Tips and Tricks for Using ICD-10 Code Library
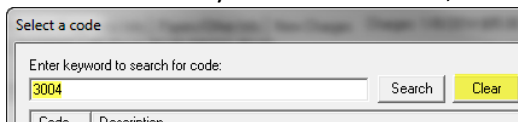
Required: Advanced 10 R4 or higher. Click here to upgrade to Advanced 10.

Note: ICD-10 codes begin with a letter and there are almost 70,000 codes. If all 70,000 codes have been imported, the list takes very long to load unless it is filtered.   Use the checkboxes to select which letter codes to be displayed. If you <u>uncheck</u> all of the boxes, all previously imported codes will be displayed.
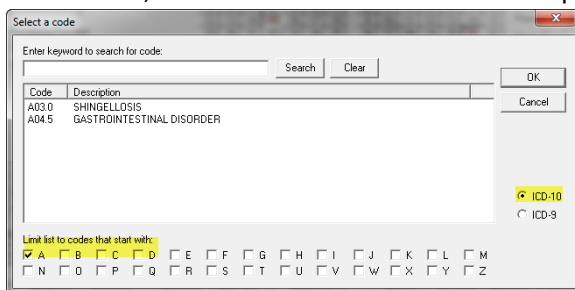
Filtering the ICD-10 Code Library

To open the Code Library, right click in a Diagnosis field and select 'Code Library'.
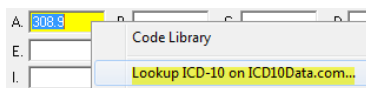If a code is already in the search field, click the 'Clear' button.

The first time a user opens the ICD-10 Code Library, the 'A' checkbox will be automatically selected and only codes beginning with A will be displayed. (If A codes had previously been entered in your library.) Using the checkboxes, check which letter codes to be displayed. The program will remember the letters checked.
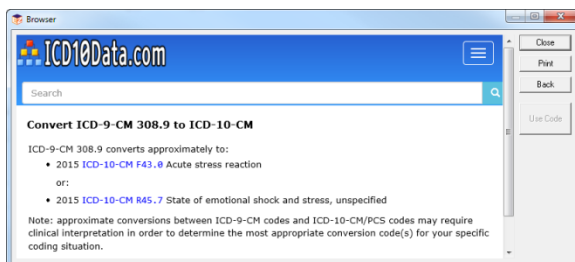

'Lookup ICD-10 Code' on ICD10Data.com

Note: ICD10Data.com is a free service and may not always be available and is not associated with EZClaim. It may not be available in the future.

Right click a Diag field and select 'Lookup ICD-10 on ICD10Data.com'. This tool utilizes the free http://www.icd10data.com/ web site to lookup or convert ICD-9 codes to ICD-10 codes.
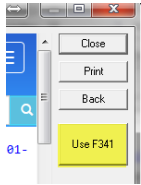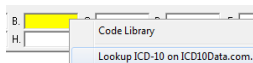

ICD10Data.com

If you attempt to look up an existing ICD-9 code, the program will open a small browser window with the ICD-10 conversion results.

If the code does not have a direct match, when you click the appropriate code, the 'Use Code' button will be enabled. Clicking the 'Use Code' button will close the window and put the code into the diagnosis field on the claim.

If selecting the 'Lookup ICD-10 on ICD10Data' on a diag field that **does not** have a code, you can use the ICD10Data web sites' search fucntion to find a code.

Clicking' Close' will close the window and not change any codes.

ICD-10 Claim Validation

Tools > Options > Data Entry - General

There is an option under 'Data Entry – General' to 'Check ICD-10 settings when saving a claim'. This box is checked by default. To turn off the warning prompts, uncheck the option.
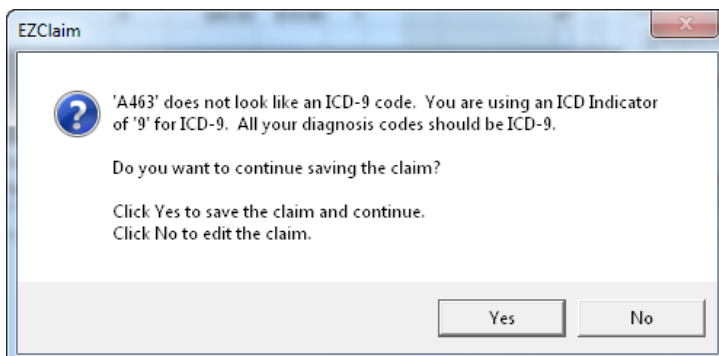

Note: This feature will not prevent saving a claim as the claim may need to be saved for editing later.

When saving a claim, the program will check the following ICD-10 rules in this order:

- You cannot combine DOS before and after Oct 1st 2015
- ICD Indicator is a required field
- If any DOS is before 10/1/15, the indicator cannot be 0
- If any DOS is on or after Oct 1 2015, the indicator cannot be 9
- If indicator is 0 then all diagnosis codes should start with a letter
- If indicator is 9 then all diagnosis codes should start with a number **except for E or V**

If one of the 'rules' is broken, a message appears asking if you still want to save the claim. Example:

Deleting Multiple Codes in the Code Library

Tools > Other Code Libraries

Note: Be aware that manipulating (adding or deleting) a large number of codes can take a very long time.

- Hold down the CTRL key when selecting individual codes to be deleted.
- Hold down the SHIFT key when selecting a group of codes to be deleted.

There is also an option to delete **AL**L codes in the Library by holding down the CTRL key while clicking the 'Delete' button. This is helpful if the user imported codes into the wrong library such as importing the ICD-10 codes into the ICD-9 library, etc. You will be asked to confirm if you want to delete **ALL CODES** in the Library.