

# FastEMC 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.

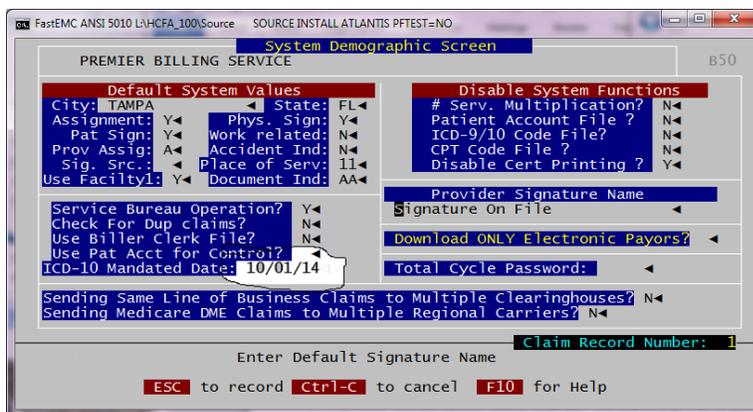
Some ICD-9 diagnosis codes may be represented by more than one ICD-10 code to supply the same information. Some times more than one ICD-9 code will combine to make one ICD-10. Some ICD-9 codes may not match any ICD-10 at all. Some ICD-9 codes may have been split to more than one ICD-10 and the correct 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, FastEMC 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***

There is a date for mandated cutoff that can be changed as needed. From the main menu, select 2- 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

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the question at the beginning of the claim.

FastEMC automatically supplied N to the “ICD10?” question until 01/01/2014. After 01/01/2014, the ICD10 question was once again required and you need to supply N to keep your claims using ICD-9 codes. Since the change will vary from site to site it will require coders to make the determination as the claim is entered. Once a claim is created and is loaded with ICD-9 codes, we suggest that you delete it and create a new claim. See the notes in Duplicate New Claims in the next section.

**Duplicate New Claims Feature** – This will copy the ICD codes as they are in the original claims. If you have an ICD-9 coded claim and need to make a similar ICD-10 coded claim, can be copied and you can indicate it should be changed to ICD-10. However, once copied, you will have to visit the Diagnosis codes on the claim and the service lines and change the codes to ICD-10. It may be easier to create a new claim but that is the best we can do.

## Creating an ICD-10 claim

This is very simple. On the very first screen of a claim is an indicator question to set the claim to ICD-10. Enter Y in this question and the claim will offer only codes listed in the ICD-10 lists. Enter N and the ICD-9 codes will be used. This will affect how the ANSI 5010 file is created and what paper forms are printed. This will also affect the list of diagnoses codes available when you select codes for your claims.

Tax ID	Provider NPI	Provider ID	Provider Name
B: 123456789	999999999	999999	PREMIER BILLING SE
(Select Billing/Rendering Record for Claim) Tampa FL 33617			

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

FastEMC 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. FastEMC did not include a full ICD-9 code list, but has been collecting diagnoses codes that were used on claims during your use of FastEMC. It is possible to disable the use of the diagnoses table for validation of codes, so it would not reference the diagnoses table and would accept whatever you type. This mode is usually used by our practices that post claims into FastEMC from other software. Customers that enter claims directly into FastEMC should always use the diagnosis file to catch mistakes in typing.

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Diagnoses codes entered on a claim are also saved on the Patient Record so they can be reused on the next claim, if you want. The patient file will have room for the last set of ICD-9 codes and ICD-10 codes. The indicator that a claim is ICD-10 will draw the codes from that list or save them accordingly. No attempt to translate from ICD-9 to ICD-10 will be made by FastEMC, this is a coding function and should be done by the Medical Billing Clerk at your practice.

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

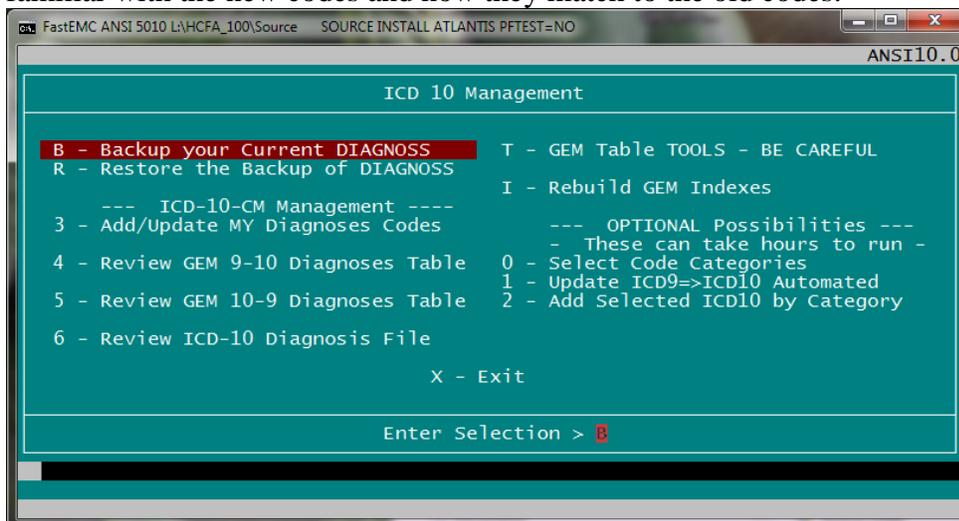
By reviewing the diagnosis codes you currently are using in FastEMC and reviewing the matching ICD-10 codes, you will be able to create your own transition list. This will be something you can do prior to the deadline so it will be easy to select ICD-10 codes when that is required. Jump to the section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

FastEMC 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.

FastEMC 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.

## *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.



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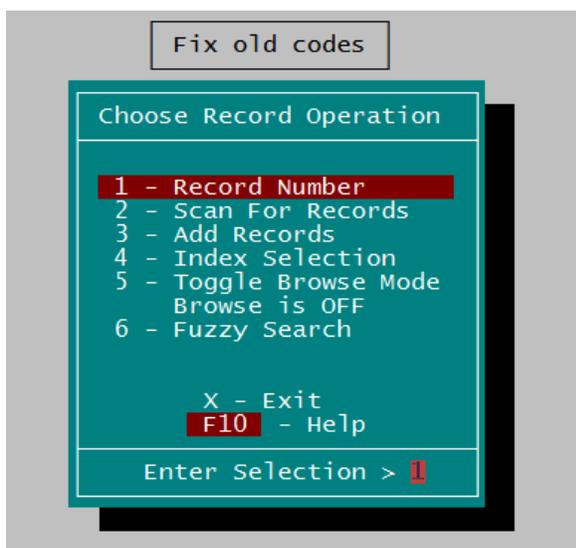
From the main menu press 2 – Maintenance Menu, T – ICD9 => ICD10 Management MENU to locate the new ICD-10 Management Menu. (For MOS customers chose 6-Support Files Menu, then G – ICD9 => ICD10 Management Menu)

First and foremost, select the B – Backup your current Diagnoss 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.

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.

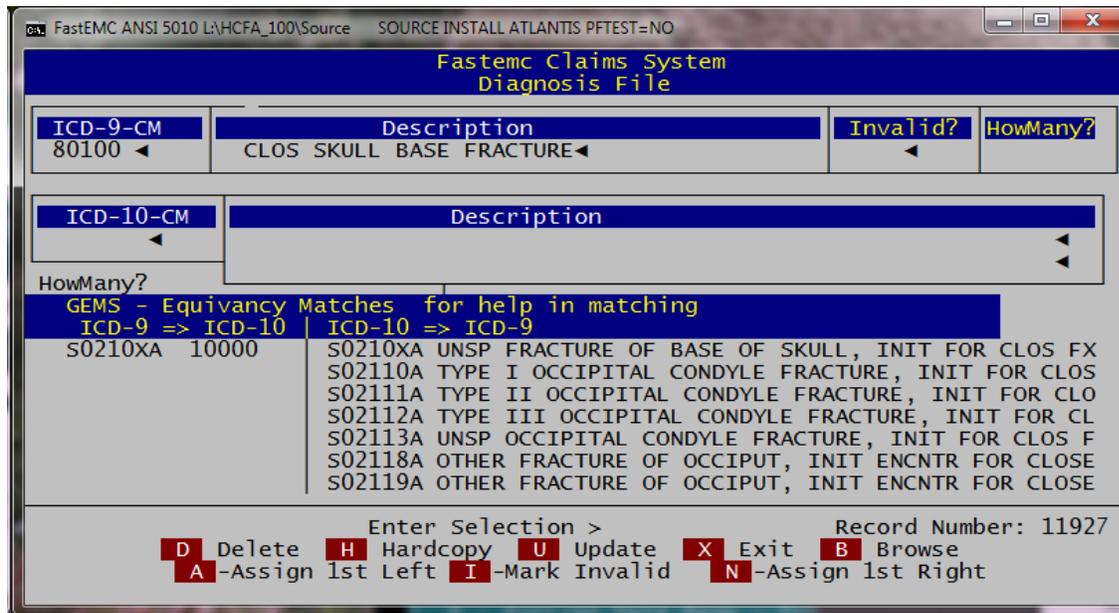
Press DOWN ARROW to move to the next ICD-9 code and continue until you review each of your current codes.

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.

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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

How Many? - This is not data you would supply but was a count for number of matches to ICD-10. This is not loaded at this time and may be removed entirely. It is not really needed.

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

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<sup>st</sup> digit – 0 if the match is considered exactly the same thing

1 if the code is not considered exactly the same

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2 <sup>nd</sup> digit	1 indicates there is NO ICD-10 to match. Make this code INVALID 0 means there is a match
3 <sup>rd</sup> 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 <sup>th</sup> and 5 <sup>th</sup>	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 1<sup>st</sup> 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 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 1<sup>st</sup> 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.

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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 POSSIBILITES**

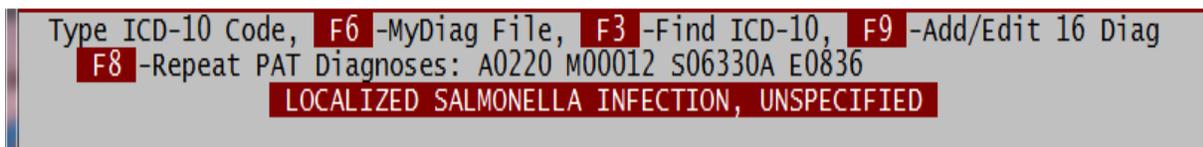
These options are for special situations and should be avoided without help from FastEMC Support. Some notes are given below just for completeness.

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### **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.

A - Add new diagnosis to your MyDiag file.

X - to Exit

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

F - Search Description

This will ask for a key word(s) to try to find a best match in the appropriate diagnosis descriptions.

Best matches are filtered to the top of the list

**F3** - Find ICD-10

A - Add code to My Diagnoses

X - Exit

F - Search Descriptions - ICD-10

This will ask for a key word(s) to try to find in the ICD-10 Descriptions.

Best matches are filtered to the top of the list.

**F9** - Add/Edit 16 Diag - This will open the full 16 diagnoses window in case you need to see or add more than the 9 we display on the normal service line screen. With increased specificity it may require more codes than you are used to on a claim to provide the information required.

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## ***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 THES CHANGES.**

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.

FastEMC 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.

## **OPTIONAL POSSIBILITES**

### ***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.

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### ***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.