing 1 if the code is not considered exactly the same
2 nd digit	1 indicates there is NO ICD-10 to match. Make this code INVALID 0 means there is a match
3 rd digit	1 means that this code would require multiple ICD-10 codes 0 means that this code matches to one ICD-10 and does not represent a combination in ICD-10
4 th and 5 th	The last digits detail more rules about combinations and for your purposes can be ignored. When these codes are other than 0 look closely at what you are matching and put more thought into the selections.

Note: On our example Screen the flag code listed is 10000. This indicates that the code listed is not an exact match. Look at the right column and see what other codes might be used in the same instance. We have added hot keys to allow you to add all the entries from either the left column or the right column to your MyCodes Table. See the chart below.

We have provided a shortcut for selecting the ICD-10 codes - Press **A** to assign the first code in the left column to this ICD-9 code. If more than one ICD-10 is listed it will ask if you want to add all the other ICD-10 codes also so you can pick as needed for better specificity. That way when you start using ICD-10 you will have all the variations to select as you enter the ICD-10 claims.

ICD-10 => ICD-9 – This column shows the ICD-10 codes that might match back to the ICD-9 code displayed. This will help you see the new specificity that might be necessary. When many matches are listed, you may see that one ICD-9 might have many ICD-10 codes to choose to add specificity to the code that was not represented by the ICD-9 code used before.

Quick KEYSTROKE Options from Enter Selection Prompt

A – Assign 1st Left - Press **A** to assign the first listed ICD-10 code on the left to the displayed ICD-9 code. If you select this and there are multiple items in the left column, a prompt will ask if you would like to add those also. Press **Y** for each additional ICD-10 code you will require from the list. Press **A** to add them all without prompting. Very often this is the right option when more than one is listed. It does not hurt to do this more than once. It will check to see if the code has already been added and will skip that code if

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it has.

- I – Mark Invalid** - Press I to mark the displayed ICD-9 code as Invalid for ICD-10. Press I again to Unmark it and make it valid again. Codes marked invalid are not displayed for browse selection. This will keep you from selecting codes that should not be used on claims.
- N – Assign 1st Right** Press N to assign the first listed ICD-10 code on the right to the displayed ICD-9 Code. These show all the ICD-10 codes that would match back to the displayed ICD-9 code. If you select this and there are multiple items in the left column, a prompt will ask if you would like to add those also. Press **Y** for each additional ICD-10 code you will require from the list. Press **A** to add them all without prompting. Very often this is the right option when more than one is listed. It does not hurt to do this more than once.

Between these three options and the displayed data, you should be able to get most of your codes ready for ICD-10 easily. .

Also you can update the record and use the browse options to search by ICD-9 code, ICD-9 Description, ICD-10, or ICD-10 Descriptions.

4- Review GEM 9-10 Diagnoses Table

This is a GEM table showing how the ICD-9 codes translate to ICD-10. We use this data in the option above to give you the choices.

5- Review GEM 10-9 Diagnoses Table

This is the GEM table showing how the ICD-10 codes might translate back to ICD-9 codes. We also use this table to give you the full picture.

6- Review ICD-10 Diagnosis File

To be complete, we have provided the full list of ICD-10 Diagnoses codes, available as of 1/1/2015. This will give you an excellent list that can be searched. When you do a diagnosis selection and ask to search descriptions, it will search this file and if you select a code from there, it will be added to your MyDiagCodes list. This file is huge and we knew you would never use more than a hundred or so.

T – GEM Table TOOLS – BE CAREFUL

These tools offer some special functions, in case we need them but should not be useful to most practices.

I – Rebuild GEM Indexes

These indexes are large and we wanted you to have a way to focus on those indexes, if needed.

OPTIONAL POSSIBILITIES

These options are for special situations and should be avoided without help from MOS Support. Some notes are given below just for completeness.

Add/Update Claims – Finding Diagnoses codes

When adding an ICD-10 Claim, you will have a new option on the diagnoses fields, to select the diagnoses code from the FULL ICD-10 list. If you select a diagnosis code from this list, it will automatically be added to your MyDiag List so you can find it there from then on. So even if you do not update the ICD-9 codes with ICD-10 matches, you will still be building your MyDiagnoses codes as you add new claims in ICD-10.

F6 - Browse your MyDiag File by Code. - Find in your working MyDiag File. If the claim is marked ICD-10, then these will do ICD-10 selections, if the claim is ICD-9 then it will search those codes.

SELECT

X - to Exit

C – Change – This allows you to modify an existing diagnosis entry.

S – Search Full ICD-10 List

Options:

SELECT – to pick a code and add it to your MyCodes List

V-View – display the full descriptions and information about the highlighted code

X-Exit without selecting a code

F – Fuzzy Search ICD10 Description

This will ask for a key word(s) to try to find a best match in the appropriate diagnosis descriptions. If a Description is on the current diagnoses it will default into your description to save typing.

Best matches are filtered to the top of the list

Options:

SELECT – to pick a code and add it to your MyCodes List

V-View – display the full descriptions and information about the highlighted code

X-Exit without selecting a code

ICD9 => ICD10 Management Options – Optional Possibilities

It is not necessary to do any prior setup but if you want to get better familiar with the changes or it helps to have your codes at the ready, these steps are also available.

From main menu select “2 – Maintenance Menu” and then “T – ICD9 => ICD10 Management MENU” to access the ICD-9 to ICD-10 Upgrade Options. These menu options cover some automated options to upgrade your codes.

THESE ARE NOT PERFECT OPTIONS, PLEASE BE CAREFUL and MAKE A BACKUP PRIOR TO MAKING ANY OF THESE CHANGES.

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If you do not use the Diagnoses file validate your data than this is not required. The Medical Biller at your office will be responsible for providing the correct codes, with no validation.

MOS has provided you with these options:

1. Check your current diagnoses against the ICD-9 to ICD-10 mapping database and any that are an exact match can be loaded automatically.
2. Remaining are two cases - ICD-9 that do not have any ICD-10 equivalences. ICD-9 codes that match to multiple ICD-10 so a Biller must select the appropriate option which represents the ICD-9 code and add any additional codes.

Before you can use any of the automatic add or update features do the following steps.

Step 1 - Rebuild GEM indexes

I-Rebuild GEM Indexes - run this first before using any other items on this menu to be sure all the files are ready and the indexes are fresh.

Step 2 - Select Code Categories

0 - Select Code Categories

Press 0 to open the code category file. This has a list of the ICD categories for your codes, Press T on any category that might be needed in your practice. Because the code list is so extensive, this will narrow the codes to the categories that might be needed. If you mark a category in error, press T again to remove the Y. Continue to add and subtract until you have all the categories that might be necessary.

Step 3 - Upgrade ICD 9 to ICD 10 Codes

This will check your current diagnoses codes against the ICD-9 to ICD-10 GEM tables and will match any that are one to one. Only perfect matches will be assigned.

Step 4 - Add all ICD-10 codes from selected categories

This is really not suggested and will add a huge number of codes that you will never use, even with the category limitation. It may also take hours to run. We have included a full ICD-10 database that can be easily referenced to make this unnecessary.

Press “2-Add Selected ICD10 by Category” – This will go through the thousands of codes and add any that are in the categories selected in Step 2. This could take considerable time, hours in fact. In my experiments with the new codes, I did not see the need to add this many codes to your system at one time. I think a more select method is prudent but this is available if anyone needs it.