

Training Guide Physician Reimbursement Systems

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Chapter 1: Getting Started

Welcome to CodingToday

CodingToday is your online resource for medical procedure coding and reimbursement. PRS has committed to better patient care by providing organized and accurate medical procedure information, including CPT, ICD-9, HCPCS, and code bundling.

Use CodingToday to:

- 1. Increase reimbursement rates
- 2. Avoid fraud fines by coding correctly
- 3. Access related rules and regulations organized by code
- 4. Simplify the coding process
- 5. Search by partial codes or words
- 6. Stay current with continuously updated information



Guide Objectives

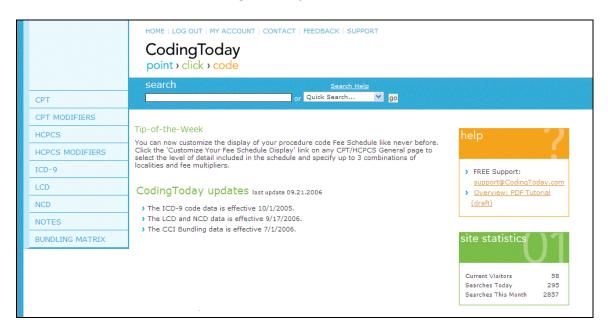
After using this guide, you will be able to complete the following:

- Search for a code and review code details
- Find modifiers
- Review policies and rules
- Add personal notes and view society notes
- Use the Bundling Matrix

Guide Conventions

In this training guide, bold words indicate the name of a field on the CodingToday site. For example, if the guide says "Type your **user name**" then the words **user name** will appear on CodingToday. **User name** is the name of a text-entry field on CodingToday.

Overview of the CodingToday Site



After logging in to CodingToday, the center of the page provides a tip and informs you of updates to the site and society updates. The blue links down the left indicate the various searches you can perform. Click one of the blue links to narrow your search. For example, if you click the CPT link, you will search only for CPT codes. Or, if you click the ICD-9 link, you will search only for ICD-9 codes. When you click a link it is highlighted.

To perform a general search across all of the information in CodingToday, and not a specific link section, use the **search** box in the dark blue bar at the top of the

page. To return to the general search page, click the CodingToday logo on the top of the page.

CPT Searches and ICD-9 Searches

When you click the CPT link or the ICD-9 link on the left, high level categories display for you to browse. For example, if you click CPT, you will see categories such as **Surgery** and **Radiology** among others. Click one of the categories to display sub-categories. You can continue selecting until you find what you're looking for.

Or, type your search criteria in the **CPT search** box in the dark blue bar at the top of the page and click **go** or press Enter on your keyboard. The system will then search for your criteria in *only* the CPT database

The ICD-9 link works the same way. Click the link to display categories such as **Diseases of the Digestive System**. Then click the category to display subcategories. Or, type your search criteria in the **ICD-9 search** box in the dark blue bar at the top of the page and click **go**. The system will then search for your criteria in *only* the ICD-9 database.

More information about searching is in Chapter 3: Find a Code.

Other Searches

When you click a link on the left other than the CPT link or the ICD-9 link (for example, HCPCS) a page with a search box appears. Browsing is not an option on these pages. Type your search criteria in the **search** box and click **go** or press Enter and the system will search that specific area for your criteria.

The CPT Modifiers, HCPCS Modifiers, and NCD links display all the information without you having to search for it. You can narrow down the results displayed by entering search criteria in the search box. But the default is to display all results.

Whenever you click a blue link on the left, the site clears your current search to start a new one.

Chapter 2: Access CodingToday

Chapter Objectives

After completing this chapter, you will be able to do the following:

- Log in to CodingToday
- Retrieve a forgotten password
- Ask for help
- · Log Out

Log In

- 1. Type your **user name** and **password** in the fields.
- 2. Click **login** or press Enter on your keyboard.



Forget Password

- 1. Click **Forget username or password?** in the **log in** section of the main page.
- 2. The Retrieve Forgotten Password page appears.
- 3. Enter your User Name.
- 4. Click Send Password.
- 5. Your password will be sent to you in an email.

Ask for Help

1. Click the **support@CodingToday.com** link in the orange help section.



Log Out

- 1. When you have finished working in CodingToday, click **LOG OUT** at the top of the page.
- 2. You are returned to the CodingToday home page.

Chapter 3 ◆ Find a Code CodingToday.com

Chapter 3: Find a Code

Chapter Objectives

After completing this chapter, you will be able to do the following:

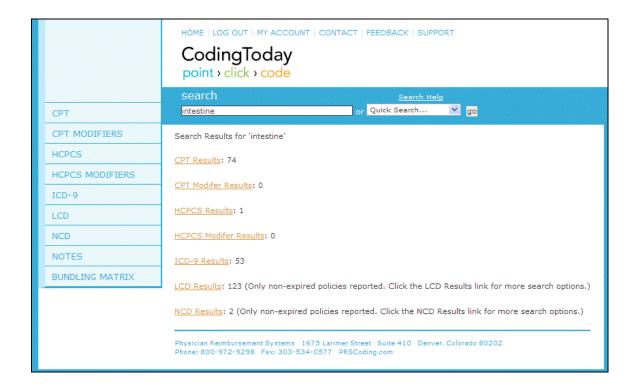
- Search for a code using the code, a partial code, or text
- Enhance your searches
- · Perform a Quick Search
- Browse CPT and ICD-9 Codes

General Search Using Code, Partial Code, or Text

- 1. From the main page of CodingToday after you have logged in, type your search criteria in the **search** box.
 - Your search criteria can be a full code, for example 44130. If you want to view *only* the 44130 code, prefix your search text with #. Enter #44130. The # tells the system to look *only* for that code. If you do not include the #, the system searches all codes for the occurrence of 44130, which may appear in other code descriptions.
 - o Your search criteria can be partial code, for example 441.
 - o Your search criteria can be text, for example intestine.
 - o For more search tips, see *Search Tips* on page 9.
- 2. Click **go** or press Enter. The system searches *all CodingToday databases* for your search criteria.
- 3. Results matching your search criteria appear below divided by the sections of the site. The number after the name of the section indicates how many results with your search criteria are in that section.
- 4. Click the orange link to see the results in that section of the site that match your search criteria.

NOTE: A general search from the main page of CodingToday searches *all* databases, including your personal notes database for a match. To search a specific database (such as the CPT code database only) follow the instructions below for a specific search.

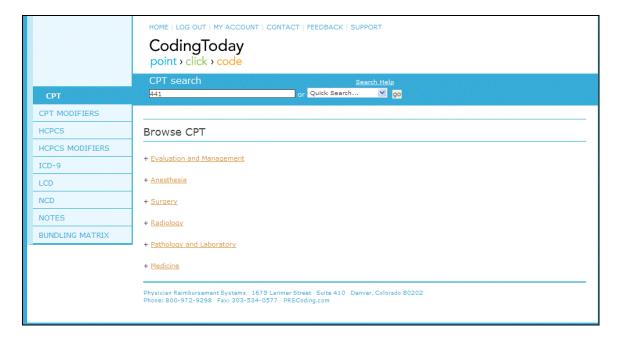
CodingToday.com Chapter 3 ◆ Find a Code



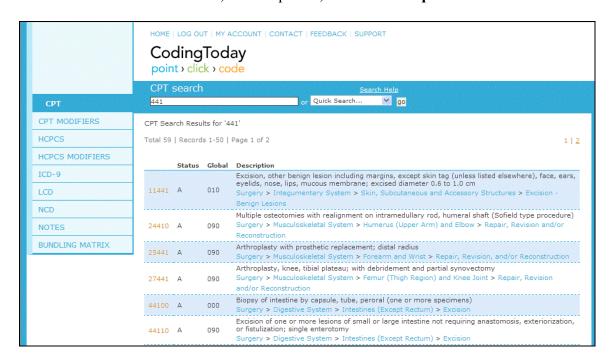
Specific Search Using Code, Partial Code, or Text

- 1. Click the **CPT** link on the left. The **Browse CPT** page appears. For more on browsing, see *Browse by CPT Code* on page 11.
- 2. Type your search criteria in the **CPT search** box.
 - Your search criteria can be a full code, for example 44130. If you want to view *only* the 44130 code, prefix your search text with #. Enter #44130. The # tells the system to look *only* for that code. If you do not include the #, the system searches all codes for the occurrence of 44130, which may appear in other code descriptions.
 - Your search criteria can be partial code, for example 441.
 - Your search criteria can be text, for example **intestine**.
 - o For more search tips, see *Search Tips* on page 9.

Chapter 3 • Find a Code CodingToday.com



- 3. Click **go** or press Enter.
- 4. Results matching your search criteria appear on the **CPT Search Results** page. The system searches the entire CPT database for your search criteria.
 - o If you entered a full code, it will appear at the top of the results list.
 - o If you entered a partial code or text, the codes containing your search criteria are listed in numeric order.
- 5. The information included on this page is: the code, Medicare's **Status** of a code, **Global** period, and the **Description**.



CodingToday.com Chapter 3 ◆ Find a Code

6. For code details, click the orange code in the first column. See Chapter 4: *Find Code Details* on page 15 for more information.

NOTE: The search instructions above can be used for CPT, ICD-9, and HCPCS codes.

- Click the ICD-9 link on the left to search for an ICD-9 code. Type a code, partial code, or text in the ICD-9 search box to conduct your search.
- Click the HCPCS link on the left to search for a HCPCS code. Type a code, partial code, or text in the HCPCS search box to conduct your search

Search Tips

There are several ways to locate the information you need in CodingToday. The CPT and ICD-9 sections of the site allow you to browse code categories. However, to get right to the information you need, you'll likely want to search for it. CodingToday supports numerous search options. Each is described in more detail below.

Sources

CodingToday includes data from many coding-related sources and we're frequently adding more. If you perform a search in a search box simply labeled "search" (e.g. on the first page you see after you log into the site), you will be searching for data in *all* of our data sources. That means your results may include CPT codes, ICD-9 codes, LCDs, etc. It also means that it may take slightly longer to retrieve your results.

To narrow your results to a particular data source, search within the appropriate main section of the site. For example, to find only CPT results, be sure the main **CPT** link is selected and that the search box is labeled **CPT search** before performing your search.

Search Terms

Be as specific as possible. If you want a lengthy list of information pertaining to colons, try *colon*. If you're only interested in colon resections, a search for *colon resection* will return much more targeted results.

Capitalization

Capitalization is ignored in CodingToday searches, so *surgery*, *SURGERY*, and *SurGerY* will all return the same results.

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Automatic "and" Searches

By default CodingToday will only return results that include *all* of the terms in your search. So the more terms you include in your search, the more targeted the results.

If you want to override the default behavior and be able to search terms optionally, insert "or" between the terms. For example, a search for *brain or heart* will return results where the word "brain" appears, "heart" appears, or both.

Exclusion of Common Words

Common words like "are", "was", etc. will be ignored in your search by default. To force a common word to be included in the search, prefix it with a plus sign (e.g. +was).

Phrase Searches

Each word in a search phrase is handled individually by default. For example, a search for *colon resection* will find results in which both the word 'colon' and the word 'resection' appear. To find the specific phrase, colon resection, include the two words in double-quotes: "*colon resection*". That search will return results in which the word resection appears immediately after the word colon.

Excluded Terms

You can exclude a particular word or phrase from your search by prefixing it with a minus sign. For example, a search for *brain-tumor* will return results where the word "brain" is found, but remove results that include the word "tumor".

Code Searches

If you want to search for a specific code, prefix the code name/number with a pound sign. For example, #36000 will only search for codes with that name/number. The same search without the pound sign (36000) will return more results and take more time because descriptive text will be searched for "36000" as well.

Range Searches

You can locate a range of numeric values by including two periods between the low and high value in your search phrase. For example, searching for 20..50 in the CPT Modifiers area of the site will return a list of all of the CPT modifiers from 20 through 50.

NOTE: You can also find a range of codes in the CPT and ICD-9 areas of the site by browsing through the list of categories in those areas. To get started, click the main **CPT** or **ICD-9** link to the left

Wildcards

CodingToday supports two wildcard characters that are particularly useful for code searches. You may use the underscore () character as a wildcard that will

CodingToday.com Chapter 3 ◆ Find a Code

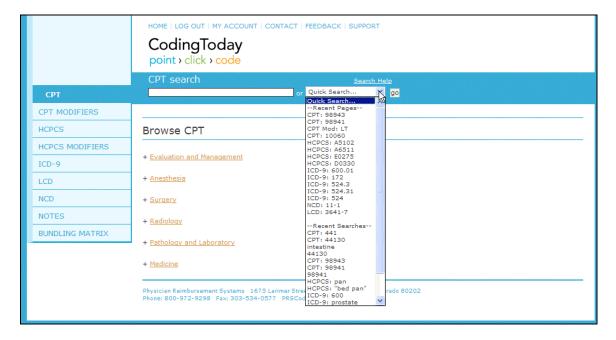
match any single character. Use the asterisk (*) to match multiple characters. For example, a CPT search for #*99 will return a list of all of the *unspecified* CPT codes (those that end with "99"). A CPT search for 5_000 will return a list of all CPT codes that start with a "5", followed by any single character, followed by three zeros (50000, 51000, 52000, 53000, 54000, 55000, 56000, 57000, 58000, 59000).

NOTE: The search tips above can be used for both CPT and ICD-9 codes. Click the ICD-9 link on the left to search for an ICD-9 code. Type a code, partial code, or text in the **ICD-9 search** box to conduct your search.

Quick Search

To the right of the search box is a drop-down list called **Quick Search**.

- 1. Click the drop-down arrow to display:
 - Recent Pages: Lists the last 15 pages you viewed.
 - **Recent Searches**: Lists the last 15 searches you conducted.
- 2. Select an item from the list. The item appears in the box.
- 3. Click go.



NOTE: The Quick Search instructions above can be used for any search. The drop-down list contains all searches you've conducted, in all areas of the site.

Browse by CPT Code

When you click the main CPT link, the Browse CPT page appears for you to browse through the categories. Click a category to expand the sub-categories beneath it. When you see a plus sign +, you can expand the sub-category even

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further. When no plus sign appears, you can no longer expand. At that point, click the sub-category to display the codes associated with it.

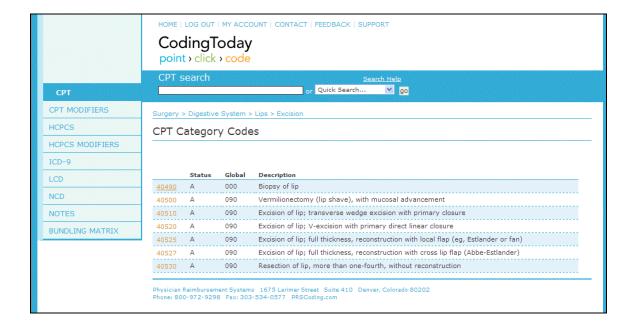
The light blue text above **Browse CPT** lists the categories you clicked to arrive to the current category. For example: Surgery > Digestive System > Lips > Excision.



Categories that contain a CPT category note appear with a [note] connotation after the category name. Click the [note] link to view the category note.

After you expand the categories, the code range appears for the sub-category. For example, in the example below, the code range for Excision is 40490 through 40530. Click the category link (e.g. Excision) or click the code range link to display additional links for each individual code.

CodingToday.com Chapter 3 ◆ Find a Code

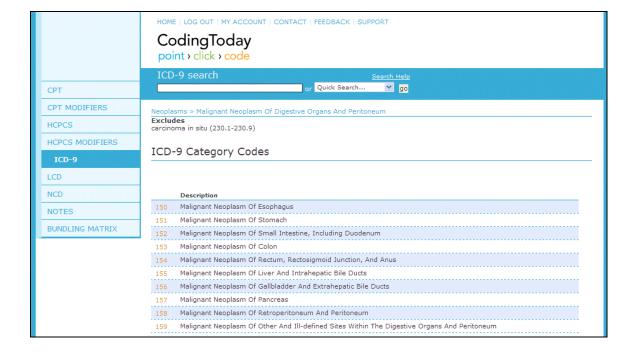


Browse by ICD-9 Code

The browse instructions above can also be used for ICD-9 codes. Click the ICD-9 link on the left to browse for an ICD-9 code, as shown below.



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Chapter 4: Find Code Details

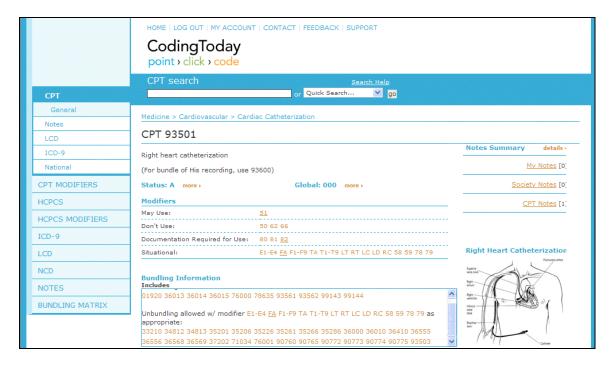
Chapter Objectives

After completing this chapter, you will be able to do the following:

- Locate CPT code details such as status, global fee days, bundling and Medicare information.
- Locate ICD-9 code details such as notes.
- Locate HCPCS code details such as modifiers.

CPT Code Details

After you have found the CPT code by searching, click the orange code on the **CPT Search Results** page to display code details. Detailed information about the code you selected appears on a new page.



Browse Path and Notes

Directly above the CPT code, the browse path is displayed. For example, for code 93501, the browse path will show: Medicine > Cardiovascular > Cardiac Catheterization. Code notes are displayed directly below the CPT code.

Status

The **Status** field shows Medicare's status of a code. Click the **more** link to display more information about the Status. A separate page appears with the

Medicare status information. Close the page when you are finished reading the information.

HOME | LOG OUT | MY ACCOUNT | CONTACT | FEEDBACK | SUPPORT

CodingToday

point > click > code

Status A: Medicare Active Code

These codes are paid separately under the physician fee schedule, if covered. There will be RVUs for codes with this status. The presence of an 'A' indicator does not mean that Medicare has made a national coverage determination regarding the service; carriers remain responsible for coverage decisions in the absence of a national Medicare policy.

Global

The **Global** field shows Medicare's global days assigned to a code. Click the **more** link to display more information about the Global days. A separate page appears with the Medicare status information. Close the page when you are finished reading the information.

HOME | LOG OUT | MY ACCOUNT | CONTACT | FEEDBACK | SUPPORT

CodingToday

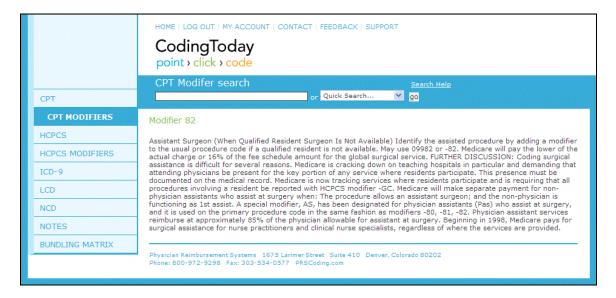
point > click > code

Global: 000

Endoscopic or minor procedure payment includes related pre and postoperative care on the day of the procedure only; Evaluation and management services on the day of the procedure generally not payable.

Modifiers

The **Modifiers** are divided into: May Use, Don't Use, Documentation Required for Use, and Situational. Click any modifier number to display more information about that particular modifier. A separate page appears with the modifier information. Close the page when you are finished reading the information.



Notes Summary

On the right side of the page are three **Notes Summary** links: My Notes, Society Notes, and CPT Notes. Click a link to see note information. To read more about notes in this guide, see Chapter 7: *Add a Note* on page 31.

Diagram

Certain codes, for example 93501, include an anatomical diagram under the Notes Summary. Click the diagram to view a larger version on a new page. Close the page when you are finished viewing.

Medicare's Bundling Information

The **Bundling Information** is divided into: Includes, Included In, and Mutually exclusive. Click any CPT code number link or modifier link to display more information on a new page.

Small Links on Left

When viewing a specific CPT code, five additional links appear on the left, under CPT: General, Notes, LCD, ICD-9 and National. When you click these small links under the main CPT link, you are viewing information for that particular CPT code only.

- General: Displays the main CPT page described above.
- Notes: Displays a Notes summary page including your personal notes, Society notes, and CPT notes. For more on Notes see Chapter 7: Add a Note on page 31.
- LCD (Local Coverage Determination): Displays local carrier decisions for that particular code per state.
- ICD-9: Displays ICD-9 codes that support medical necessity across all states with a policy.
- National: Displays Medicare National Notes for that CPT code.

NOTE: When you are viewing a specific CPT code, the small links on the left under CPT display details for that particular code only. If instead you want to view general LCD information for example, click the bigger LCD link on the left, not the smaller link under CPT.

Medicare Fee Information

This section displays the Medicare RBRVS Relative Values and the Medicare Fees. The numbers you see and the state you are associated with are set up in your profile. You are also able to customize your fee schedule by clicking the **Customize Your Fee Schedule Display** link. Follow the *Customize Your Fee Schedule* instructions below.

Medicare RBRVS Relative Values	National
Non-Facility Total	4.09
Facility Total	2.64
Medicare Fees	National
Medicare Fees Non-Facility Fee	National \$152.71

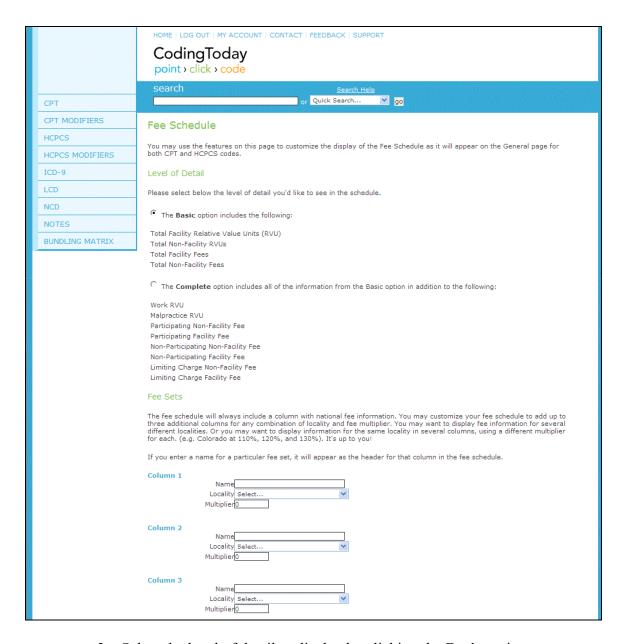
CPT Assistant

If this code is referred to in CPT Assistant, the issue month, year, and page number are displayed.

Customize Your Fee Schedule

To customize the fee schedule that appears for you in CodingToday, follow the instructions below. When you customize the fee schedule that displays, you will affect both the CPT fee schedule and the HCPCS fee schedule regardless of where you make the modifications.

- 1. Click Customize Your Fee Schedule Display.
- 2. The Fee Schedule page appears with options for you to choose.

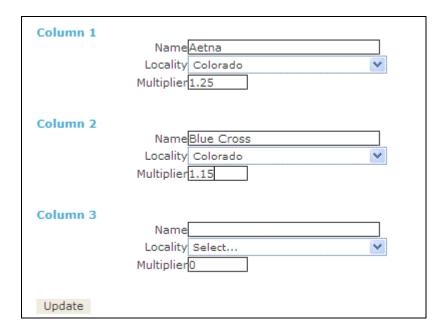


- 3. Select the level of detail to display by clicking the **Basic** option or the **Complete** option.
 - Basic will display these fields: Total Facility Relative Value Units (RVU), Total Non-Facility RVUs, Total Facility Fees and Total Non-Facility Fees.
 - O Complete will display these fields: Total Facility Relative Value Units (RVU), Total Non-Facility RVUs, Total Facility Fees, Total Non-Facility Fees, Work RVU, Malpractice RVU, Participating Non-Facility Fee, Participating Facility Fee, Non-Participating Non-Facility Fee, Non-Participating Facility Fee, Limiting Charge Non-Facility Fee, Limiting Charge Facility Fee.

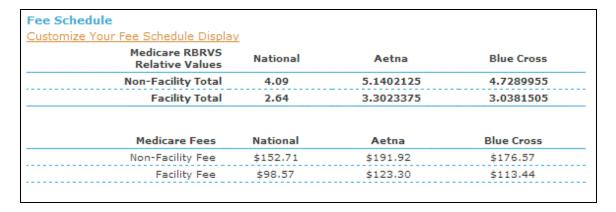
4. Enter up to 3 fee schedules in the **Fee Sets** area. Enter a name for the column header in the **Name** field. For example, Blue Cross or Aetna.

NOTE: IF you do not enter a name for the column, the column header will display the Locality and the fee multiplier percentage.

- 5. Select a **Locality** from the drop-down list.
- 6. Enter the fee multiplier in the **Multiplier** field. You can enter the multiplier as a decimal or a percentage (e.g. 1.25 or 125%).



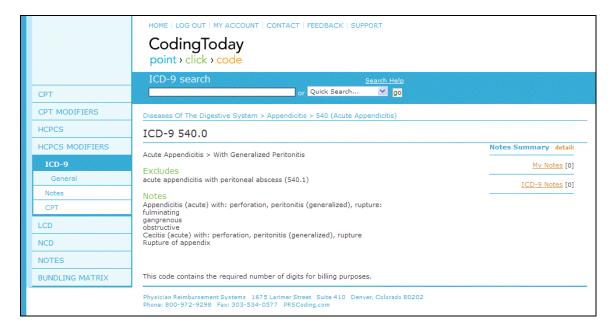
7. Click **Update**. The main page for the code appears. The Fee Schedule at the bottom of the page is updated with the information you entered.



NOTE: When you customize the fee schedule that displays, you will affect both the CPT fee schedule and the HCPCS fee schedule regardless of where you make the modifications

ICD-9 Code Details

After you have found an ICD-9 code by searching, in the **ICD-9 Search Results** page, click the orange code to display code details. Detailed information about the ICD-9 code you selected appears on a new page.



Depending on the code you are viewing, you may see exclusion information and notes information. The system will always tell you whether the code contains the required number of digits for billing purposes.

Browse Path and Notes

Directly above the ICD-9 code, the browse path is displayed. For example, for code 540.0, the browse path will show: Diseases of the Digestive System > Appendicitis > 540 (Acute Appendicitis). Code notes are displayed directly below the ICD-9 code.

Notes Summary

On the right side of the page are three **Notes Summary** links: My Notes, Society Notes, and CPT Notes. Click a link to see note information. To read more about notes in this guide, see Chapter 7: *Add a Note* on page 31.

Small Links on Left

When viewing a specific ICD-9 code, three additional links appear on the left, under ICD-9: General, Notes, and CPT. When you click these small links under the main ICD-9 link, you are viewing information for that particular ICD-9 code only.

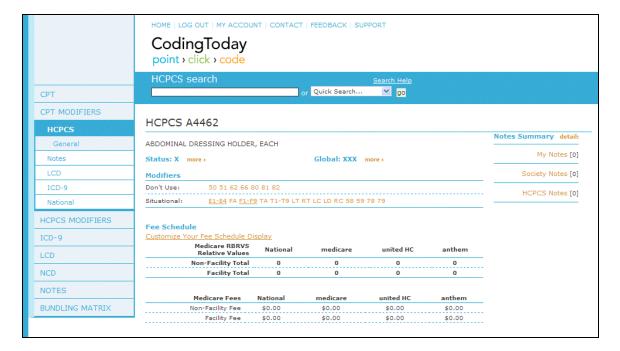
• General: Displays the main ICD-9 page described above.

- Notes: Displays a Notes summary page including your personal notes, Society notes, and ICD-9 notes. For more on Notes see Chapter 7: Add a Note on page 31.
- CPT: Displays CPT codes for which the ICD-9 code supports medical necessity in the state you are associated with and nationally.

NOTE: When you are viewing a specific ICD-9 code, the small links on the left under ICD-9 display details for that particular code only. If you want to view general CPT information for example, click the bigger CPT link on the left, not the smaller link under ICD-9.

HCPCS Code Details

After you have found a HCPCS code by searching, in the **HCPCS Search Results** page, click the orange code to display code details. Detailed information about the HCPCS code you selected appears on a new page.



Modifiers

The **Modifiers** are divided into: May Use, Don't Use, Documentation Required for Use, and Situational. Click any modifier number to display more information about that particular modifier. A separate page appears with the modifier information. Close the page when you are finished reading the information.

Notes Summary

On the right side of the page are three **Notes Summary** links: My Notes, Society Notes, and HCPCS Notes. Click a link to see note information. To read more about notes in this guide, see Chapter 7: *Add a Note* on page 31.

Small Links on Left

When viewing a specific HCPCS code, five additional links appear on the left, under HCPCS: General, Notes, LCD, ICD-9 and National. When you click these small links under the main HCPCS link, you are viewing information for that particular HCPCS code only.

- General: Displays the main HCPCS page described above.
- Notes: Displays a Notes summary page including your personal notes, Society notes, and HCPCS notes. For more on Notes see Chapter 7: Add a Note on page 31.
- LCD (Local Coverage Determination): Displays local carrier decisions for that particular code per state.
- ICD-9: Displays ICD-9 codes that support medical necessity across all states with a policy.
- National: Displays Medicare National Notes.

NOTE: When you are viewing a specific HCPCS code, the small links on the left under HCPCS display details for that particular code only. If you want to view general LCD information for example, click the bigger LCD link on the left, not the smaller link under HCPCS.

Medicare Fee Information

This section displays the Medicare RBRVS Relative Values and the Medicare Fees. The numbers you see and the state you are associated with are set up in your profile. You are also able to customize your fee schedule by clicking the **Customize Your Fee Schedule Display** link. Follow the *Customize Your Fee Schedule* instructions on page 18.

Medicare RBRVS Relative Values	National
Non-Facility Total	4.09
Facility Total	2.64
Medicare Fees	National
Medicare Fees Non-Facility Fee	National \$152.71

Chapter 5: Find a Modifier

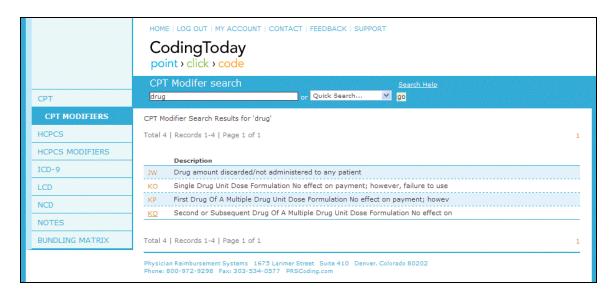
Chapter Objectives

After completing this chapter, you will be able to do the following:

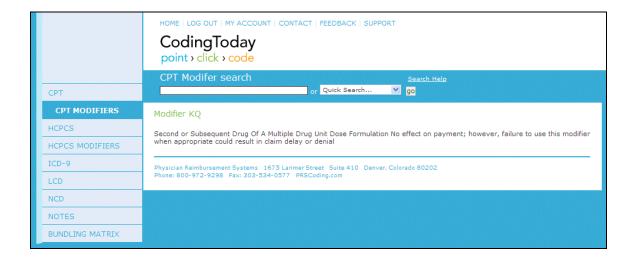
- Display all CPT Modifiers
- · Search for a CPT Modifier
- Display all HCPCS Modifiers
- Search for a HCPCS Modifier

Find a CPT Modifier

- 1. Click **CPT Modifiers** on the left. The CPT Modifiers Search Results page appears with all modifiers displayed. You can scroll through all records, or search for a specific one using the instructions below.
- 2. Type your search criteria in the search box.
 - o Your search criteria can be full modifier, for example HF.
 - o Your search criteria can be text, for example **drug**.
- 3. Click **go** or press Enter.
- Results matching your search criteria appear on the CPT Modifier Search Results. The information included is the modifier and the description.

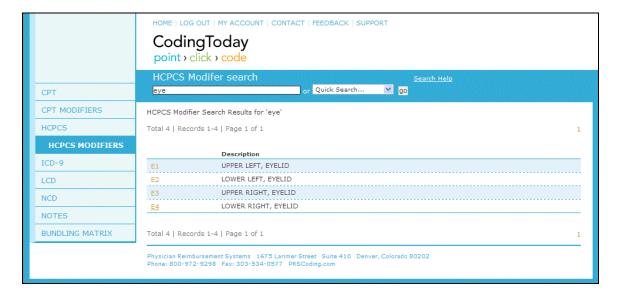


5. For CPT Modifier details, click the orange modifier in the first column.

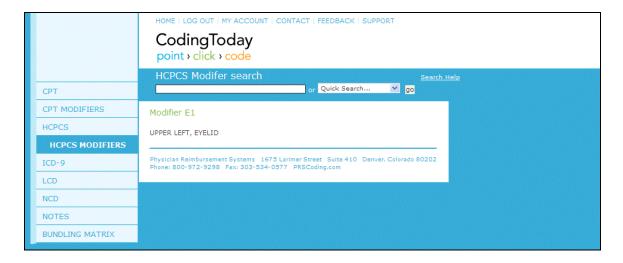


Find a HCPCS Modifier

- 1. Click **HCPCS Modifiers** on the left. The HCPCS Modifiers Search Results page appears with all modifiers displayed. You can scroll through all records, or search for a specific one using the instructions below.
- 2. Type your search criteria in the search box.
 - o Your search criteria can be full modifier, for example A1.
 - Your search criteria can be text, for example blood.
- 3. Click **go** or press Enter.
- 4. Results matching your search criteria appear on the **HCPCS Modifier Search Results** page. The information included is the modifier and the description.



5. For HCPCPS Modifier details, click the orange modifier in the first column.



Chapter 6: Review Policies and Rules

Chapter Objectives

After completing this chapter, you will be able to do the following:

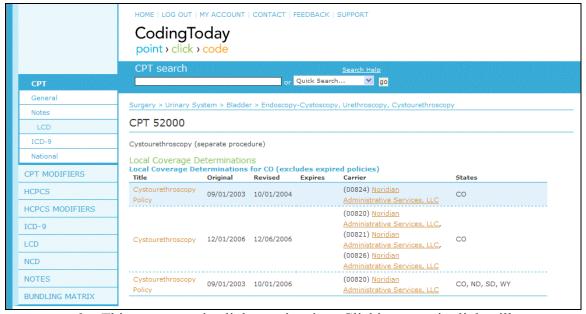
- Find an LCD (Local Coverage Determination)
- Find an NCD (National Coverage Determination)

Look up an LCD

Start with a CPT Code

To find LCDs for a specific code, start with the code details displayed on the CPT / General link. For more information about searching for and displaying a code, see Chapter 3: *Find a Code* on page 6.

- 1. Click the small LCD link on the left under CPT.
- 2. The LCDs for that particular code display. Information included is: **Title**, **Original** policy date, **Revised** policy date, **Expires**, **Carrier** (the Medicare Provider), and **States** (where the LCD is applicable).



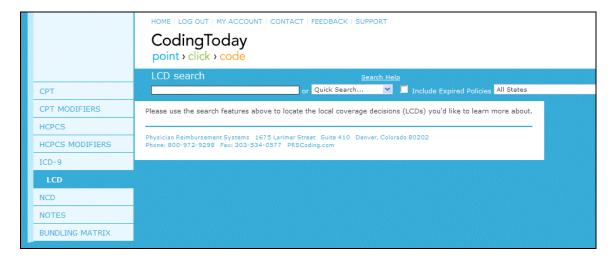
- 3. This page contains links carrier sites. Clicking a carrier link will open a new page with the carrier's site displayed.
- 4. For more LCD details, click the **Title** of the LCD displayed in orange. A new page appears with details about that LCD such as related CPT codes and HCPCS Codes, supported ICD-9 Codes, and policy history.

NOTE: The new page is the main LCD section of the CodingToday site.

General LCD Search

You can also search for LCDs without starting with a CPT code.

1. Click the LCD link on the left. The LCD search page appears.

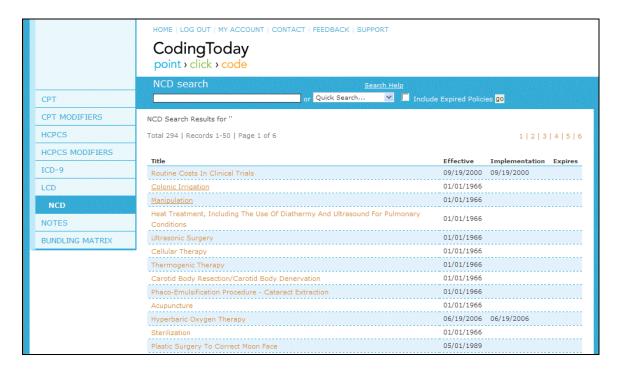


- 2. Type your search criteria in the LCD search box.
 - o Your search criteria can be a full code, for example **52000**.
 - Your search criteria can be partial code, for example 441.
 - Your search criteria can be policy text, for example **prostate,** or a carrier name like **Noridian**.
- 3. Select the **Include Expired Policies** checkbox to display policies that have expired.
- 4. Select a state or region from the drop-down list if necessary. The default is **All States**.
- 5. Click **go** or press Enter.
- 6. Results matching your search criteria appear on the **LCD Search Results** page. The system searches the entire LCD database for your search criteria.
- 7. Click the **Title** for more information.

Look up an NCD

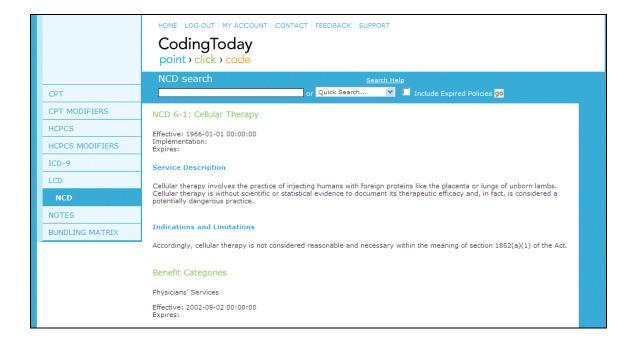
General NCD Search

1. Click the NCD link on the left. The NCD page appears with all NCDs displayed. You can scroll through all records, or search for a specific one using the instructions below.



- 2. Type your search criteria in the **NCD search** box. Typically, your search criteria will be policy text.
- 3. Select the **Include Expired Policies** checkbox to display policies that have expired.
- 4. Click **go** or press Enter.
- 5. Results matching your search criteria appear on the **NCD Search Results** page. The system searches the entire NCD database for your search criteria.
- 6. Click the Title for more information such as transmittal, service description, and indications and limitations.

NOTE: There may be links on this page to carriers. Clicking on a carrier link will open a new page with the carrier's site displayed



CodingToday.com Chapter 7 ◆ Add a Note

Chapter 7: Add a Note

Chapter Objectives

After completing this chapter, you will be able to do the following:

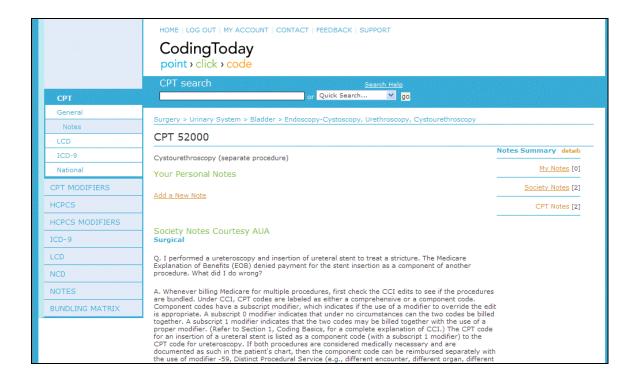
- View a code note
- Add, change, and delete a personal note
- Search for note text

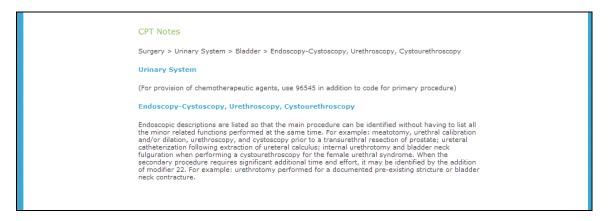
View a Code Note for a Specific Code

CodingToday allows you to view personal notes, society notes, and CPT notes for CPT Codes. For HCPCS codes, you can view personal notes, society notes, and HCPCS notes. For ICD-9 codes, you can view personal notes, society notes, and ICD-9 notes. Society notes appear only if the society has the note as a published document.

- 1. To view a note, start with a CPT Code, HCPCS code, or ICD-9 code displayed.
- 2. Click the small Notes link under CPT, HCPCS, or ICD-9 to see *all* notes for that specific code <OR>:
 - Click My Notes on the right to view only your personal notes.
 - o Click **Society Notes** on the right to view only society notes.
 - Click CPT Notes or HCPCS Notes or ICD-9 Notes on the right to view only those specific notes.
- 3. View the notes.

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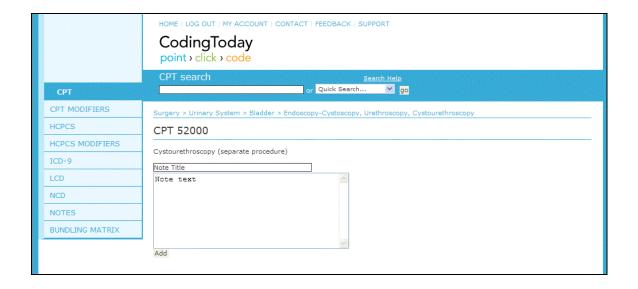


Add a Code Note

- 1. To add a note, start with a CPT Code, HCPCS code, or ICD-9 code displayed.
- 2. Click My Notes on the right.
- 3. Click Add a New Note.
- 4. Type the title for your note in the first entry box.
- 5. Type the note in the second entry box.
- 6. Click Add.

NOTE: Only you will be able to see your personal notes in CodingToday.

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Modify a Code Note

- 1. To modify a note, click the **My Notes** link from a CPT Code, HCPCS code, or ICD-9 code.
- 2. Your note and title displays.
- 3. Click **Delete** to delete the note. You will not get a confirmation message. The note is deleted.
- 4. Click **Modify** to change the note. The title and note appear. Make any changes and click **Update**. The note is updated.

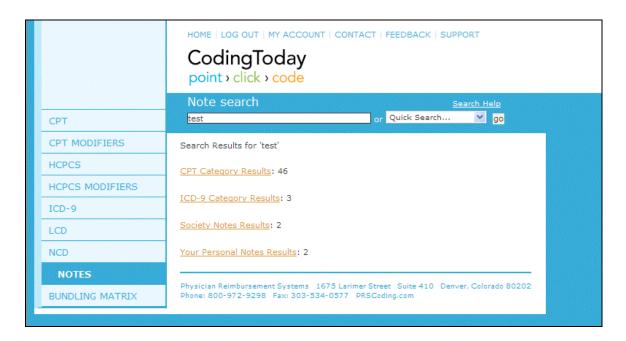
NOTE: Only you will be able to modify personal notes in CodingToday.

Search for a Note

Search Notes for Text or a Code

- 1. Click the **Notes** link on the far left. The Note search page appears.
- 2. Type your search criteria in the **Note search** box.
 - Your search criteria can be a code, for example **52000**.
 - o Your search criteria can be a partial code, for example 520.
 - o Your search criteria can be text, for example **intestine**.
- 3. Click **go** or press Enter.
- 4. Results matching your search criteria appear on the **Search Results** page.

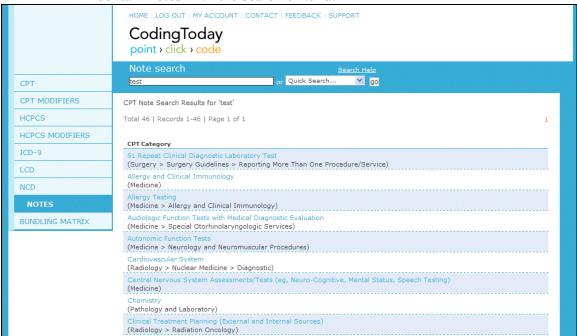
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- 5. The system divides the results into the following categories and indicates how many results in each. The categories encompass a range of codes.
 - o CPT Category Results
 - o ICD-9 Category Results
 - Society Notes Results
 - Your Personal Notes Results

CPT Category Results

1. Click the **CPT Category Results** link to see the categories that contain notes with the search criteria.



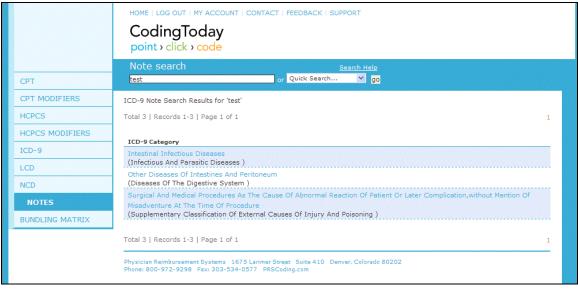
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2. Click a blue category link to view the note.



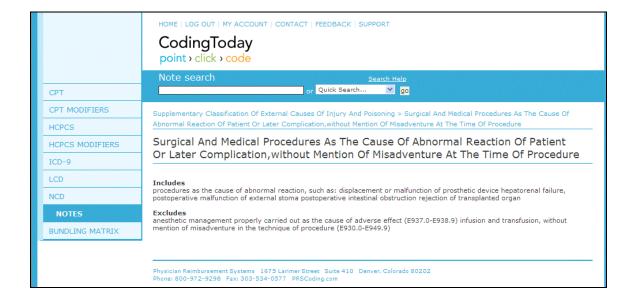
ICD-9 Category Results

1. Click the **ICD-9 Category Results** link to see the categories that contain notes with the search criteria.



2. Click a blue category link to view the note.

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Society Notes Results

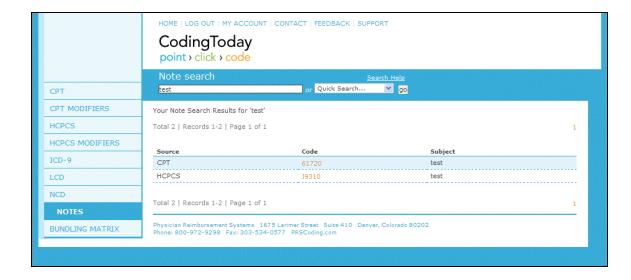
Click the **Society Notes Results** link to view all society notes containing the search criteria.



Your Personal Notes Results

- 1. Click the **Your Personal Notes Results** link to see a list of note sources (CPT, ICD-9 or HCPCS) where notes containing the search criteria appear.
- 2. Click the orange code link to view your personal notes.

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Chapter 8: Use Bundling Matrix

Chapter Objectives

After completing this chapter, you will be able to do the following:

- View bundling information for a set of codes
- Analyze the bundling matrix

Bundling Matrix

The Bundling Matrix allows you to view bundling information for a set of codes you enter.

- 1. Click **Bundling Matrix** on the left.
- 2. Click in the **Codes to Bundle** text entry box.
- 3. Type the first code.
- 4. Press Enter on your keyboard.
- 5. Type the next code.
- 6. Press Enter. Continue until you have entered all codes.
- 7. Select to sort results by Facility RVU or Non-Facility RVU.
- 8. Click Analyze Codes.
- 9. A matrix displays that contains CCI bundling information and same-day global information for the codes entered. The codes are listed in descending order. A detailed analysis of the matrix appears below the matrix.



Bundling Matrix Reference

Click the small **Reference** link under the Bundling Matrix link for details about the bundling matrix, CCI bundling edits, global days for procedures, and situational factors.

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