

Business Performance Services



Medisoft Codes on Disk User's Guide

2013
November 2013

Produced in Cork, Ireland

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Preface

File Backup

Before installing your specialty code libraries, make a backup copy of any previous data files you have entered into Medisoft. Go to the **File** menu and select **Backup Data** to perform the backup.

Installation

Close all open applications prior to installation.

1. Insert the CD in the local CD-ROM drive.
2. When the installation splash screen appears, select **Codes on Disk**.

If the splash screen does not appear automatically, click **Start** in your Task bar and select **Run**. Type **X:\AUTORUN** (where X is your CD-ROM drive letter) and click **OK** or press **ENTER**. Select **Codes on Disk**.

3. In the Welcome screen, click **Next**.
4. Click **I Accept** in the End User License Agreement screen. If you do not accept the terms set forth, you cannot complete the install.
5. In the **Select Destination Directory** screen, indicate the directory into which you want the program installed. The default is C:\PROGRAM FILES\MEDISOFT.
6. Click **Next**. You are prompted to back up your files in the Backup Replaced Files? screen. McKesson recommends that you back up your files if you have not already done so immediately prior to the installation. If you choose not to back up the files, skip this step.
7. Click **Next**. In the Select Backup Directory screen, indicate where you want the backup files to be stored. The default is C:\PROGRAM FILES\MEDISOFT\BACKUP.
8. Click **Next**.
9. You are ready to install. Click **Next**.
10. Once installation is complete, click **Finish**.
11. Select **Exit** in the splash screen.

Chapter 1 - Using Codes on Disk

Overview

Codes on Disk is a professional code editing program that has been on the market for many years. Medisoft programs are the most widely-distributed patient accounting programs on the market today and are used in all segments of the healthcare profession. Codes on Disk, in conjunction with Medisoft, provides the healthcare professional an excellent tool for managing procedure and diagnosis codes that are essential to the practice.

Codes on Disk is a file merging program that lets you combine predefined CPT, ICD-9, and ICD-10 specialty-specific codes with your data files. Instead of entering all of your procedure and diagnosis codes by hand, this program lets you install and edit these codes quickly and easily.

It uses code libraries compiled by Ingenix. Ingenix makes an effort to include the codes you need for your specialty and exclude those that do not apply. Because it is impossible to predict all of the codes that are appropriate to your individual practice, the specialty-specific code libraries are standardized.

Within Codes on Disk are file management screens that let you print, view, and edit all procedure codes and diagnosis codes at once. You can edit just the new codes you want installed, or you can edit all of your codes, including those already existing in your data files.

Codes on Disk works with the Windows version of any Medisoft program. Therefore, when the manual refers to "Medisoft," or "your data files," the reference is to data files within your Medisoft program.

Starting Codes on Disk

Open the Start menu from the Task bar, select **Programs, Medisoft**, and then click the **Codes on Disk** icon. The Codes on Disk main menu is displayed.

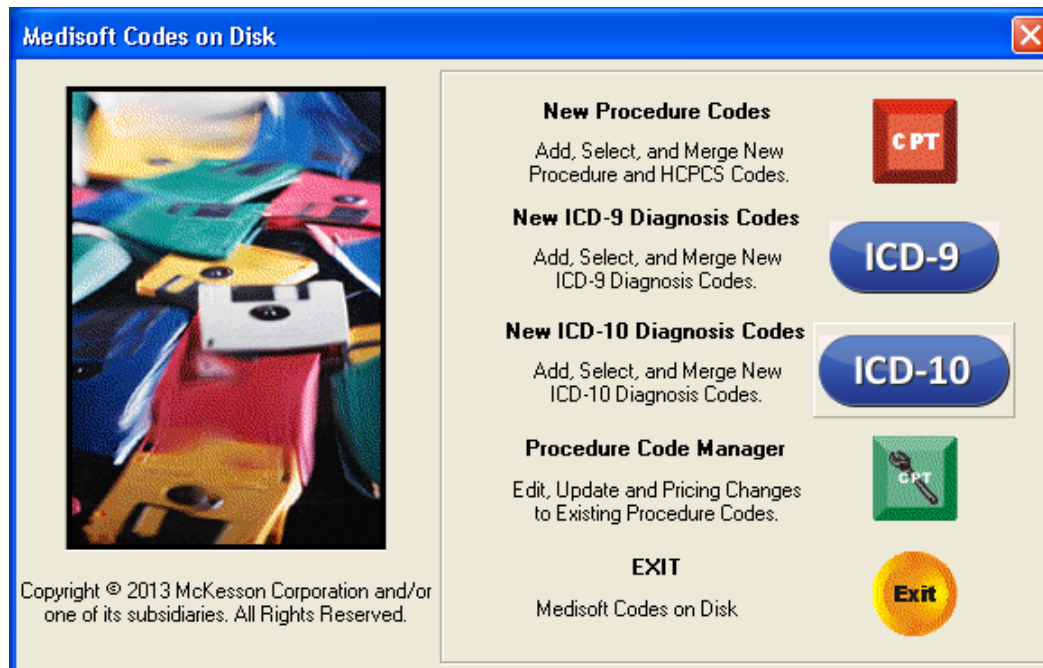


Figure 1. Medisoft Codes on Disk main menu

From this menu, you can choose to select **New Procedure Codes**, select **New ICD-9 Diagnosis Codes**, select **New ICD-10 Diagnosis Codes**, edit procedure codes through the **Procedure Code Manager**, or **Exit** the program.

Adding, Selecting and Merging New Procedure Codes

On the Codes on Disk main menu, select **New Procedure Codes** to display the Select File screen.

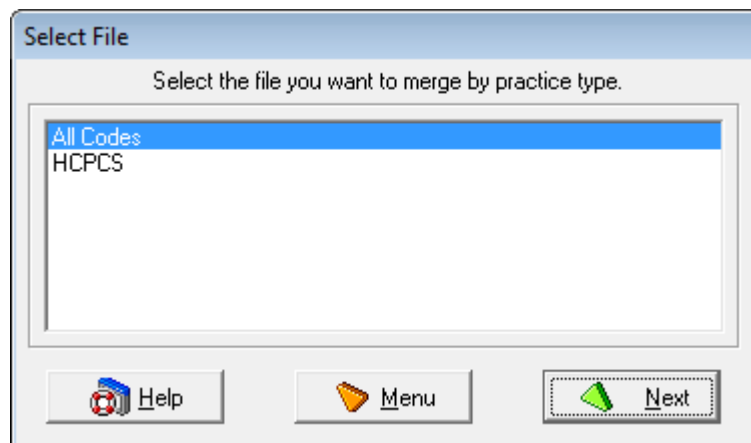


Figure 2. Select File screen

In this screen, select the specialty code file you want installed and click **Next**. The Select Database screen is displayed.

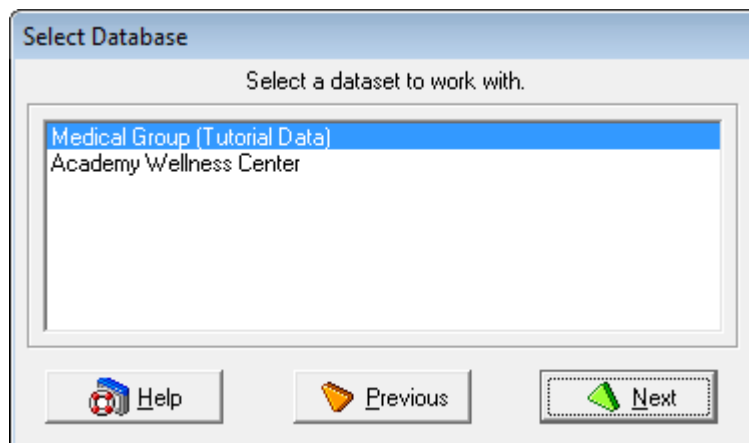


Figure 3. Select Database screen

Highlight the desired practice name and then click **Next**, which becomes active after highlighting or selecting a database. The Add/Select/Merge New Procedure Codes screen will appear.

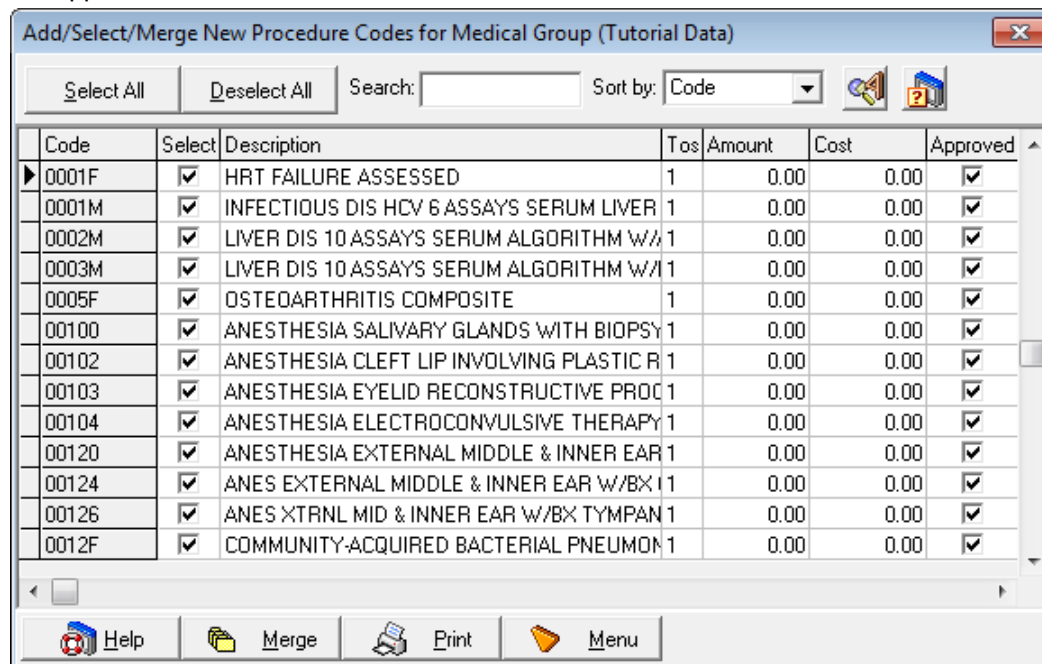


Figure 4. Add/Select/Merge new Procedure Codes screen

In the upper right corner of the screen is the Hints speed button. This is a toggle to turn on/off the balloon help that pops up when the cursor passes over a field or button. To its left is the Find speed button, which allows a search based on any of seven fields. At the bottom of the screen, the Help button accesses extensive Help files. Menu returns you to the Codes on Disk main menu. Clicking **Merge** begins the merge process. See ["Merging"](#) on page 5.

The Print button displays the Print Options screen, where you have options of previewing or printing a list of the codes. Choosing any of the four radio buttons begins the selected command. If you choose to preview a list, you can still print that list from the Preview screen.

At the top left of the Add/Select/Merge New Procedure Codes screen are the Select All and Deselect All buttons. These can be used to help you choose the codes to be merged with Medisoft. By default, all codes are selected for merging. If you want to merge only a few of the codes, click **Deselect All** and then locate and select only those codes you want to merge.

In the middle of the screen is a grid displaying AMA-approved codes listed sequentially by code number. Each code also includes fields for its Description, Type of Service (TOS), Amount, Cost, and HIPAA status (Approved). Edits can be made to all the fields except **Code**.

The Search and Sort By fields above the grid allow you to perform searches for a code.

Editing in the Add/Select/Merge New Procedure Codes screen

You can edit procedure codes in this screen before merging them with Medisoft. If you want, you can revise the description, type of service, enter the amount charged by your practice for each procedure, enter the actual cost to your practice for that procedure, and/or change the HIPAA approval setting before merging.

When merged, the edited fields will overwrite the information contained in those same fields in Medisoft.

If you have revised a code description in your database and want to update the code but not the description, delete the information in the Description field in this screen. Any blank field in the Add/Select/Merge New Procedure Code screen will not affect the same field in the Medisoft database. If you do not want to replace the description of all merged codes, uncheck the Description box in the Merge Detail screen (which appears after clicking **Merge**).

Merging

When you finish editing the procedure codes, clicking **Merge** displays the Merge Detail screen.

This screen explains that you can merge and overwrite fields. If you choose to overwrite and have already edited your codes, click **Merge & Overwrite**.

A confirmation dialog box is displayed with the message, "Are you SURE you want to overwrite any existing codes?" Click **Yes** to continue the merge process or **No** to return to the Add/Select/Merge New Procedure Codes screen.

If you do not want to overwrite any existing information in your database, click **Merge No Overwrite** in the Merge Detail screen. If you choose not to merge at this time, click **Cancel** to return to the previous screen.

If you have clicked either merge button in the Merge Detail screen, the process that merges the selected codes with Medisoft is activated. The screen is displayed, showing the progress of the procedure by the moving colored blocks.

When the process is complete, the Record Count screen is displayed, showing the record totals. In the example below, **Merge No Overwrite** was selected.

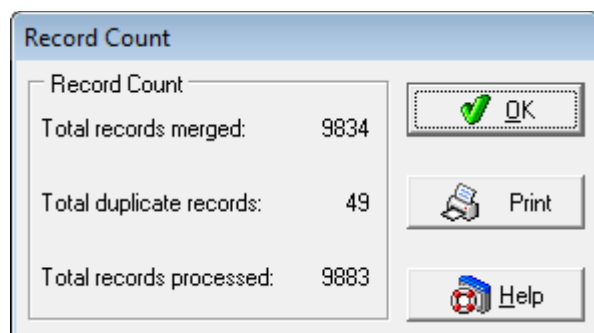


Figure 5. Record Count screen

Clicking **Print** in this screen will preview the report to the screen.

Happy Valley Medical Clinic Codes on Disk Duplicate Record Report			
Existing Code	Existing Description	Duplicate Code	Duplicate Description
11765	Wedge excision of skin of nail	11765	WEDGE EXCISION SKIN
17110	Wart Removal	17110	DESTRUCTION BENIGN
29130	App. of Finger Splint, Static	29130	APPLICATION FINGER
36215	Lab Drawing Fee	36215	SLCTV CATHJ EA 1ST
43220	Esophageal Endoscopy	43220	ESPHGSC RGD/FLX
70250	X-Ray, Skull, 4 Views	70250	RADIOLOGIC
70360	X-Ray, Neck	70360	RADIOLOGIC
70373	X-Ray, Laryngography	70373	LARYNGOGRAPY
71020	X-Ray, Chest, 2 Views	71020	RADIOLOGIC EXAM
71030	X-Ray, Chest, Min 4 Views	71030	RADEX CHEST
71040	Contrast X-Ray of Bronchitis	71040	BRONCHOGRAPY
72052	X-Ray, Spinal, Complete	72052	RADEX SPINE CERVICAL
73130	X-Ray, Hand, Min 3 Views	73130	RADEX HAND MINIMUM 3
73562	X-Ray, Knee, Mn 3 Views	73562	RADIOLOGIC
73610	X-Ray, Ankle, Complete	73610	RADEX ANKLE
74246	MRI-Gastrointestinal Tract	74246	RADEX UPPER GI W/WO
74283	Barium Enema, Therapeutic	74283	THERAPEUTIC ENEMA
76818	U. S. Fetal Age	76818	FETAL BIOPHYSICAL
80050	General Health Screen Panel	80050	GENERAL HEALTH
81000	Urinalysis, Routine	81000	URINLS DIP

Figure 6. Procedure Code Preview

From the Preview you can print the report.

When you access the Procedure Code List in Medisoft, the newly merged codes are available for immediate use.

Editing Procedure Codes

After merging the new procedure codes with the existing codes in your database, more detailed edits are possible. These changes are done in the Edit Existing Procedure Codes screen.

A valuable feature of Codes on Disk is the ability to make global pricing changes to procedure code charges at any point during the year. This eliminates having to update each code individually.

From the main menu, select **Procedure Code Manager**. Select the database with which you want to associate the codes and click **Next**. The Edit Existing Procedure Codes screen appears.

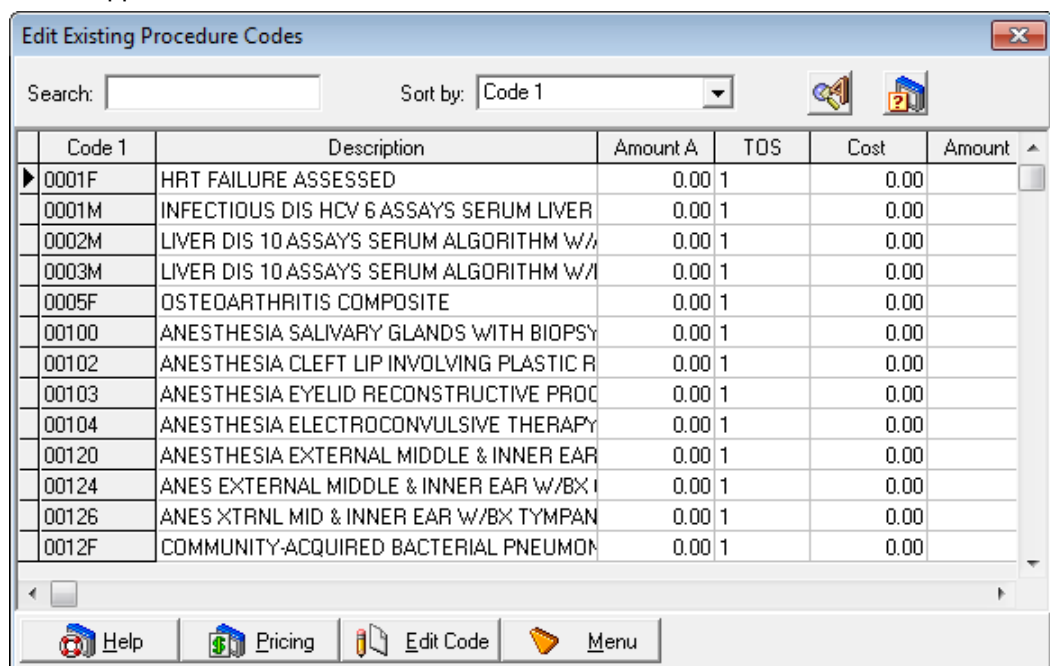


Figure 7. Edit Existing Procedure Codes screen

In this screen, you can make further detailed changes to any procedure code and have access to making global pricing changes. The Edit Existing Procedure Codes screen has Search and Sort By fields to help you find a specific code. It also has a Find speed button and a Hints toggle icon. At the bottom of the screen are function buttons.

Clicking Help displays extensive help for the activities features in this screen. The Menu button returns you to the main menu.

When you highlight any field for a particular code, clicking **Edit Code**, pressing **F9** or double-clicking in the field will display a screen for editing details of that procedure code.

0001F HRT FAILURE ASSESSED

General | Amounts

Code 1: 0001F ☐ Inactive

Description: HRT FAILURE ASSESSED

Code Type: Procedure Charge

Account Code:

Type of Service: 1

Place of Service:

Time To Do Procedure: 0

Service Classification: ☐ Patient Only Responsible

Don't Bill To Insurance:

Only Bill To Insurance:

Default Modifiers: ☐ ☐ ☐ ☐ ☒ HIPAA Approved

Revenue Code:

Default Units: 0

Alternate Codes

2: 0001F

3: 0001F

Save

Cancel

Help

Figure 8. Procedure Code screen, General tab

The code editing screen has two tabs, General and Amounts. In the General tab, changes can be made to all fields except Code 1 or Code Type.

In the Amounts tab, changes can be made to the following fields: Charge Amounts A: through Z: (in Medisoft basic, only the A: field is available), Cost of Service/Product, and Medicare Allowed Amount.

0001F HRT FAILURE ASSESSED

General **Amounts**

Charge Amounts

A: 0	H: 0.00	O: 0.00	V: 0.00
B: 0.00	I: 0.00	P: 0.00	W: 0.00
C: 0.00	J: 0.00	Q: 0.00	X: 0.00
D: 0.00	K: 0.00	R: 0.00	Y: 0.00
E: 0.00	L: 0.00	S: 0.00	Z: 0.00
F: 0.00	M: 0.00	T: 0.00	
G: 0.00	N: 0.00	U: 0.00	

Cost of Service/Product: 0.00 Medicare Allowed Amount: 0.00

Save Cancel Help

Figure 9. Procedure Code screen, Amounts tab

After any changes, click **Save**.

From the Edit Existing Procedure Codes screen, clicking **Pricing** will bring you into the Enter Pricing Changes screen.

Enter Pricing Changes

Select Method of Increase

☐ Increase by dollar amount ☒ Increase by percent.

Select Type of Codes to Increase

☒ Procedure Charges ☐ Inside Lab Charges ☐ Product Charges

Amount

Increase Amount: 10 %

☐ Round amount to the nearest dollar.

Help Start Previous

Figure 10. Enter Pricing Changes screen

Actions in this screen make global pricing changes to your procedure codes. You make decisions concerning the method of increase, the type of code to which to apply the increase, and the amount of increase.

After you have made your selections, click **Start** to apply the desired changes. Following any changes in the pricing screen, you will be returned to the Edit Existing Procedure Codes screen.

Clicking Previous returns you to the Edit Existing Procedure Codes screen.

Adding, Selecting and Merging New Diagnosis Codes

Codes on Disk will add ICD-10 codes.

If you want to add, edit, and/or merge diagnosis codes, click the **DX** button in the main menu. This will display the Select Database screen.

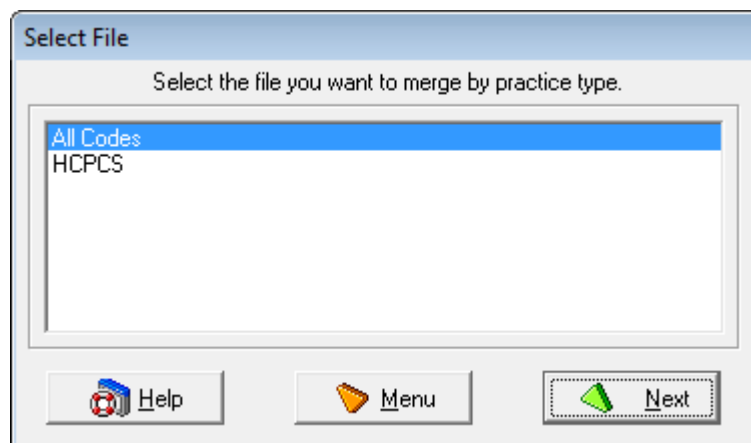


Figure 11. Select Database screen

In this screen, select the specialty code file you want installed and click **Next**. The Select Database screen is displayed. Highlight the desired practice database, which becomes active after highlighting or selecting a database.

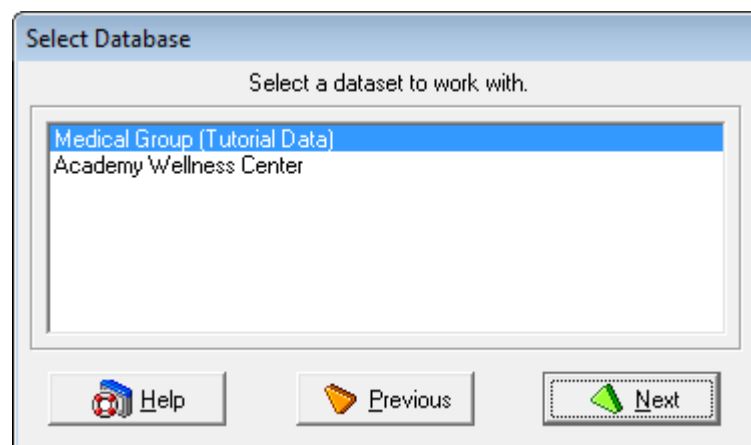


Figure 12. Select Database screen

Click **Next**. The Add/Select/Merge New Diagnosis Codes screen will appear.

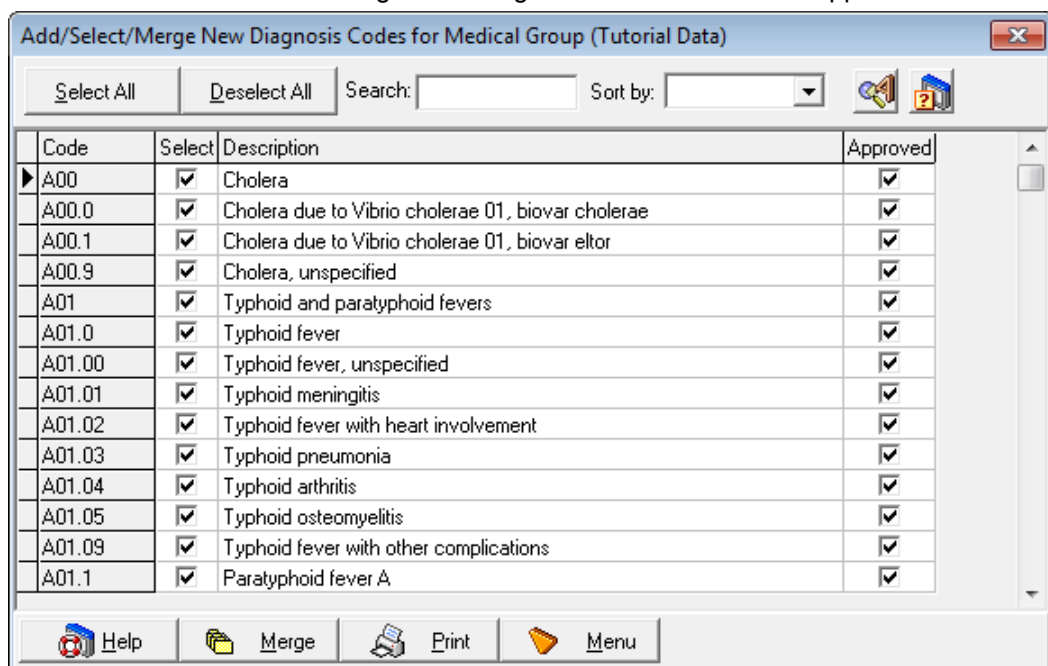


Figure 13. Add/Select/Merge Diagnosis Codes screen

In the upper right corner of the screen is the Hints speed button. This is a toggle to turn on/off balloon help that pops up when the cursor passes over a field or button. To its left is the Find speed button, which allows a search based on any of seven fields. At the bottom of the screen, the Help button accesses the extensive Help files. The Menu button returns you to the Codes on Disk main menu. Clicking **Merge** begins the process. See “[Merging](#)” on page 5.

The Print button displays the Print Options screen, where you have options of previewing or printing a list of the codes. Choosing any of the four radio buttons begins the selected command. If you choose to preview a list, you can still print that list from the Preview screen.

At the top left of the Add/Select/Merge New Diagnosis Codes screen are Select All and Deselect All buttons. These can be used to help you choose the codes to be merged with Medisoft. By default, all codes are selected for merging. If you want to merge only a few of the codes, click Deselect All and then locate and select only those codes you want to merge.

In the middle of the screen is a grid displaying diagnosis codes listed sequentially by code number. Each code also includes a field for its Description. Edits can be made only to the **Description** field.

The Search and Sort By fields above the grid let you perform searches for a specific code.

Editing in the Add/Select/Merge New Diagnosis Codes screen

You can edit the descriptions of diagnosis codes in this screen before merging them with Medisoft. When merged, the edited descriptions will replace those same fields in Medisoft. If you want to merge the code but don't want to replace the code description, delete the

description before merging. Any blank field in the Add/Select/Merge New Diagnosis Codes screen will not affect the same field in the Medisoft database.

Double-click any code to select that code for inclusion in the merge.

When finished with editing and selecting the diagnosis codes, click **Merge** to merge the codes with your Medisoft database.

Merging

When finished with editing the diagnosis codes, clicking **Merge** displays the Merge Detail screen.

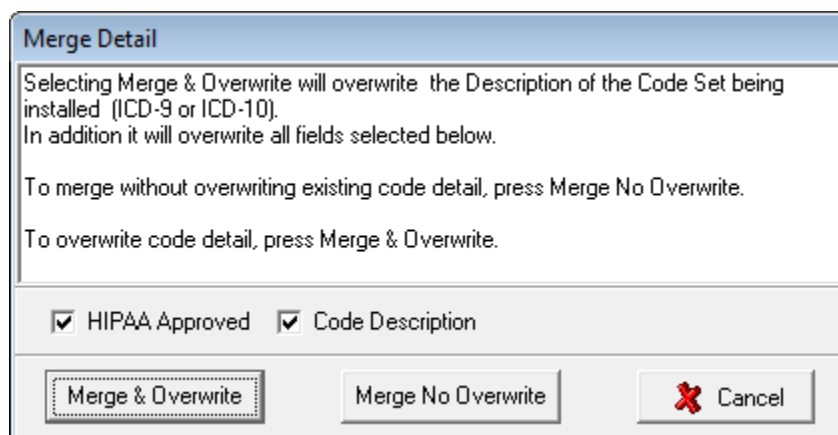


Figure 14. Merge Detail screen

This screen explains that you can merge and overwrite the Description field. Depending on your selection on the Main Menu, Codes on Disk will overwrite either ICD-9 or ICD-10 codes. You can also choose to overwrite the Code Description field of the ICD-9 or ICD-10 field by selecting the Code Description check box. If you choose to overwrite and have already edited your codes, click **Merge & Overwrite**.

A confirmation dialog box is displayed with the message, “Are you SURE you want to overwrite any existing codes?” Click **Yes** to continue the merge process or **No** to return to the Add/Select/Merge New Diagnosis Codes screen.

If you do not want to overwrite any existing information in your database, click **Merge No Overwrite**. If you choose not to merge at this time, click **Cancel** to return to the Add/Select/Merge New Diagnosis Codes screen.

If you have clicked either merge button in the Merge Detail screen, the merge process is activated. The Codes on Disk Merge Progress screen is displayed, showing the progress of the procedure.

When the process is complete, the Record Count screen is displayed, showing the record totals.

In the example, **Merge No Overwrite** was selected.

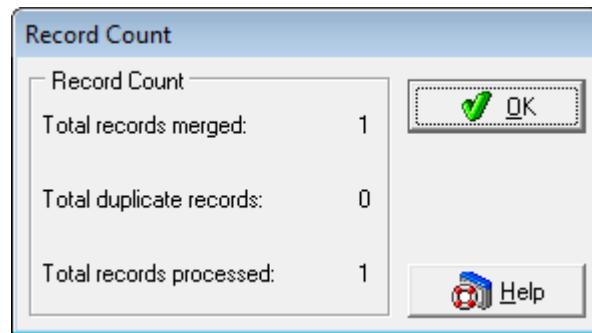


Figure 15. Record Count screen

When you access the Diagnosis Code List of Medisoft, the newly merged codes are available for immediate use.

Completion

When both Procedure and diagnosis codes have been merged and edited, return to the main menu of Codes on Disk and select **Exit** or click the cancel [X] button in the top right corner of any screen to close the program.

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