ICD-10-CM IN VERSION 10

March 2015
# CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>4</td>
</tr>
<tr>
<td>Effective Date</td>
<td>4</td>
</tr>
<tr>
<td>Global Effective Date</td>
<td>4</td>
</tr>
<tr>
<td>Individual Insurance Effective Date</td>
<td>5</td>
</tr>
<tr>
<td>NEW FEATURES</td>
<td>7</td>
</tr>
<tr>
<td>Enabling and Downloading ICD-10 Codes</td>
<td>7</td>
</tr>
<tr>
<td>Searching for ICD-10-CM Codes</td>
<td>8</td>
</tr>
<tr>
<td>Classic Search View with Mapping Tool</td>
<td>8</td>
</tr>
<tr>
<td>Smart Search View</td>
<td>9</td>
</tr>
<tr>
<td>Adding Assessments to Progress Notes</td>
<td>10</td>
</tr>
<tr>
<td>From the Assessments Window</td>
<td>11</td>
</tr>
<tr>
<td>From the Treatment Window</td>
<td>11</td>
</tr>
<tr>
<td>From the Orders Tab in the Progress Notes</td>
<td>11</td>
</tr>
<tr>
<td>ICD-9-CM to ICD-10-CM Conversion Utility (GEMs)</td>
<td>12</td>
</tr>
<tr>
<td>Problem List</td>
<td>13</td>
</tr>
<tr>
<td>Add to Problems List from Medical History Window</td>
<td>15</td>
</tr>
<tr>
<td>Creating ICD-10 Groups</td>
<td>15</td>
</tr>
<tr>
<td>Adding ICD-10 Codes</td>
<td>16</td>
</tr>
<tr>
<td>Updating ICD Codes in Progress Notes Templates</td>
<td>17</td>
</tr>
<tr>
<td>Updating ICD Codes in Order Sets</td>
<td>19</td>
</tr>
<tr>
<td>Updating ICD Codes in Superbills</td>
<td>21</td>
</tr>
<tr>
<td>Updating ICD Codes in Future Lab Orders</td>
<td>22</td>
</tr>
<tr>
<td>Updating ICD Codes in OB Flowsheet Problem List</td>
<td>24</td>
</tr>
<tr>
<td>Claims</td>
<td>26</td>
</tr>
<tr>
<td>Adding ICD-10-CM Codes to a Claim from Progress Notes</td>
<td>26</td>
</tr>
<tr>
<td>Errors on the Claim</td>
<td>26</td>
</tr>
<tr>
<td>Both ICD-9-CM and ICD-10-CM Codes Used</td>
<td>26</td>
</tr>
<tr>
<td>ICD-9-CM Codes Used After Effective Date</td>
<td>27</td>
</tr>
<tr>
<td>ICD-10-CM Codes Used Before Effective Date</td>
<td>28</td>
</tr>
<tr>
<td>Referrals</td>
<td>28</td>
</tr>
<tr>
<td>Registry</td>
<td>29</td>
</tr>
<tr>
<td>Reports</td>
<td>30</td>
</tr>
</tbody>
</table>
On October 1, 2015, entities covered under the Health Insurance Portability and Accountability Act (HIPAA) will be required to transition to ICD-10-CM codes for billing claims. Beginning on the effective date, claims with dates of service prior to that date will require ICD-9-CM. Claims with dates of service on or after the effective date will require ICD-10-CM. Claims cannot contain both ICD-9-CM and ICD-10-CM.

Insurance organizations that are not included in this ruling (i.e., Workers’ Compensation, Disability, and automobile insurers) may continue to use ICD-9-CM codes after the effective date.

eClinicalWorks is prepared for this transition, and has included new features in Version 10 to help practices become familiar with using ICD-10-CM codes.

**Note:** For clients to begin submitting claims with ICD-10-CM codes, they must have eClinicalWorks Version 10, and must be submitting claims in 5010 format.

### Effective Date

In eClinicalWorks Version 10, a new global ICD-10-CM effective date setting was added to the Practice Defaults window. V10 is pre-set with the 10/01/2015 effective date. For insurances that will not go live with ICD-10-CM on the effective date, practices can override this setting in the Insurance Additional Information window.

### Global Effective Date

To view or update the effective date for ICD-10-CM codes:

1. From the File menu, point to Settings, and click Practice Defaults.
   
   The Practice Defaults window opens.

2. Click the Mid Office tab.
   
   The effective date for ICD-10-CM codes displays in the ICD-10-CM section.

3. To change this date, replace the date in the *ICD-10-CM Effective Date* field:
The effective date is updated.

**Individual Insurance Effective Date**

Insurance companies not covered under HIPAA are not required to change over to ICD-10-CM by the effective date.

Practices can set a different date for individual insurance companies from the Insurance Additional Information window.

To configure the ICD-10-CM Effective Date Insurance Override setting for an individual insurance company:

1. From the Billing menu, point to Miscellaneous Configuration Options, and click Insurance Additional Information.

   The Insurance Additional Info window opens.

2. Select the insurance company, and click Update.

   OR

   Double-click the insurance company.

   The Update Insurance window opens.

3. Click the Misc. Info tab.

4. In the ICD-10-CM Effective Date Insurance Override field, type the date on which this insurance company will be accepting ICD-10-CM codes.

   OR

   Click the calendar icon next to the field, and select the date from the drop-down calendar:
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5. Click OK to close the Update Insurance window and save these changes.

The effective date for this insurance company is changed.
**NEW FEATURES**

eClinicalWorks has developed two new features for searching ICD-10-CM codes: the ICD-9-CM to ICD-10-CM Mapping Tool in Classic Search, and the Smart Search view for the Assessments and Select Assessments windows. Both tools are available elsewhere: within Claims and OOV encounters, etc. These features are available in V10 only.

**Enabling and Downloading ICD-10 Codes**

Enable the ICD-10 Mapping tool, and download the ICD-10 codes.

To enable the ICD-10 Mapping tool and download the ICD-10 codes:

1. From the Billing menu, point to ICD, and select the ICD9-ICD10 Conversion Utility GEMs Configuration option.

   The ICD-9 to ICD-10 GEMs Mapping window opens.

2. Check the first, third, fourth, and fifth boxes:

   - [ ] Enable ICD-9 to ICD-10 Mapping functionality in Assessments Screen
   - [ ] Access the mapping functionality from eClinicalWorks Hosted Server instead of Practice Server
   - [ ] Load ICD-9 to ICD-10 GEMs Data Files for Mapping Functionality (ICD-9 GEMs)
     - Number of rows present in the Database: 23936
   - [ ] Load ICD-10 to ICD-9 GEMs Data Files for Mapping Functionality (ICD-10 GEMs)
     - Number of rows present in the Database: 79066
   - [ ] Load ICD-10 CM Descriptions for Mapping Functionality
     - Number of rows present in the Database: 91731

3. Clear the Access the mapping functionality from eClinicalWorks Hosted Server instead of Practice Server check box.

4. (Optional) Load the assessments into the list of ICD codes by default by checking the sixth box and clicking LoadICD10:
This is useful for staff members who are familiar with ICD-10 codes and no longer need the automatic mapping tools.

5. Click OK.

The ICD-10 codes are enabled and downloaded.

## Searching for ICD-10-CM Codes

There are two ways to search for ICD-10-CM codes in the Assessment window: the ICD-9-CM to ICD-10-CM Mapping Tool using the Classic Search view, and the Smart Search view.

### Classic Search View with Mapping Tool

To search for ICD-10-CM codes in Classic view:

1. Navigate to the Assessments window or the Select Assessments window.
2. Check the Auto map to ICD10 box:

3. Search for the assessment.

   All applicable ICD-9-CM assessment codes display in the Ingenix® ICD9 Codes section.

4. Select the correct assessment code in the Ingenix ICD9 Codes section:

   If there is only one corresponding ICD-10-CM code, then this code will be auto-populated and will display in the Selected Assessments section.

   If there is more than one corresponding ICD-10-CM code, then the ICD-9-CM to ICD-10-CM Mapping window opens:
a. If more than one scenario applies, click Next Scenario to see additional choices.
b. Click the radio button next to the correct assessment code.
c. Click Apply:

The ICD-10-CM code displays in the Selected Assessments section.

**Smart Search View**

The Smart Search view of the Assessment window enables providers to search for both ICD-9-CM and ICD-10-CM codes using Smart Search. For more information about enabling and downloading ICD-10 codes, refer to the Enabling and Downloading ICD-10 Codes section of this document.

**Note:** To access this feature, contact eClinicalWorks Support to request the ICD-10 item keys be enabled.

To search for ICD-10-CM codes in Smart Search view:

1. Navigate to the Assessments window or the Select Assessments window.
2. If the window displays in Classic view, click the Smart Search link:

3. Check the Use ICD10 box:
4. Search for the assessment (e.g., Diabetes).

All applicable ICD-9-CM and the corresponding ICD-10-CM codes display in the IMO section. If more than one ICD-10-CM code corresponds to an ICD-9-CM code, the ICD-10-CM code will display as a blue hyperlink.
5. Select the correct assessment code:
   a. If only one ICD-10-CM code corresponds to the ICD-9-CM code, select the code.
   OR
   If more than one ICD-10-CM code corresponds to the ICD-9-CM Code, click the blue hyperlink in the ICD-10-CM column:
   ![Advanced ICD-10-CM Search window](image)
   The Advanced ICD-10-CM Search window opens.
   b. (Optional) Click the radio button next to a modifier, if applicable:
   ![Modifier selection window](image)
   c. Select the correct ICD-10-CM code:
   ![Select ICD-10-CM code](image)
   The Advanced ICD-10-CM Search window closes, and the assessment code displays in the Selected Assessment section of the Assessments window.

Adding Assessments to Progress Notes

There are three common locations where assessments codes can be added to the Progress Note: the Assessment window, from the Treatment window, and the Orders tab.
From the Assessments Window

To add an assessment code from the Assessments window:

1. From the Progress Notes, click the Assessments link.
   The Assessments window opens.
2. Follow steps 2 through 4 in the Classic Search View with Mapping Tool section of this document or steps 2 through 5 in the Smart Search View section of this document to select the correct assessment code.
3. Click OK in the Assessments window.
   The Assessments window closes, and the select ICD-10-CM code is added to this visit’s Progress Notes.

From the Treatment Window

To order a lab from the Treatment window:

1. From the Progress Notes, click the Treatment link.
   The Treatment window opens.
2. Click the Browse button in the Labs section.
   The Manage Orders window opens.
3. Click the Add button in the Assessments section.
   The Select Assessments window opens.
4. Follow steps 2 through 4 in the Classic Search View with Mapping Tool section of this document or steps 2 through 5 in the Smart Search View section of this document to select the correct assessment code.
5. Click OK in the Assessments window.
   The Assessments window closes, and the selected ICD-10-CM code is added to this visit’s Progress Notes.
6. Select the check box next to the correct ICD-10-CM code from the Assessments section in the Manage Orders window.
7. Finish the order.
   This lab is ordered.

From the Orders Tab in the Progress Notes

To add an assessment code from the Orders tab in the Progress Notes:

1. In the Progress Notes for this visit, click the Orders tab.
2. Click Add Dx:
The Assessments window opens.

3. Follow steps 2 through 4 in the Classic Search View with Mapping Tool section of this document or steps 2 through 5 in the Smart Search View section of this document to select the correct assessment code.

4. Click OK in the Assessments window.

   The Assessments window closes, the selected ICD-10-CM code is added to this visit’s Progress Notes and displays in the Orders tab.

---

**ICD-9-CM to ICD-10-CM Conversion Utility (GEMs)**

The ICD-9-CM to ICD-10-CM Conversion Utility (GEMs) is a standalone tool designed to enable providers to easily lookup the ICD-10-CM equivalents of their most commonly used assessment codes, without using them within Progress Notes or claims.

For more information, refer to the CMS – GEMs FAQ Document available on the my.eclinicalworks.com Customer Portal: from the Knowledge menu item, click the ICD-10-CM Information link to view the CMS ICD-10-CM Resource Links list.

**To search for an ICD-10-CM code using the GEMs utility:**

1. From the Billing menu, point to ICD, and click ICD-9-CM to ICD-10-CM Conversion Utility (GEMs).

   The eClinicalWorks Viewer window opens.

2. In the ICD-9-CM CM Code field, enter the ICD-9-CM code:
3. Click **Map to ICD-10-CM**.

   All applicable ICD-10-CM codes display:

4. (Option) Click **Home** to look up another code.

### Problem List

Each patient’s Problem List must be updated manually with ICD-10-CM codes starting on the effective date. eClinicalWorks will be implementing a feature to assist practices with this in the near future.

**Note:** Adding ICD-10-CM codes before the effective date can cause errors, specifically when creating an order from this patient’s Problem List.
To update a patient’s Problem List:

1. From the Patient Hub, click *Problem List*:

   The Problem List window opens.

2. Click *Add*:

   The Selected Assessments window opens.

3. Follow steps 2 through 4 in the *Classic Search View with Mapping Tool* section of this document or steps 2 through 5 in the *Smart Search View* section of this document to select the correct ICD-10-CM.

4. Highlight the old ICD-9-CM code in the Problem List window, and click the *Remove* button.

5. Repeat steps 2 -4 for each ICD-9-CM code in the patient’s Problems List.

   The patient’s Problems list is updated.
Add to Problems List from Medical History Window

To add to the patient’s Problems List from the Medical History window:

1. From the Progress Notes, click the Medical History link.
   The Past Medical History window opens.
2. Click the ICD radio button, and click the More (…) button next to it:
   The Selected Assessments window opens.
3. Follow steps 2 through 4 in the Classic Search View with Mapping Tool section of this document or steps 2 through 5 in the Smart Search View section of this document to select the correct ICD-10-CM.
   The selected ICD-10-CM code is added to the patient’s Problems List.

Creating ICD-10 Groups

To create ICD-10 groups:

1. From the Billing menu, point to ICD, and click ICD Groups.
   The ICD Groups window opens.
2. Click New.
   The ICD Groups window opens.
3. Click Associate ICD:
New Features Adding ICD-10 Codes

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ICD-10-CM in Version 10

Note: At this time, ICD codes cannot be associated by code.

The ICD Codes window opens.

4. Search for and select a code and click the Apply button:

Note: This window does not have the auto-mapping feature. Search by ICD-10 code or description.

The code is added to the group. Continue to select a code and click the Apply button until all codes are added to the group.

5. Click OK to save the changes and close the window.

The group is created.

Adding ICD-10 Codes

The following sections describe how to update ICD codes in Progress Notes Templates, Order Sets, Superbills, Future Orders, and OB Flowsheets.
Updating ICD Codes in Progress Notes Templates

eClinicalWorks recommends removing all ICD codes from templates because there is not always a one-to-one match for ICD-9 and ICD-10 codes. Instead, associate Order Sets to the template to pull ICD codes into the Progress Notes. However, if the practice chooses to update ICD codes in templates, complete the following procedure.

To add ICD-10 codes to templates:

1. From the File menu, click Templates.

   The Templates list window opens.

2. Highlight a template from the list and click View:

   ![Template List Window]

   The template displays.

3. Click the Assessments link:

   ![Assessments Link]
The Assessments window opens.

4. Search for and select the correct ICD-code.

The ICD-9 to ICD-10 Mapping window opens.

5. Select the appropriate ICD-10 code, and click Apply.

The Assessment is added to the template.

To remove ICD codes from templates:

1. From the File menu, click Templates.

The Templates list window opens.

2. Highlight a template from the list and click View.

The template displays.

3. Click the Assessment link.

The Assessments window opens.

4. Highlight the assessment in the Selected Assessments section, and click the Remove button.

A confirmation window displays.

5. Click Yes:

   ![Image of Assessments window](image)

The assessment is removed.
Updating ICD Codes in Order Sets

eClinicalWorks recommends keeping both ICD-9 and ICD-10 codes in Order Sets until October 1, 2015. After this October date, remove the ICD-9 codes.

To add assessments to Order Sets:

1. From the EMR menu, click Order Set Administration.

   The window opens.

2. Select the order set from the drop-down list, and click Update.

   The Order Sets window opens.

3. Select the diagnosis code that triggers the Order Set:
   a. Click the Add button next to the Diagnosis (Trigger) section:

   The Select Assessments window opens.

   b. Search for and select the appropriate ICD-10 codes.

   c. Click OK:
New Features

Adding ICD-10 Codes

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ICD-10-CM in Version 10

The assessment is now the trigger for this Order Set.

4. Link assessments to the Order Set:
   a. Click the Add button next to the Diagnosis (Linked) section.
      The Select Assessments window opens.
   b. Search for and select the appropriate ICD-10 codes to link to this Order Set.
   c. Click OK.
      The assessments are now linked to this Order Set.

OR

5. Check the Same as Trigger box to use the same code as the Diagnosis (Trigger):

The assessments are added to the Order Set.
Updating ICD Codes in Superbills

eClinicalWorks recommends keeping both ICD-9 and ICD-10 codes on the Superbills until October 1, 2015. After this October date, remove ICD-9 groups.

To add assessments to Superbills:

1. From the Billing menu, point to Organize, and click Organize Superbill Categories.
   The Configure your Super Bill window opens.
2. Select the Superbill from the Templates section.
3. From the Group Type drop-down list, select the ICD option:

   ![Configure your Super Bill window](image)

4. Click the More (...) button next to the Group Name field.
   The ICD Groups window opens.
5. Select a group, and click Close:

   ![ICD Groups window](image)

Note: For more information about creating new groups, refer to the Creating ICD-10 Groups section of this document.

The group name now displays in the Group Name field.

6. Click Add this group to Available Groups.
   The group displays in the Available Groups section.
Updating ICD Codes in Future Lab Orders

eClinicalWorks Recommends creating all new future and standing orders with ICD-10 codes through a virtual visit because assessments cannot be associated from the lab result. Link the assessment code to the lab orders prior to transmitting.

To update ICD codes in future lab orders:

1. Click the Quick-Launch button.

OR

Click the Quick-Launch link, and click Labs.

The Labs/DI/Procedures window opens.

2. Select Future.

The list of future orders displays.

3. Search for and open the lab order.

4. Click Hub in the patient information section:

The Patient Hub opens.

5. Click New Tel Enc.

The Telephone Encounter window opens.

6. In the Reason field, name the Telephone Encounter “ICD-10 Future Lab.”

7. Select Virtual Visit, and click Treatment:
New Features

Adding ICD-10 Codes

The Treatment window opens.

8. Click the *Browse* button next to the Labs section to select a lab.

The Manage Orders window opens.

9. To add an assessment:
   a. In the Assessments section, click *Add*.
      
      The Select Assessments window opens.
   b. Search for and select the ICD code, and click *OK*.
      
      The assessment is added.
   c. In the Assessments section of the Manager Orders window, check the box next to the ICD code:

10. Click the *Future Order* header.

11. Delete all of the future order labs with ICD-9 codes by clicking the red delete icon next to each order:
12. Click Add New Order, select the same lab order, and select a future date or create a standing order.

The future order is updated.

Updating ICD Codes in OB Flowsheet Problem List

eClinicalWorks recommends updating the Admin OB Flowsheet ICD code settings on October 1, 2015 because these ICD codes are linked to the Problem List and Progress Notes.

To update ICD codes in the OB Flowsheet:

1. From the Admin band, click the OB Flow Admin icon.

The OB Flow Admin window opens.

2. In the Organize section, click the General Settings link:
The General Settings display.

3. Check the *Automatically add ICD to the problem list when new pregnancy is created* box, and click the *Browse* button:

4. Search for the ICD-10 code, and click **OK**.

The code is added.

5. Update the Problem List in the OB Flowsheet.

For more information about updating the Problem List, refer to the *Problem List* section in this document.

Note: If adding an assessment to the OB Problem List creates a duplicate entry, delete the problem. To delete a problem click the *Problem Identified* date hyperlink, and click **Delete**.

The OB Flowsheet is updated.
Claims

The following sections describe updating ICD-10 codes in claims.

Adding ICD-10-CM Codes to a Claim from Progress Notes

To add an ICD-10-CM assessment code to a claim:

1. From the Progress Notes, click the Procedure Codes link in the Billing section.
   The Billing window opens.

2. Click the Add button next to the Assessments section:
   The Assessments window opens.

3. Follow steps 2 through 4 in the Classic Search View with Mapping Tool section of this document or steps 2 through 5 in the Smart Search View section of this document to select the correct assessment code.

4. Click OK in the Assessments window.
   The Assessments window closes, the selected ICD-10-CM code is added to the Billing window.

Note: Adding ICD-10-CM codes within claims or Out-of-Office encounters functions the same.

Errors on the Claim

Both ICD-9-CM and ICD-10-CM Codes Used

Most payers will not allow both ICD-9-CM and ICD-10-CM codes on the same claim. If both ICD-9-CM codes and ICD-10-CM codes are entered into a claim, the following error will display in the Errors tab of the Claim window:
ICD-9-CM Codes Used After Effective Date

If ICD-9-CM codes are used within a claim after the payer’s ICD-10 Effective Date – whether it be the CMS effective date or an insurance-specific override date – the following error displays in the Errors tab of the Claim window:
ICD-10-CM Codes Used Before Effective Date

If ICD-10-CM codes are used in a claim before the payer’s ICD-10 Effective Date – whether it be the CMS effective date or an insurance-specific override date – the following error displays in the Errors tab of the Claim window:

Referrals

To create an outgoing referral with ICD-10-CM codes:

1. Navigate to the Referral (Outgoing) window.
2. Click the Add button in the Diagnosis section:
The Select Assessments window opens.

3. Follow steps 2 through 4 in the Classic Search View with Mapping Tool section of this document or steps 2 through 5 in the Smart Search View section of this document to select the correct assessment code.

4. Click OK in the Select Assessments window.

The Select Assessment window closes, and the selected ICD-10-CM code displays in the Diagnosis section of the Referral (Outgoing) window.

Registry

When searching for referrals in the Registry, include both ICD-9-CM and ICD-10-CM codes in the ICD Codes search filter in order to capture referrals from before and after the effective date:
Reports

Registry:

Practices should use both ICD-10-CM and ICD-9-CM codes when creating ICD code registry lists until ICD-9-CM codes are no longer used by insurance organizations:

Despite the transition, ICD-9-CM codes are still used in conjunction with ICD-10-CM codes. There will not be any need to change reports, unless the practice has custom reports. Identify these using Custom Reports and remediate as necessary. Contact professionalservices@eclinicalworks.com for help modifying reports.

Note: When viewing report results, both ICD-9-CM and ICD-10-CM will be seen in the filter list.
APPENDIX A: NOTICES

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