In an effort to help your office prepare for the ICD-10 transition we have created this Getting Ready for ICD-10 document for your office. The current deadline is October 1, 2015 and we recommend being prepared instead of hoping for a delay or change.

- Update your eTHOMAS to the most current version
- Import the necessary ICD-10 codes (the ICD-9 equivalents will also import on most ICD-10 codes)
- Begin posting charges using ICD-10 codes
- Areas within eTHOMAS where Diagnosis Codes may be stored
- A note about the decimal
- Additional Resources

**Updating eTHOMAS**
We have made recent changes to the ICD-10 codes in eTHOMAS. To ensure that you have the latest changes, please AutoUpdate your system prior to importing any codes into the program.

**Import the Necessary ICD-10 Codes**
In addition to providing our clients with a list of ICD-10 codes, we have also included the ICD-9 equivalent codes provided by CMS. When ICD-10 codes are imported, if there is an ICD-9 equivalent it too will be imported onto the Diagnosis Code. If you have not attended one of our free ICD-10 webinars please do so prior to importing diagnosis codes. Information about our ICD-10 webinars may be found at the end of this document under More Resources.

Here is an example of a code which was imported. The Key Code is the ICD-10 code; the Description is the description that came over through the import. The ICD-9 equivalent is also on the code.
Essentially, you can begin training your office to use the ICD-10 codes before the October 1 deadline! When posting charges for this diagnosis, you would enter in the D23.9 diagnosis code and eTHOMAS will use the ICD-9 code if the ICD-10 checkbox is not checked within the Posting Charges screen.

Here is an example of charge entry using ICD-10 codes with dates of service prior to October 1, 2015.

As you can see, the diagnosis used on the claim is an ICD-10 code. This is the Key Code which eTHOMAS uses to identify the diagnosis code.

The ICD-9 equivalent is 7020. The claim is not marked as ICD10 as you can see with the checkbox being unmarked (outlined in Red above). When the claim is not marked ICD10, the claim will use the ICD-9 code of the Key Code entered, in this case, 7020. This practice can prove to be extremely helpful in getting your staff ready for the ICD-10 transition.
Item 21 of the CMS-1500 form reflects ICD-9 indicator and the ICD-9 code as shown below:

Here is another example the diagnosis codes needed for ICD-9 are 686.9 and 706.1. The ICD-10 codes that are being used are L08.9 and L70.8 and these codes map back to 686.9 and 7061. The claim is not marked as ICD10 so the ICD-9 codes will be billed out on the claim.
Using ICD-10 codes for Dates of Service on or after October 1, 2015

When ICD-10 comes into play for claims with a date of service on or after 10/1/2015, you have some choices. You will want to answer some questions about your office:

- Am I posting charges for more claims that have a date of service prior to 10/1/2015?
  - Then you will want to leave your system as is and only mark those claims manually that have a date of service on or after 10/1/2015 as ICD-10.

- Am I posting charges for more claims that have a date of service on or after 10/1/2015?
  - Then you will want to activate the system setting ICD10Default and uncheck the ICD10 checkbox on those claims that have a date of service prior to 10/1/2015.

If you are Posting Charges for More Claims that have a Date of Service Prior to 10/1/2015

In this case, you will want to leave your system as is and just mark those claims that have a date of service on or after 10/1/2015 as ICD10. For the majority of your other claims, you would leave the ICD10 checkbox unchecked to reflect the ICD-9 codes on the claim forms.
In this scenario, the ICD10 checkbox is checked. It was manually checked at the time of Charge Entry. When the claim is prepared, the system will use the ICD-10 code from the Diagnosis Key Code entered into eTHOMAS at the time of posting charges. As you can see, Item 21 reflects the ICD-10 indicator and is reporting the ICD-10 code.

**If you are Posting Charges for More Claims that have a Date of Service on or after 10/1/2015**

Once we pass the 10/1/2015 ICD-10 date, you will find that more and more of your claims will have a date of service of 10/1/2015 and after. Once your office gets to a point where you are posting more charges that have a date of service on or after 10/1/2015 then you will want to activate the System Setting ICD10Default so that ICD10 will be checked on the Posting Charges screen. Then you would uncheck the ICD10 checkbox when you have a claim that has a date of service prior to 10/1/2015.

From Utility | Settings | System Settings, click the plus sign + to add a new setting. In the Code field type ICD10DEFAULT and put a 1 in the Value field. Save the Code.

With ICD10DEFAULT System Setting active, when Posting Charges, the ICD10 checkbox will be checked by default. You can uncheck the box when necessary to reflect an ICD-9 code.

**Areas within eTHOMAS where Diagnosis Codes may be Stored**

There are areas within eTHOMAS where you may have Diagnosis Codes. If you have codes stored in these areas you may want to change them from ICD-9 to ICD-10 or take them out completely. Please review these areas and decide if they pertain to your office or not. With this information you can start creating a plan on what to do with these areas.

- Patient Information DX1 & DX2
- Case Management
- Patient Referrals
- Procedure Codes
- Reports
Patient Information Primary and Secondary Diagnosis
Diagnosis information has been entered for this patient. See DX1 and DX2.

If you post charges for patients with information contained within DX1 and DX2, those codes will automatically populate onto the Posting Charges screen.

In order to find a list of patients who have a primary or secondary diagnosis within their Patient Information, from the Patient screen, click the Search button.
That will bring you to the Patient List screen. Click the Export Patients button.

You will be brought to an Export Fields screen. Choose the following fields: PatAcctno, Last_Name, First_Name, Pri_Diag, and Sec_Diag. Then select Export.

A file will export with the selected fields.

Select OK and navigate to where the file is stored. The file name will be stored as EXPORTDATA.TXT. Double click to open the file.
The patients with their diagnosis (if any) will be listed within the text file.

If you have Microsoft® Excel you may open the file in Excel.

Open a new Excel document, choose File | Open and then browse to the location of the ExportData.txt, select all Files. Select ExportData.txt by double clicking.

Once you open ExportData.txt it will bring up a Text Wizard. Select Delimited and then click Next.
Uncheck Tab and select Comma, click Next.

Leave the Column data format at General and click Finish.

Now the information is in a readable spreadsheet format.
Once you have this information, you have some options.

- Go through all of your patients who have a primary and/or secondary diagnosis and remove those codes.
  - This would be very time consuming.
- Go through all of your patients who have a primary and/or secondary diagnosis and replace with the ICD-10 equivalent.
  - This too would be very time consuming.
- Set up the System Setting DefaultDx with a value of 1. This will pull the diagnosis code used on the previous claim rather than the Patient Information DX1 and DX2.
  - Keep in mind that if you have this setting turned on, it will remember the previously used codes (ICD-10 or ICD-9)

With the list generated your office can begin to come up with a plan on how you want to handle the primary and secondary diagnosis codes within your office. If you do not use primary and secondary diagnosis within the patient then you will not need to do this part.

**Case Management**

Another area within eTHOMAS that may also contain diagnosis codes is Case Management. If you use cases, you’ll want to keep in mind that the cases you set up contain ICD-9 diagnosis codes.

To access Cases, click the Patient | Transaction | Case Management and if a patient has a Case assigned it will be listed.

We suggest editing your current case to indicate that it is ICD-9 in the Description and then adding a new case for ICD-10 and copying the information from the previous case and putting the ICD-10 diagnosis codes within the new case. You will end up with 2 cases; one indicating ICD-9 and one indicating ICD-10.
Patient Referrals
Another area which stores diagnosis codes within eTHOMAS is the Patient Referrals. This area of eTHOMAS may be used to create referral sheets to be sent to Primary Care Physicians for treatment. To access Patient Referrals, from the Patient click Utility and Patient Referrals. Your diagnosis information within the Patient Referral will more than likely be ICD-9.

We suggest creating a new referral once ICD-10 becomes the standard for those referrals you may need to send out after ICD-10 is the standard.

Procedure Codes
You may also have diagnosis codes stored in your procedure codes. Go to Code Files | Procedure | Procedure. Double click any of your procedure codes and notice there is a spot for DX Code. You will want to either remove the code or replace with the ICD-10 equivalent, if there is one. We do not recommend using the DX Code from within the Procedure since that diagnosis code will default onto the claim whenever that procedure code is used.

Reports
There are some reports that may contain diagnosis code information. Those areas are the Service Analysis Report and the Custom Reports. We suggest creating a new report for those reports you currently have that contain ICD-9 diagnosis code information.

A Note about the Decimal
You will notice when importing ICD-10 codes into eTHOMAS there is a decimal in both the Key Code and the ICD-10 code field. This was done for several reasons. All ICD-10 codes begin with an alpha character; there were some ICD-9 codes that began with a letter. Consequently, there are some ICD-10 codes that were recycled. By placing the decimal in the Key Code Genius Solutions eliminated any confusion or duplication of diagnosis Key Codes. Secondly, including the decimal in the Key Code and in the ICD-10 code is a prevalent distinction for our users to tell the difference between their ICD-9 and ICD-10 codes within the system.
More Resources
Listed you will find some of the resources we have to offer to help prepare your office for ICD-10.

ICD-10 Webinar
We have created an ICD-10 webinar (free of charge) which contains useful information on transitioning to ICD-10 in eTHOMAS as well as conversion tools you can use to begin preparing your office for ICD-10. For a list of the webinar offerings visit our website at [www.geniussolutions.com](http://www.geniussolutions.com) select your specialty, click Events and select the eTHOMAS weekly ICD-10 webinars. The ICD-10 webinars are free of charge you just need to register for the dates you desire.

Websites
[www.icd10data.com](http://www.icd10data.com) is a useful conversion tool when converting ICD-9 codes to ICD-10.

White Plume for ICD-10
White Plume is our new Superbill partner. Please visit our website [www.geniussolutions.com](http://www.geniussolutions.com) select your specialty, click Partners and select e-Superbills for ICD-10 White Plume for more information.

Focus Group Information
Check to see if there is an upcoming Focus Group in your area! Visit our website at [www.geniussolutions.com](http://www.geniussolutions.com) select your specialty, click Events to see any upcoming Focus Groups.

NACC ICD-10 Online Prep Courses
For our Chiropractic clients, Dr. Ted Arkfeld is offering an online ICD-10 training course specific for the Chiropractic specialty. Please visit our website for a video for more information on the course at [www.geniussolutions.com](http://www.geniussolutions.com), select Chiropractic Specialty and then Events. Look for the NACC ICD-10 video. Under the video there is a link to register. You may contact the NACC at 989-448-8065 or visit their website at [www.correctcodingpays.com](http://www.correctcodingpays.com) with questions.

dTHOMAS Users
Contact our Sales Department at 586-751-9080 and let them know you are ready to upgrade to eTHOMAS. Act now before the ICD-10 deadline in order to prevent delay in your insurance payments!

What’s New
Be sure to check the What’s New area in eTHOMAS after updating for specific information on released changes to the software. You may access What’s New from Messaging | What’s New.