Guide to EncoderPro Demo

Weston Distance Learning®
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Guide to EncoderPro Demo

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Guide to EncoderPro Demo

Introduction

Welcome to your supplemental guide to electronic coding. We'll walk through some of the features you'll find in your EncoderPro demo CD-ROM. This software places all of the *ICD-10-CM, CPT* and *HCPCS* codes right at your fingertips. Instead of looking through an index for key words, you can just type them into a search bar in the software, and a list of codes relating to these key words pops onto the screen. The EncoderPro CD-ROM can really speed up the coding process, but it can't replace a trained and experienced coder. You'll see in this supplement that the EncoderPro allows coders to narrow down codes, but a base knowledge in the coding rules and code structures is necessary for accurate coding.

The software allows more experienced coders to verify codes that they already know. For instance, if the medical coder is coding for abdominal pain and knows that the base code is R10 but can't quite remember the final digit that she needs, she'll enter R10 and click *Search*. The software provides the all of the coding options so that the medical coder can select the final code.

Remember that most coders still depend on their code books as their main referencing tool despite using software. Are you ready to explore your software? Let's begin!

Welcome to Your Supplement

Let's start at the beginning—installing the software demo—and work through many of the helpful features you can use as a professional coder. If you need additional assistance, you can click on *Help* in the main menu toolbar. You can also click on any one of the conveniently placed help buttons throughout the program.

System Requirements

To run the EncoderPro application, your system should meet certain recommended requirements. If your system doesn't meet those requirements, then you may not be able to take full advantage of the features available in EncoderPro.

The following are the suggested requirements:

- Operating System (OS): Windows XP or higher. The older versions of Windows OS prior to XP are no longer supported (Windows 95, 98, ME, 2000).
- Hard Drive Disk Space: 280 MB.
- Minimum Screen Resolution: 800x600. Recommended: 1024x768.
- Internet Connection: high-speed broadband connection, such as DSL or cable. Dialup connections are not recommended.
- Adobe Acrobat Reader—see www.adobe.com for further details. (Adobe and its products are copyrighted by Adobe Systems Inc.)

Installation

To install your EncoderPro CD-ROM, turn on your computer and complete the following steps:

1. Insert the program disk into your CD drive. The installation should start automatically. If it does not, double click on *My Computer*, double click on the CD-ROM drive, and double click on *Setup.exe* to launch the installation.
2. On the *Welcome* screen, click Next.
3. Read through the *Software License Agreement* and click *Yes*.
4. Follow the prompts to install.
5. Click *Finish* on the *Installation Wizard Complete* screen.

When you open the EncoderPro program, a page comes up telling you that permission has been granted to Optum to use the *CPT* codes. It will remain briefly on the screen and then disappear on its own. You may also click *OK* to move more quickly into the program.

On the very first opening of the program, a screen will come up informing you of the updates to the program. Read the screen and click *OK*. This screen won't appear again.

Tool Bars

In this supplement, we'll refer to tool bars when discussing the software. The black tool bar contains features to quickly find a specific code.

At the far left, *All Code Sets* has a drop down box to select the specific code set (CPT, HCPCS, ICD-9-CM Volume 1, ICD-9-CM Volume 3 or ICD-10-CM). In the box next to the code set, you'll either enter a code or a term. Then you'll click *Search*. We'll walk through this process later in the supplement.

The other tool bar opens various dialog boxes and provides more details about the codes you've selected.

Let's look at what each button means.

- Add code
- Bookmark
- Sticky Notes
- Notes
- Annotations
- Modifiers
- Crosscodes
- CCI Unbundle Edits
- LCD Medical Necessity Edits
- NCD Edits
- CMS Policy
- CMS Fee Schedule
- DRG Crosscode
- Color Coding Legend
- Print
- Notepad
- Help

To discover in more detail what each of the buttons means, click *Help*, then *Features By Product*. Click the + beside *Introduction* to reveal a drop-down box. Click *Toolbar*, and a window opens with a hyperlink for each button. You'll click the specific hyperlink to lean about the button. We will discuss some of these buttons in more detail in a moment, but first, let's look at how you'll use EncoderPro.

Using EncoderPro

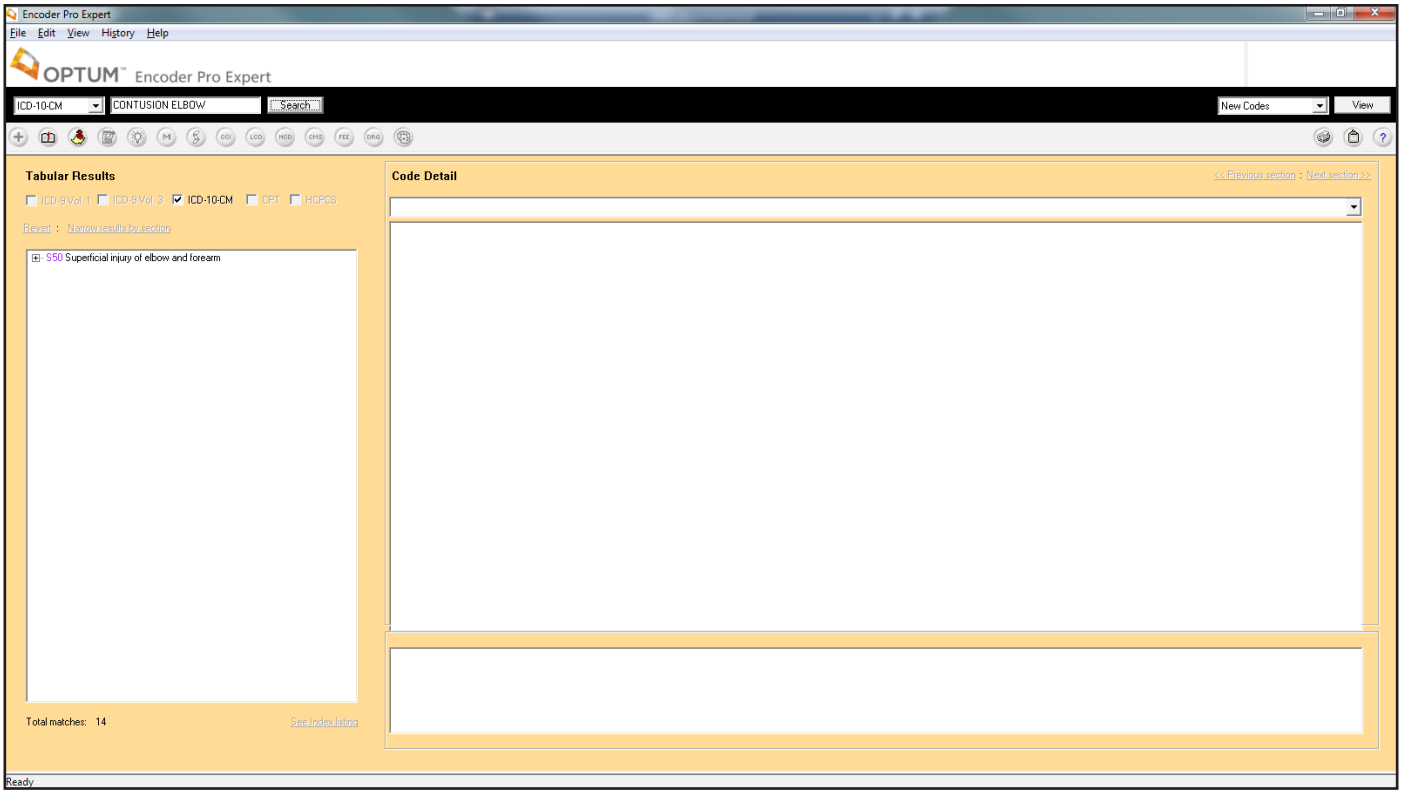
Have you ever logged onto the Internet, typed in a word or a topic you are interested in and watched as the browser pulled up various hits based on your subject of interest? EncoderPro works like that. In this case, your key words are based on the documentation you are coding. To begin, click on the black tool bar that reads *All Code Sets*. This drop-down box allows you to pick which code book you want to use. Pick the code book you want. Next, type your key words or code into the empty box near the top of the screen. Then click on the button labeled Search. A list of codes based on your entry will appear in the *Tabular Results* box.

Let's walk through this process using the following scenario as a point of reference.

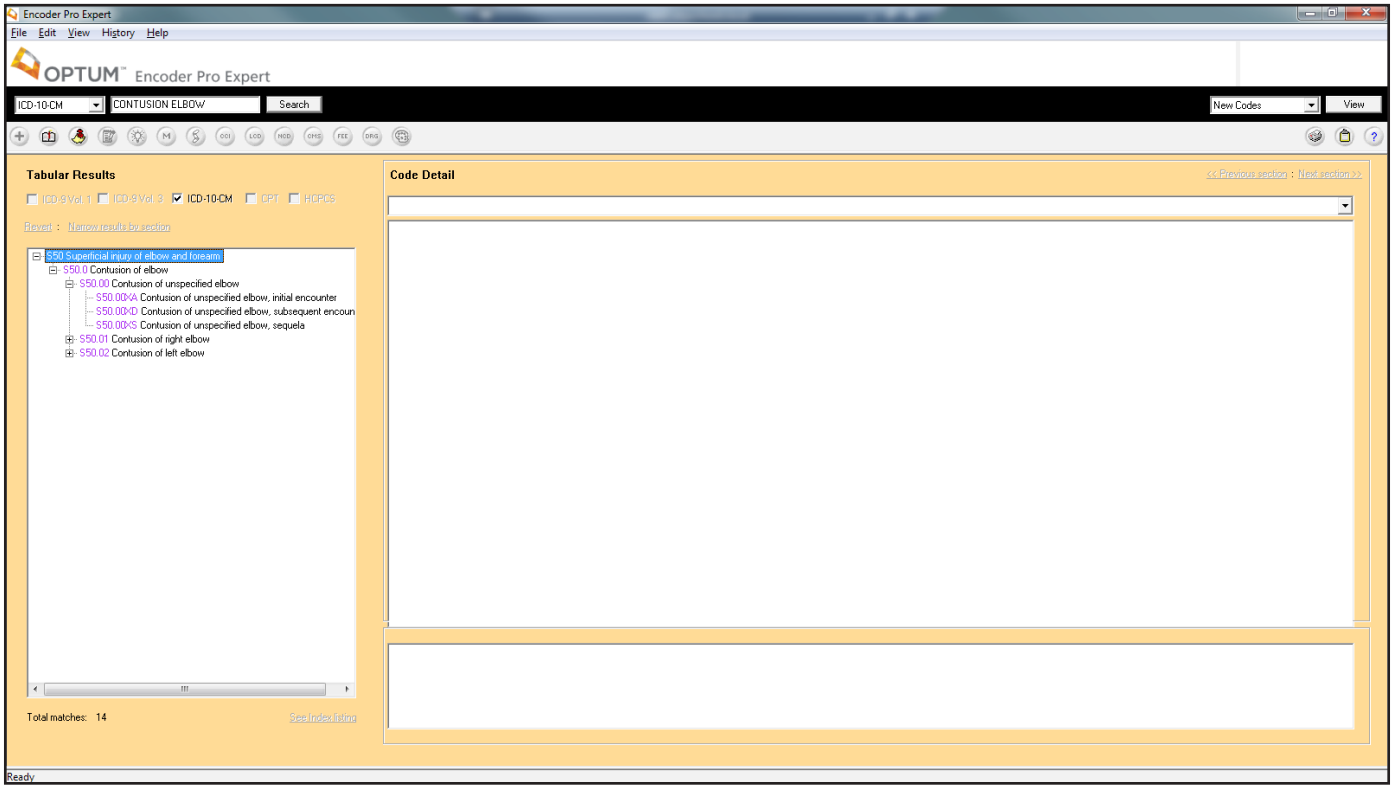
> Kevin was playing at school on the playground. He fell off the jungle gym and landed on his left elbow. Kevin's mom came to school and rushed him to the emergency department. The emergency department doctor performed an expanded problem focused exam and history. The decision making was of low complexity. He ordered an x-ray of Kevin's elbow (2 views). After viewing the x-rays, the doctor diagnosed Kevin with a contusion of the left elbow. No further treatment was needed.

Let's start with the diagnosis code. Since you are only looking for a diagnosis code at this point, in the drop down box to the left of the search field, you will select *ICD-10-CM*. This will insure only diagnosis codes are brought up. In the *Search* box, you will type: *contusion elbow*. Next, click *Search*.

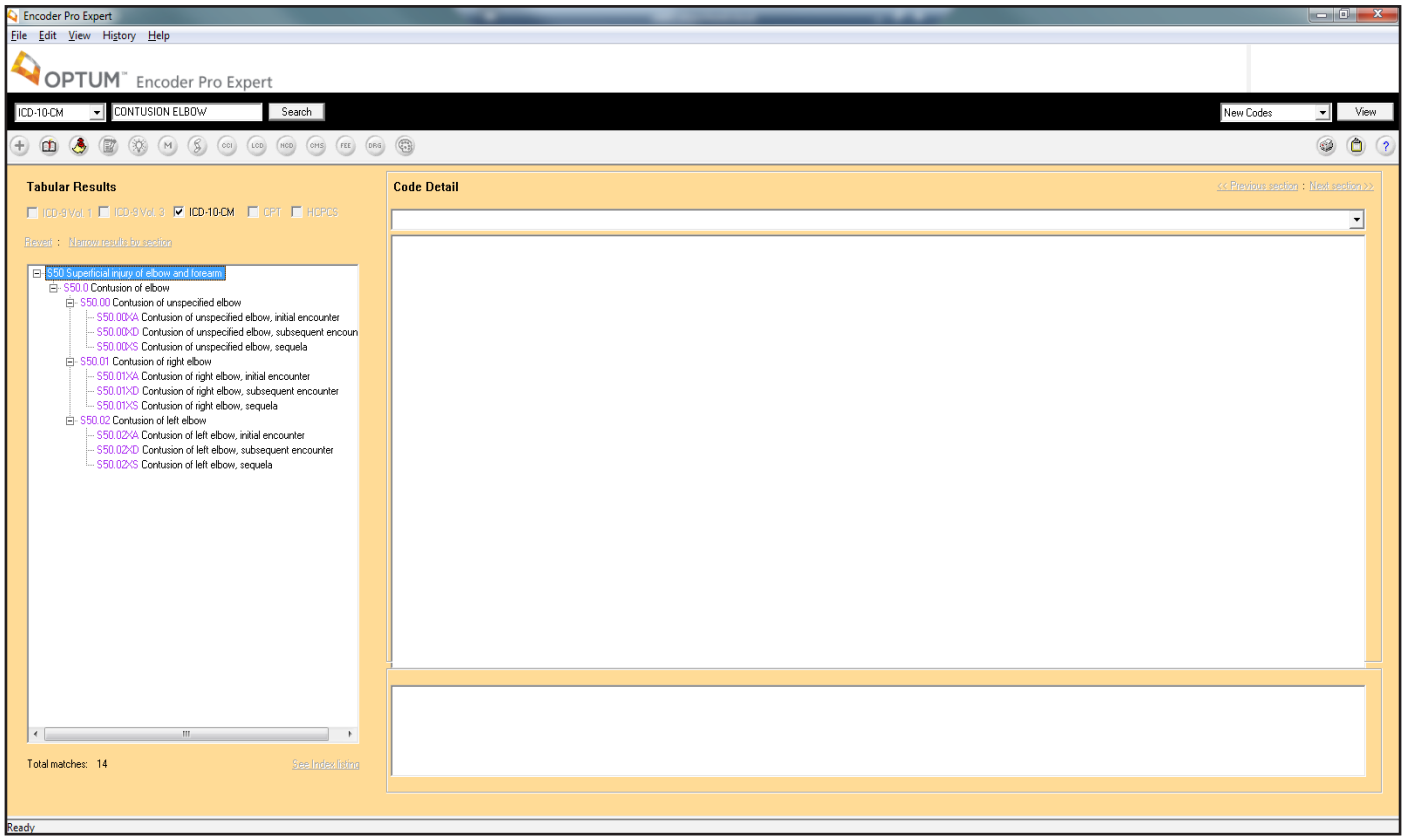
Your screen will now look like this:



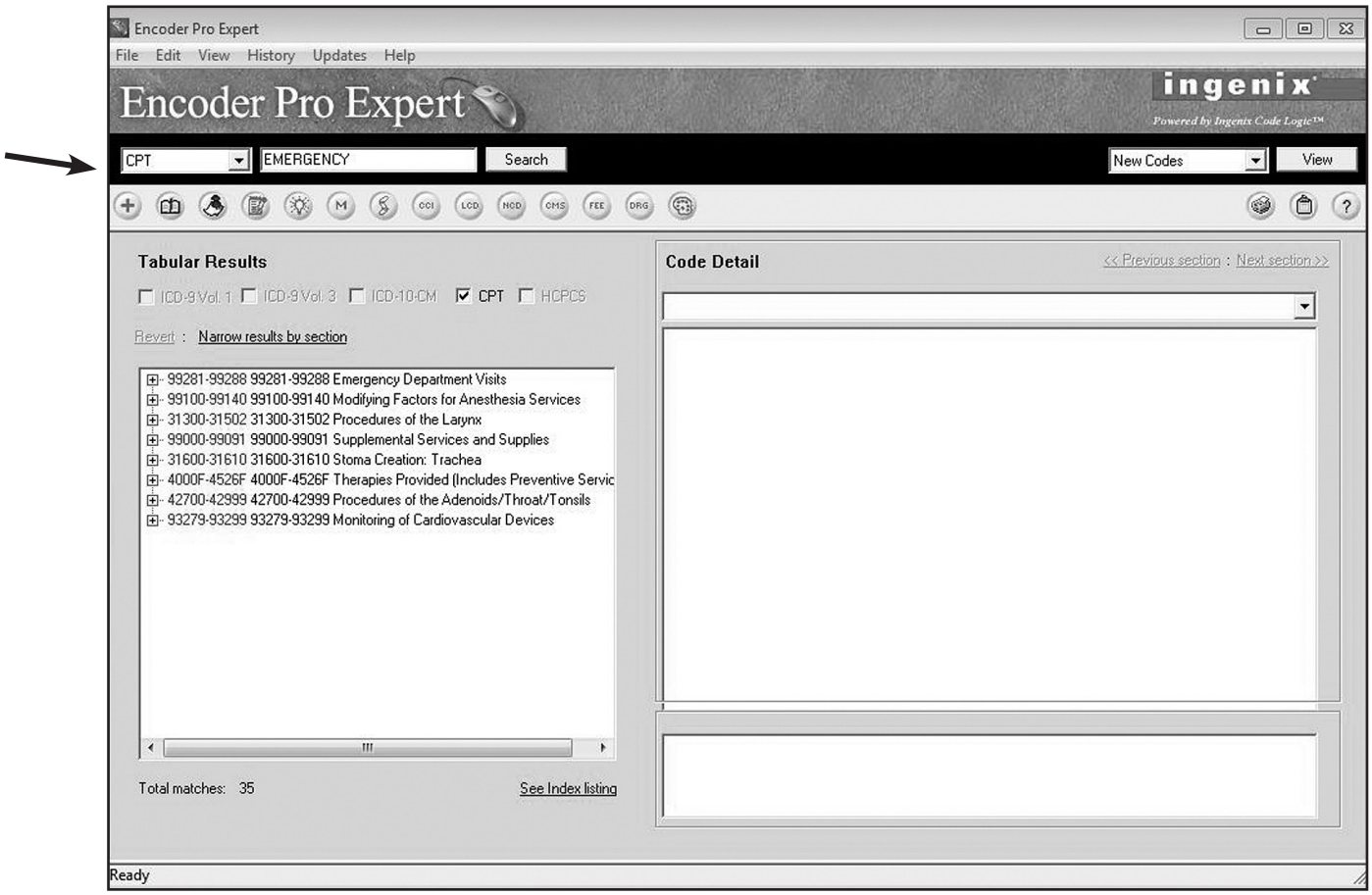
Notice that in the *Tabular Results*, you have a + followed by *S50 Superficial injury of elbow and forearm*. The plus sign indicates that this code is only a main heading. Clicking on the plus sign expands the heading to include all of the subclassifications. Click the +. Another sub heading with a plus sign will appear. Click on that +, too.



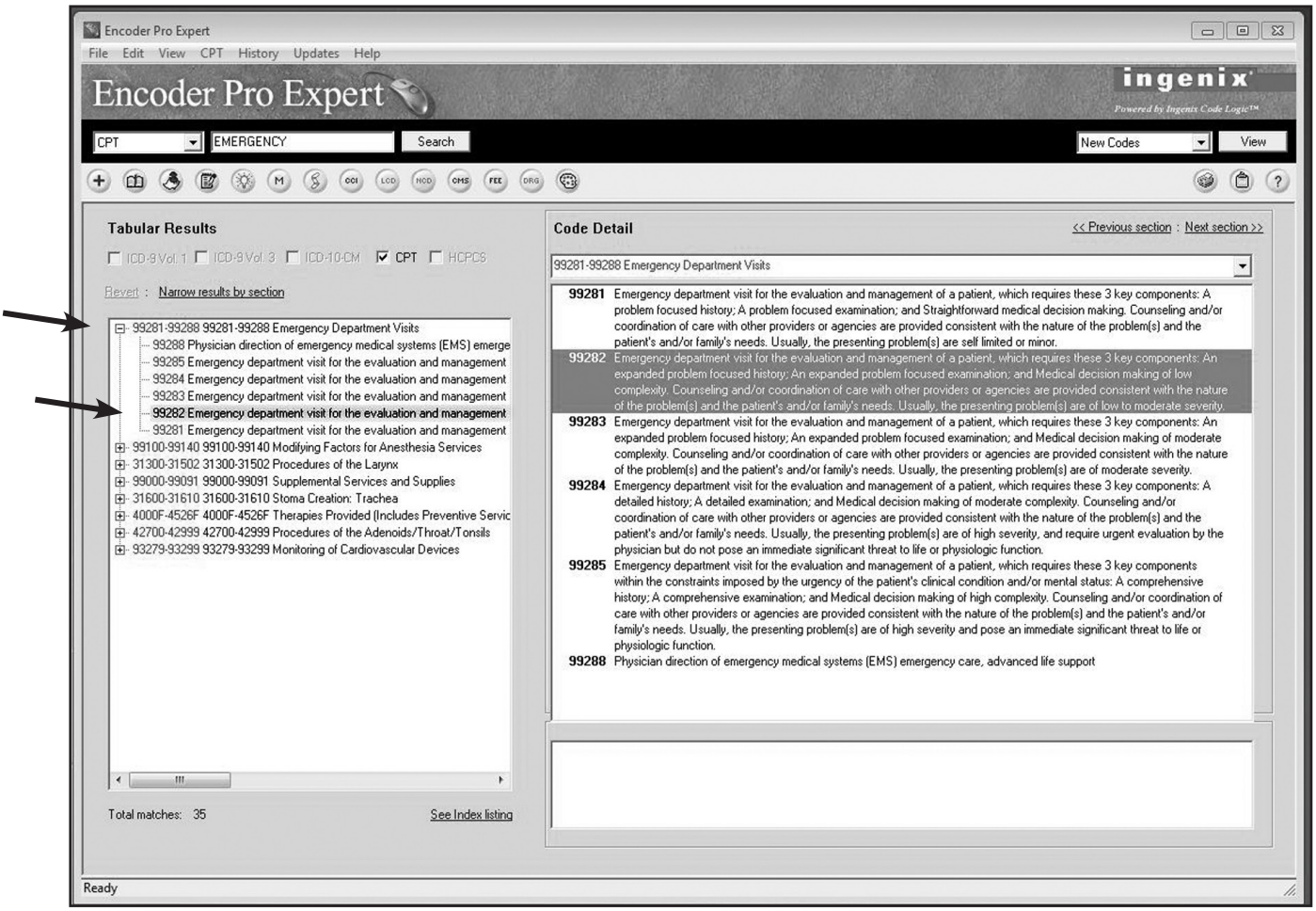
Since you're looking for a code for an initial encounter for a left elbow contusion, click on *S50.02XA Contusion of left elbow, initial encounter*. So, your diagnosis code is S50.02XA.



Now let's complete a search for a procedure code. In our example with Kevin, *CPT* is selected from the drop-down box to limit the search to the *CPT* codes. One of the procedures performed was an evaluation and management service provided in the emergency department. Type in *emergency* and click on *Search*.



Clicking on the plus sign further expands the heading, and clicking on the heading brings up the *Code Detail* to the right. Click on the *+* sign next to 99281-99285, and the screen expands. Now, click on 99282 and the screen will expand as seen here.



Now that you know the basics of how to use EncoderPro, let's do some hands-on practice with the software program.

Use the EncoderPro to locate the correct codes for the following scenarios.

Infertility due to tubal stenosis

ICD-10-CM: _____

To begin, in the black tool bar, select the *Code Set of ICD-10-CM*, enter *infertility* and click *Search*. This is for a female, so you'll click the *+* next to *Female infertility*. You know that the code that you need is associated with peritubal adhesions, so you'll click *N97.1* to bring up the code details. In the code details, you verify this is the correct code.

Now, let's try coding an outpatient procedure.

12-lead electrocardiogram evaluation, including tracing, interpretation and report

CPT: _____

For this procedure, you'll change the *Code Set* to *CPT* and type in *electrocardiogram*. The first result looks promising, so open the code details by clicking on 93000-93010. The code details confirms that *93000* is the correct code.

Let's put together what you've learned so far and add one more component. For the next scenario, you'll determine the diagnosis, CPT and HCPCS codes that apply.

Trigger point injections to the supraspinatus muscle of 10 mL of lidocaine HCl 2% to treat an incomplete rotator cuff syndrome of the right shoulder

ICD-10-CM: _____

CPT: _____

HCPCS: _____

Let's begin with the *ICD-10-CM*; enter *rotator cuff syndrome* and click *Search*. Code *M75* appears in the *Tabular Results*, so click on that code to review the code detail. The code *M75.1* is an invalid code; however, once you read through the code detail, you're able to determine *M75.111* is correct and valid because all necessary digits have been applied.

Next, let's look at the *CPT* code. Change the *Code Set*, enter *trigger point injection* and click *Search*. The *Tabular Results* only provide one code range, so click on that to view the code detail. Only one muscle was injected, so you'll select 20552 for the procedure.

Now, let's code the drugs from the injection, which are found in the *HCPCS* book. Change the *Code Set* to *HCPCS* and enter *lidocaine injection*. There are quite a few drugs listed in the code detail, but they are alphabetic, so you'll scroll down to *Injection, lidocaine HCl for intravenous infusion, 10 mg* and find code *J2001*.

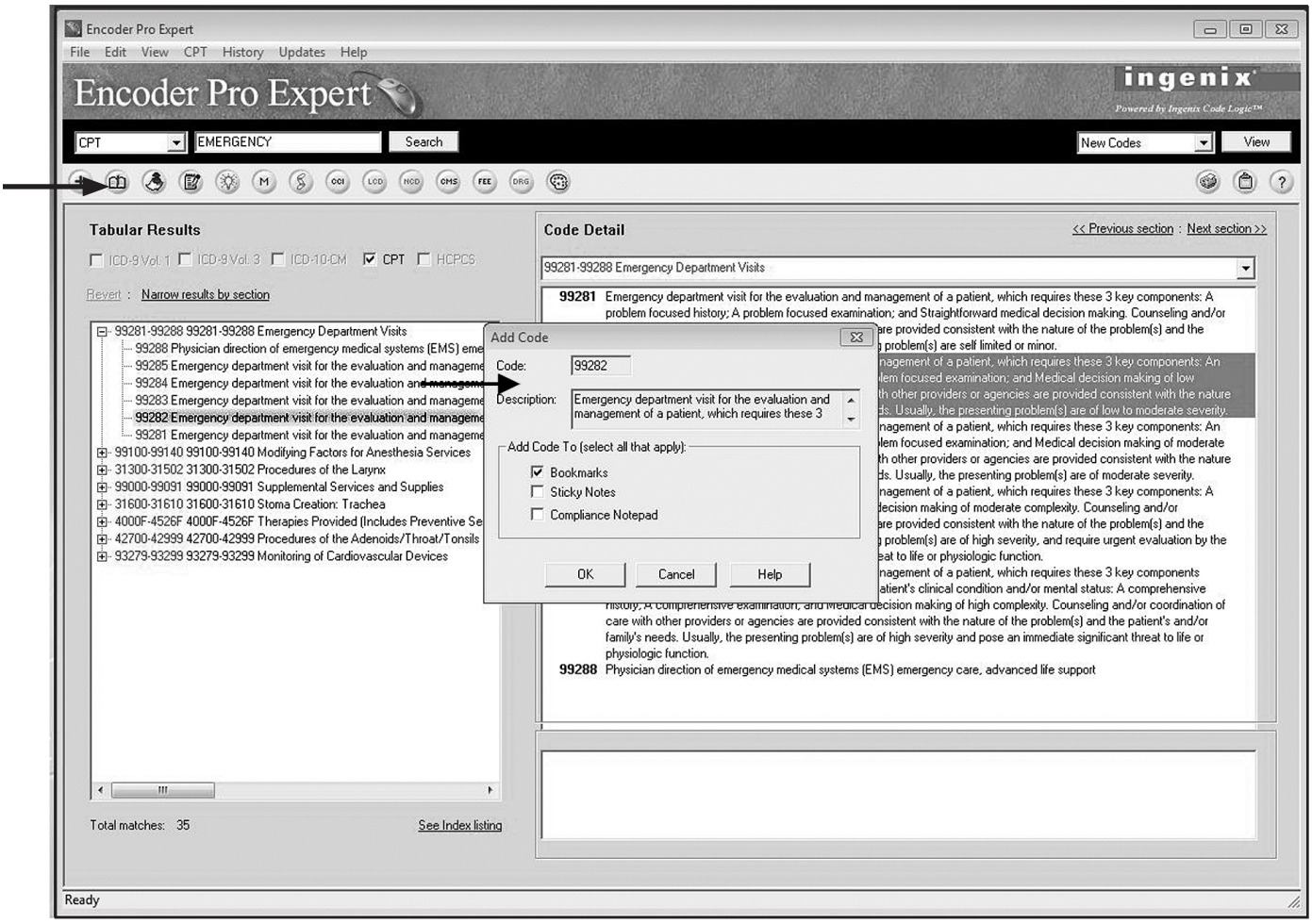
You see, the EncoderPro isn't straightforward; you need to have an idea as to where you're going for this software to be helpful. You can gain more practice with this software by using it to code the Practice Exercises in the course. You are encouraged to continue using your coding manuals to select the accurate code with your course work, as the software is not a substitute for the manuals at this point in your coding education.

Now, let's look at the function of some of the more helpful software buttons that we touched upon previously.

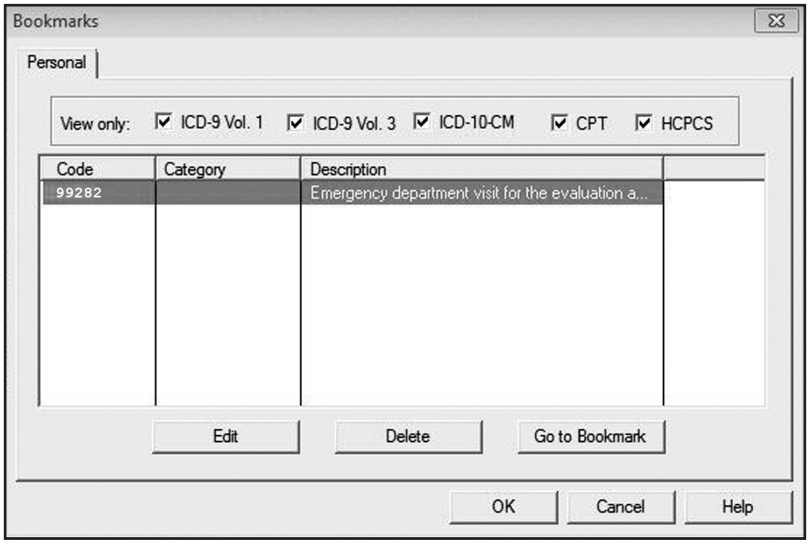
Bookmark

For codes you use regularly, a *Bookmark* can be set up to give you easy access. Just like a bookmark in a book, a bookmark in this software allows you to return to a specific page with just a click. To bookmark a code, first use the code search to bring the desired code up in the coding detail. Click on the blue plus icon under the code set button. An *Add Code* screen will pop up. Click on the box next to the word *Bookmarks*. A checkmark will appear showing that you have selected that item. Then click *OK*.

After you click *OK*, another screen will pop up. This box allows you to verify that you have bookmarked the correct code. Click *OK*.



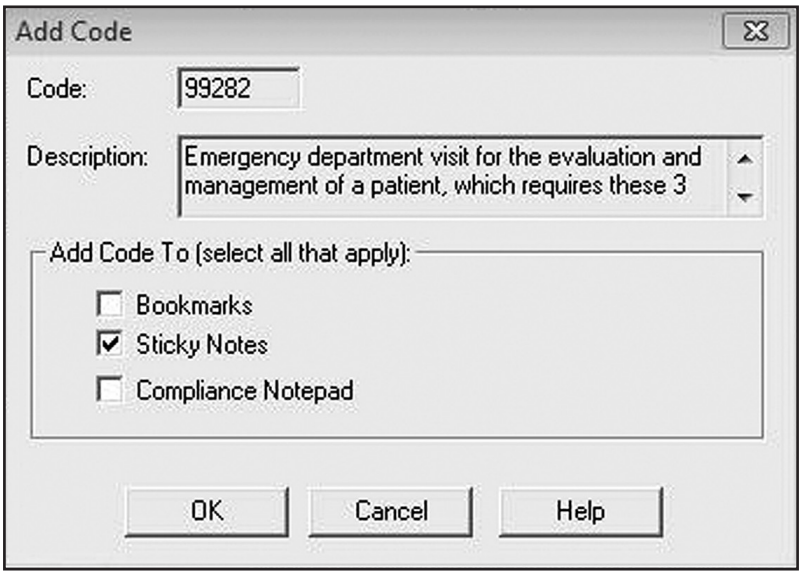
To retrieve a code you have bookmarked, you have two options. You can click on the bookmark icon. This is the button that looks like an open book. You can also click on *View* from the main menu bar at the top of the screen. Scroll down and select *Bookmarks*. You may then select the desired code from the dialog box and click on *Go to Bookmark*. This will bring up the coding detail for the selected code.



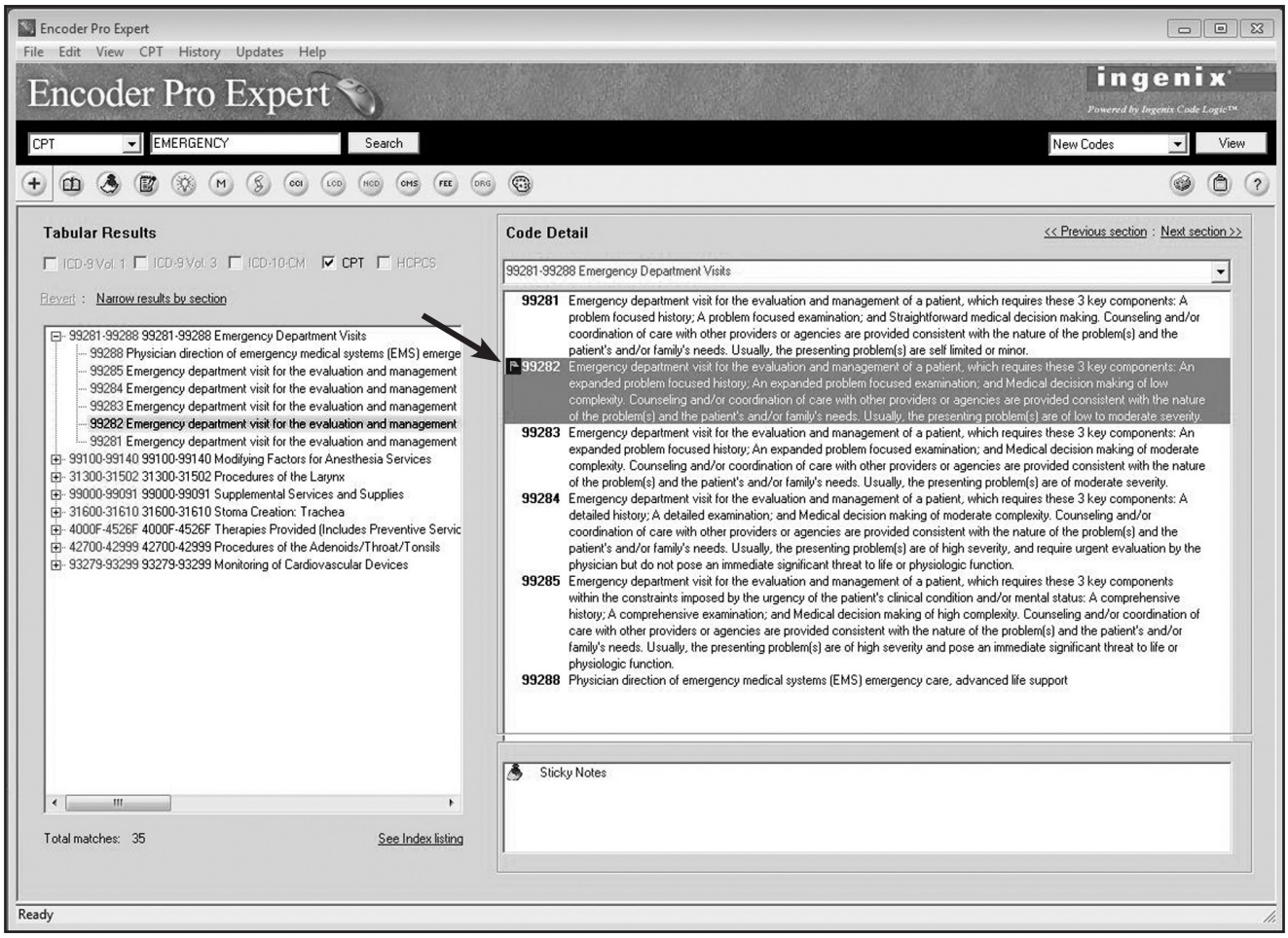
Sticky Notes

Sticky Notes

From time to time as a coder, you will come across important information regarding a particular code. A *Sticky Note* will allow you to attach this information to a specific code for future reference. To add a *Sticky Note*, first you must bring up a code by using a code search. Let's use the same code we bookmarked. Next, click on the blue plus icon and select *Sticky Notes*. Click *OK*. This will then bring up a dialog box where you can name the note and type in the information that you would like to attach to the code.



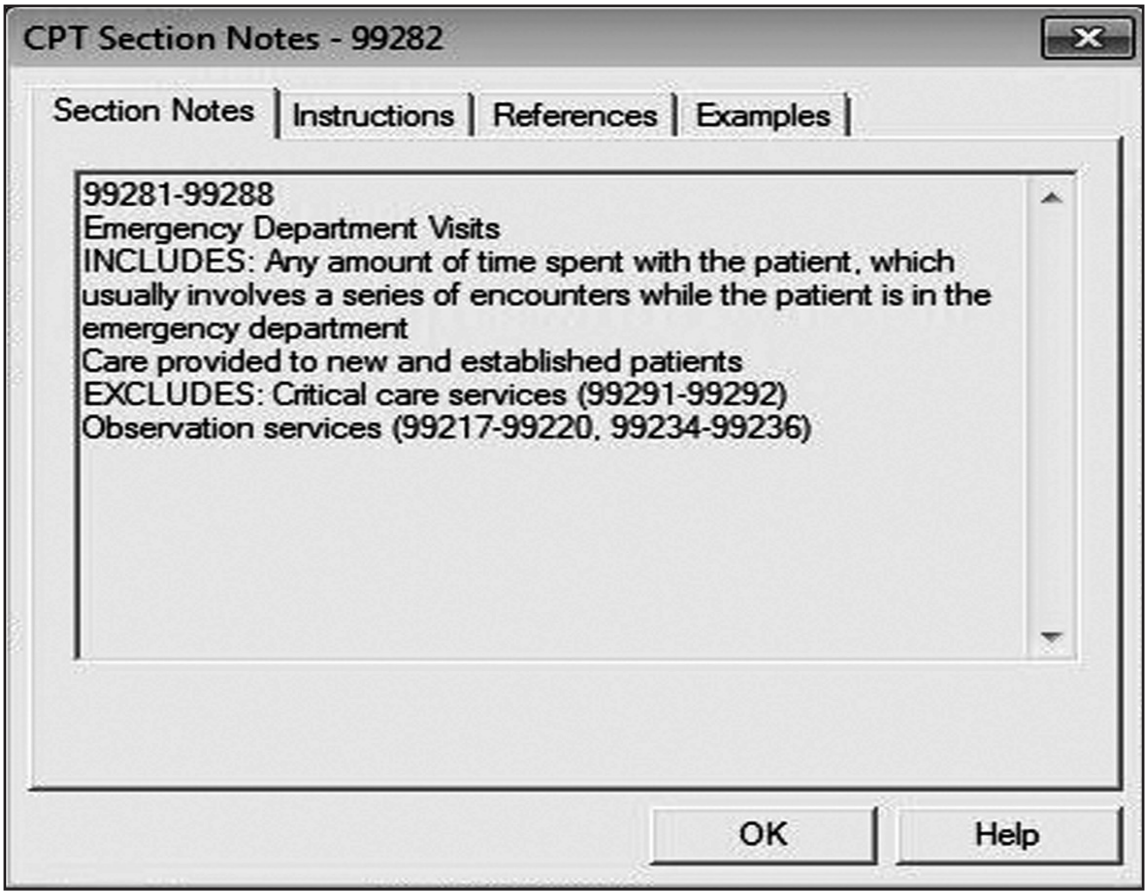
After you have typed in your information, click *OK*. This will insert a flag symbol next to your code. The *Sticky Note* can be retrieved by double clicking on the flag.



Notes

Notes

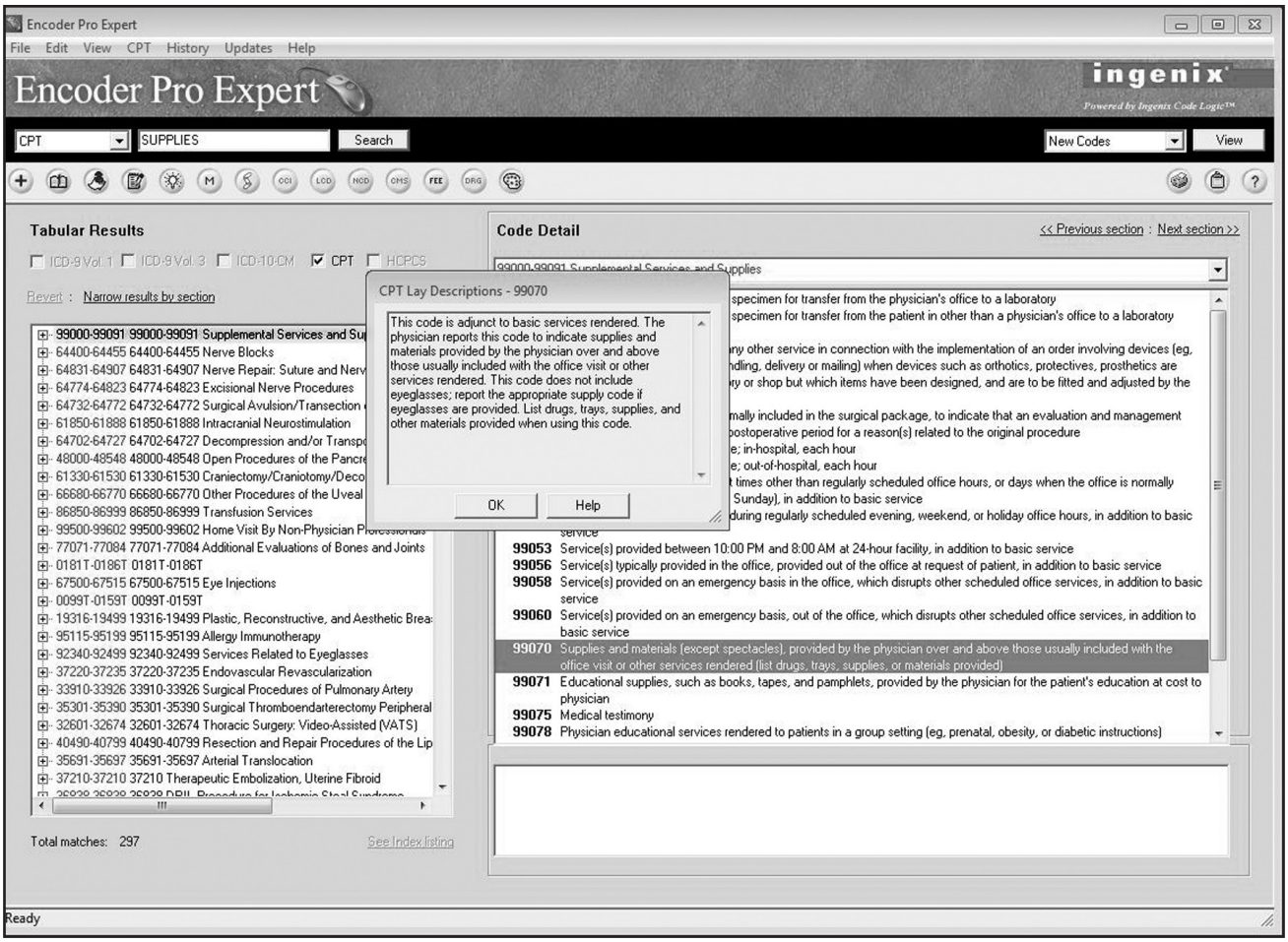
In addition to sticky notes, your EncoderPro has a handy *Notes* feature. The icon looks like a pencil and pad of paper. Selecting the *Notes* icon once the coding detail has been brought up will give you a variety of additional information about that code. For *CPT* codes, you may have instructions, section notes, examples or reference information for the CPT Assistant. For *ICD-9-CM* codes, you may have instructional notes or references to Coding Clinics.



Annotations

Annotations

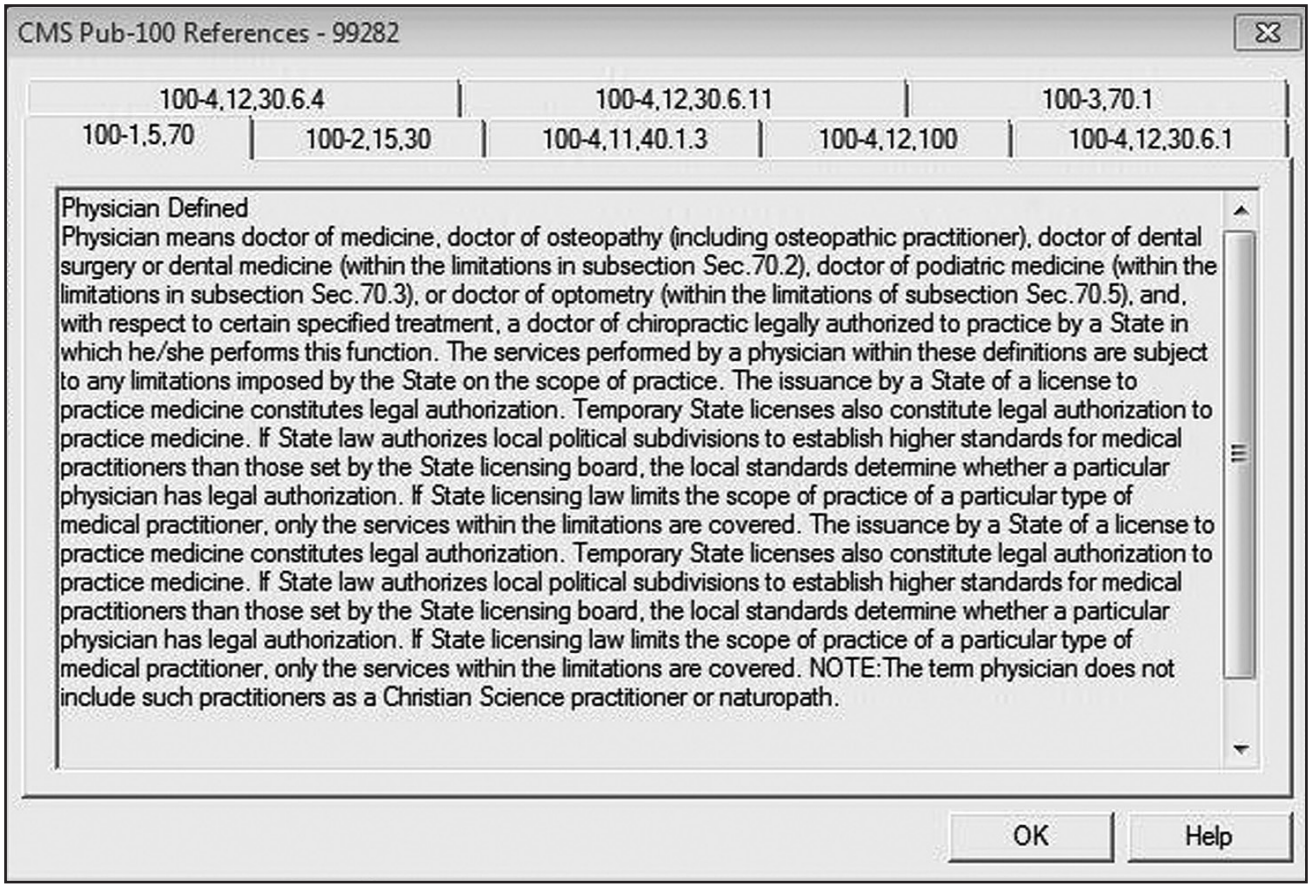
The *Annotations* feature provides additional information on medical and surgical supplies, durable medical equipment, drugs and certain professional services for the *CPT*. It also provides additional explanations of medical terminology for some *ICD-9-CM* codes. To access the annotations feature, click on the light bulb icon.



CMS Policy

CMS Policy

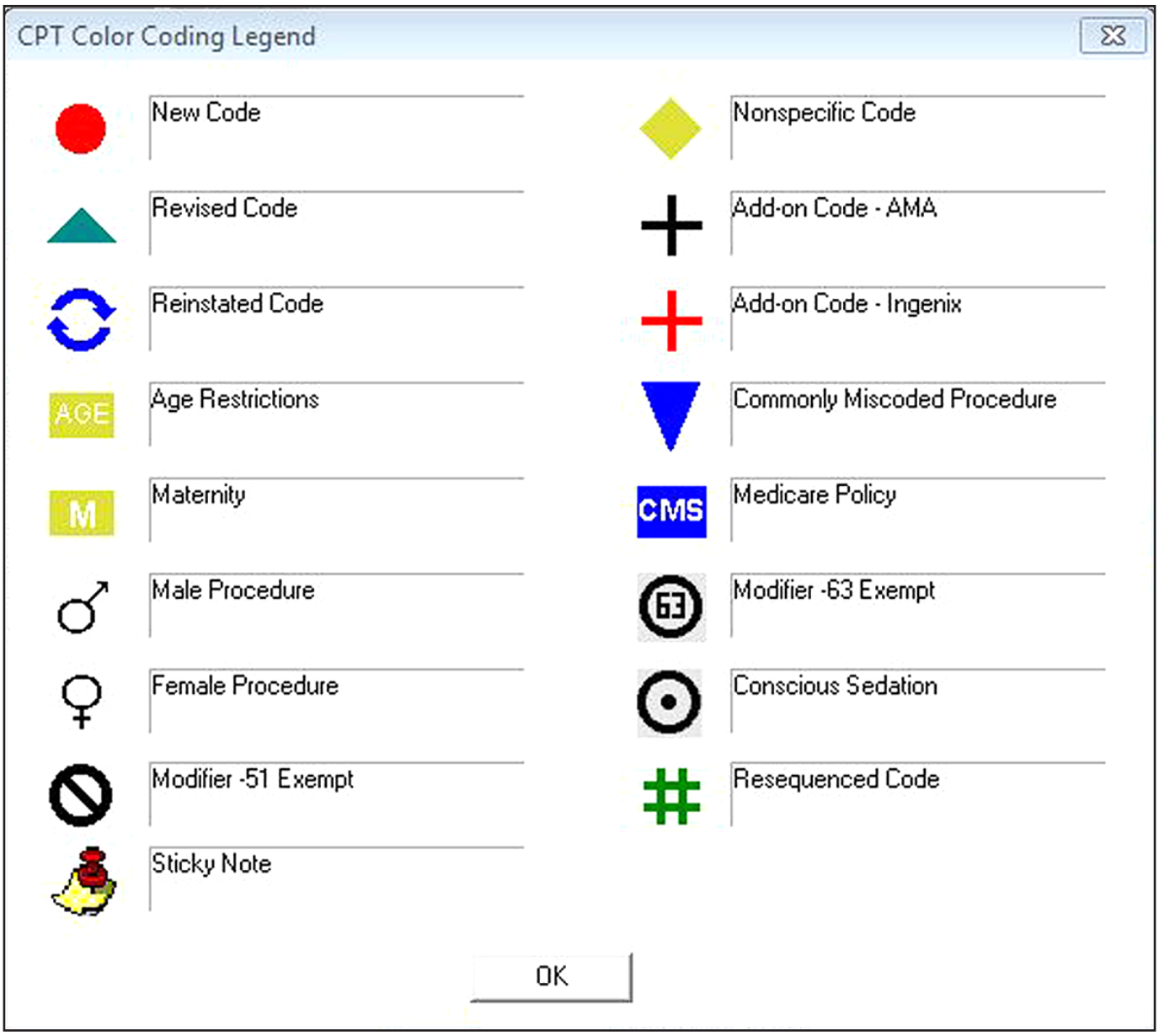
CMS (Centers for Medicare and Medicaid Services) often has special policies and guidelines for reimbursement. Clicking on the *CMS* icon gives you additional information about Medicare reimbursement guidelines. This icon can be used once the coding detail has been brought up for a code.



Color Coding Legend

Color Coding Legend

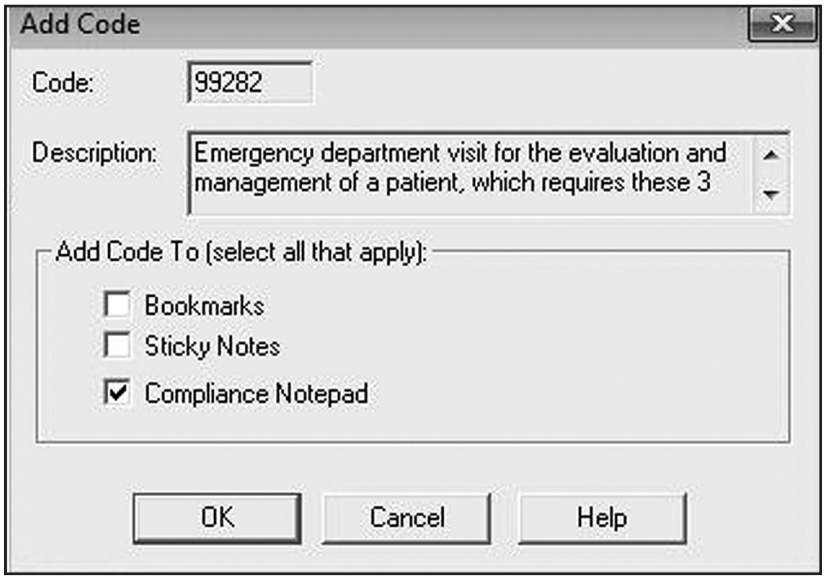
The *Color Coding Legend* is a quick reference guide to the *CPT* and *ICD 9 CM* symbols used by the EncoderPro program. Clicking on this button—which looks like a painter's palette—brings up a master list of the different symbols and their meanings. The symbols used with codes can be found in the box under the coding detail.



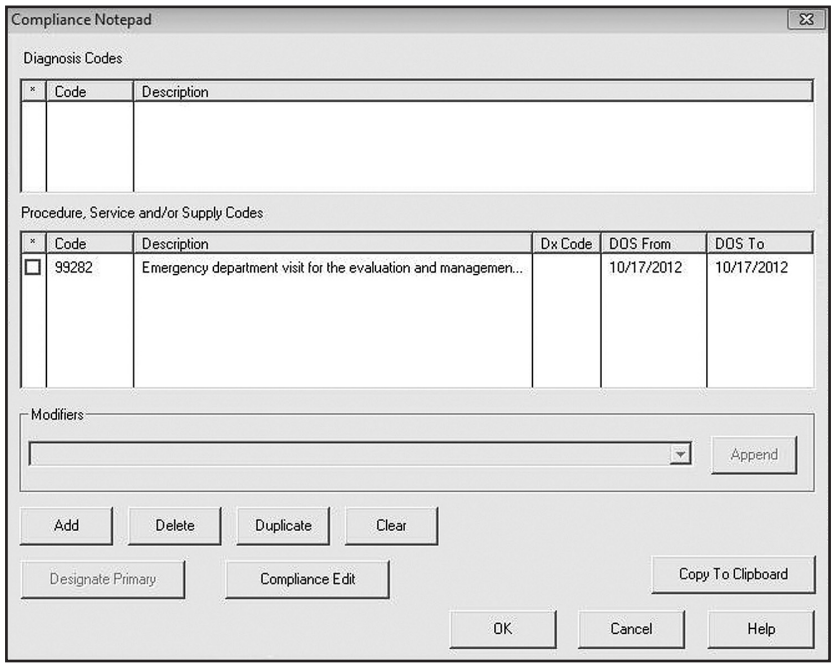
Notepad

Notepad

As you work through a patient's health record, you may wish to keep track of the codes you are assigning. One way to do this is by adding them to the *Notepad*. Once you have found your code, click on the blue plus button, select *Notepad*, and click on *OK*.



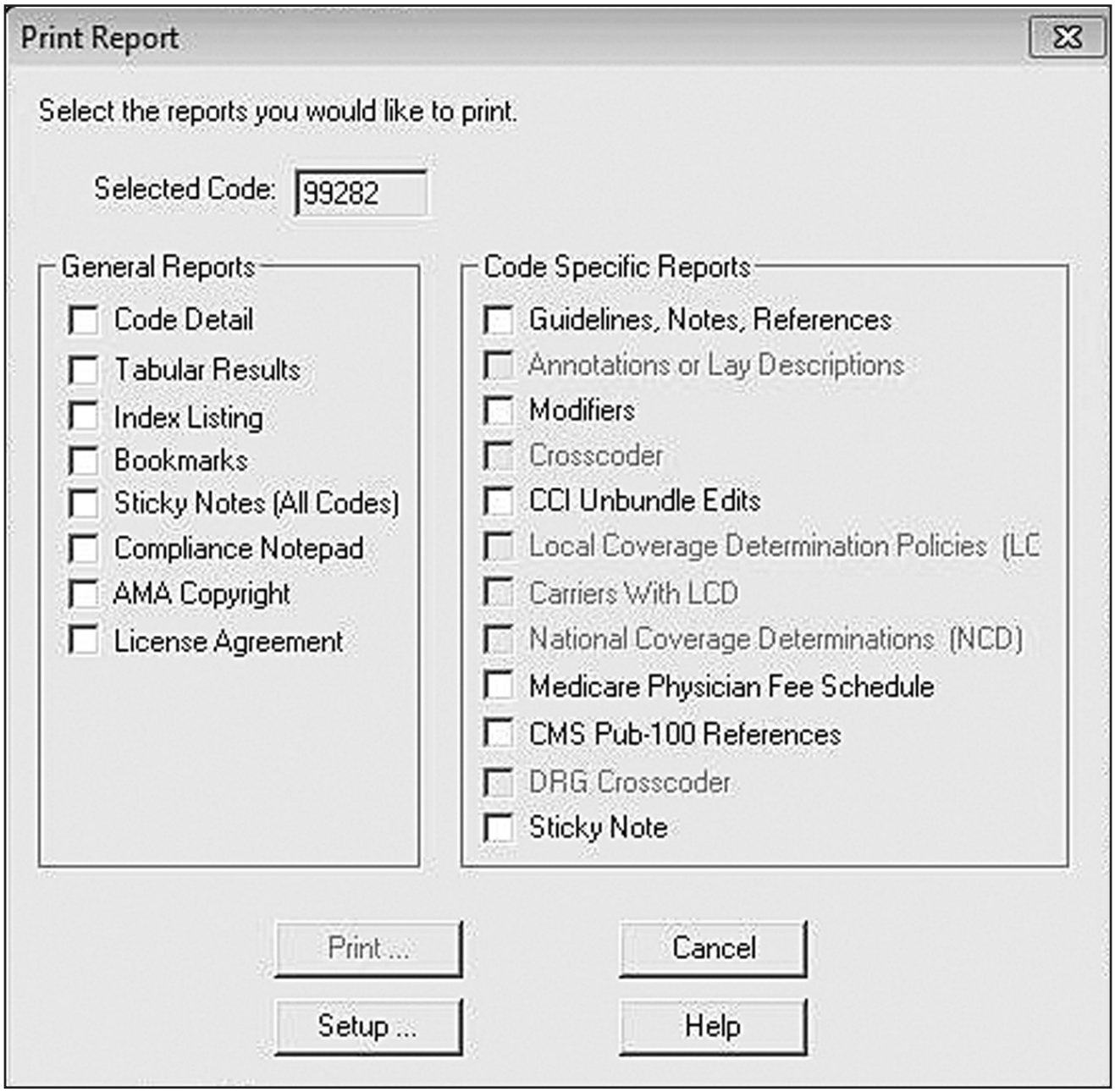
Once you have created a list on a *Notepad*, you may edit it, delete it or mark a code as primary. You can do this by selecting the *Notepad* button—which looks like a clipboard on the far right—and then selecting the desired change.



Print

Print

To print, you have two options. You can click on *File* on the main menu, scroll down and click on *Print*. You can also use the *Print* button. This button looks like a printer in the tool bar. When you print, you have the option of printing items like *Tabular Results*, *Bookmarks, Sticky Notes*, references, annotations and CMS policies. Once you have selected the items to be printed, make any desired changes to the *Setup* and click on *OK*.



Happy Coding!

We hope you have enjoyed this brief overview of the EncoderPro demonstration version software. Remember, we have only covered the main features. The full version may have many more features that can help you excel as a professional coder.