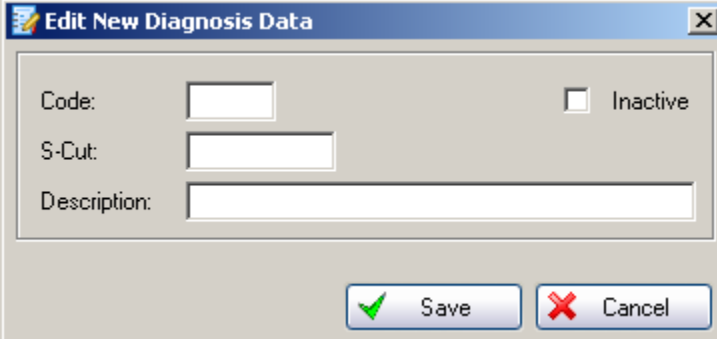


4B. (3) Software Set Up – Diagnosis (ICD-9) Codes

This section will allow you to **Add** a new Diagnosis Code, **Edit** the description of an entered Diagnosis Code (the Diagnosis Code number can not be edited), or **Delete** a Diagnosis Code previously entered. From the Top Navigational Menu, select “**Set Up**”, and then “**Diagnosis**”.



1 Adding a Diagnosis Code

- A Click on the **Add** button at the bottom of the **Diagnosis Data** screen to open a blank **Edit New Diagnosis Data** screen.
- B **Code:** Enter the Diagnosis Code number. (Will appear in box 21 #1-4 of the HCFA/CMS 1500 Claim Form)
- C **Short-Cut:** Enter a Short-Cut code (i.e.: HA for Headache) in this field if you would prefer to not have to enter the Diagnosis Code when adding it to a claim. Entering the Short-Cut code in the Diagnosis Code field within the claim itself will bring up the Diagnosis Code and print it on the claim or enter it in the appropriate location when transmitted electronically.
- D **Description:** Enter the description of the Diagnosis Code (up to 35 characters long).
- E Click **Save** when done.

2 Editing the Description of a Diagnosis Code

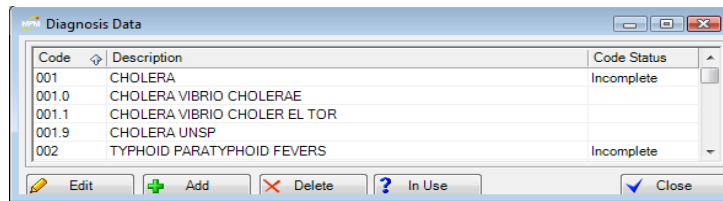
- A From the Top Navigational Menu, select **Set Up**, then **Diagnosis**.
- B Left click on the Diagnosis Code you want to edit the Description for. You can then click on the **Edit** button at the bottom of the screen or double-click on the Diagnosis Code to open it.
- C **Description:** The description entered in this field will be highlighted. Make the necessary changes to this field.
- D Click **Save** when done.

3 Deleting a Diagnosis Code

- A From the Top Navigational Menu, select “**Set Up**”, then “**Diagnosis**”.
- B Left click on the Diagnosis Code you want to delete, and then click on the “**Delete**” button at the bottom of the screen.
- C If you are certain that you want to delete this Diagnosis Code, answer “**Yes**” when asked if you are sure you want to delete it.

Note: When attempting to delete the Diagnosis Code, should a message appear stating “*Cannot Delete. Data in Use*”, click the **OK** button to close the message window. Then, click the **In Use** button at the bottom of the **Diagnosis Data** screen. A **Diagnosis Data in Use** screen will open listing the Last Name, First Name, and Patient Account Number (PAN) of the Patients which have the Diagnosis Code used in either their claims or under the Default tab of the Patient Record. This Diagnosis Code must be changed or removed from wherever it appears before being the system will allow you to delete it.

4 Diagnosis Code Status



Code	Description	Code Status
001	CHOLERA	Incomplete
001.0	CHOLERA VIBRIO CHOLERAE	
001.1	CHOLERA VIBRIO CHOLER EL TOR	
001.9	CHOLERA UNSP	
002	TYPHOID PARATYPHOID FEVERS	Incomplete

The word **Incomplete** will appear to the right of a Diagnosis Code in the **Code Status** field of the Diagnosis Data table when the code is considered a **Category Code**. This Diagnosis Code should not be billed on a claim as most insurance companies will deny any claims billed using an incomplete Diagnosis Code.

5 Making a Diagnosis Code Inactive

It is the responsibility of the user to make sure all Diagnosis Codes used are kept current. There are books available that are published yearly showing what codes are new and which ones are no longer active. You would need to **Edit** the Diagnosis Code to mark it as **Inactive** so that you do not use it by mistake on current claims.

- A From the Top Navigational Menu, select **Set Up**, then **Diagnosis**.
- B Left click on the Diagnosis Code you want to make Inactive. You can then click on the **Edit** button at the bottom of the screen or double-click on the Diagnosis Code to open it.

- C **Inactive:** Check this box if this Diagnosis Code is no longer active.
- D Click **Save** when done.