

**New Features for Quick Tracker, introduced October 2015:**  
**Facility Default HCPCS for Setup**  
**Coding for ICD-10 with multiple diagnoses.**

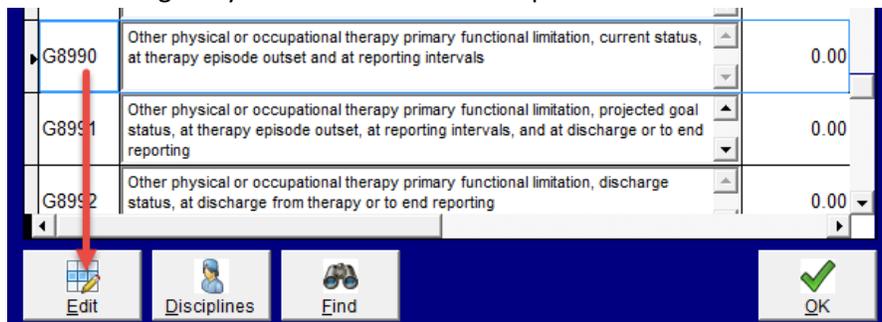
This new feature allows you to select a subset of the HCPCS/CPT-4 codes that you use most often and make them part of a facility default list. Those defaults can be quickly assigned to residents that are new to therapy. The list can then be edited to individual needs and assigned to diagnoses.

**How to Set-Up the Defaults**

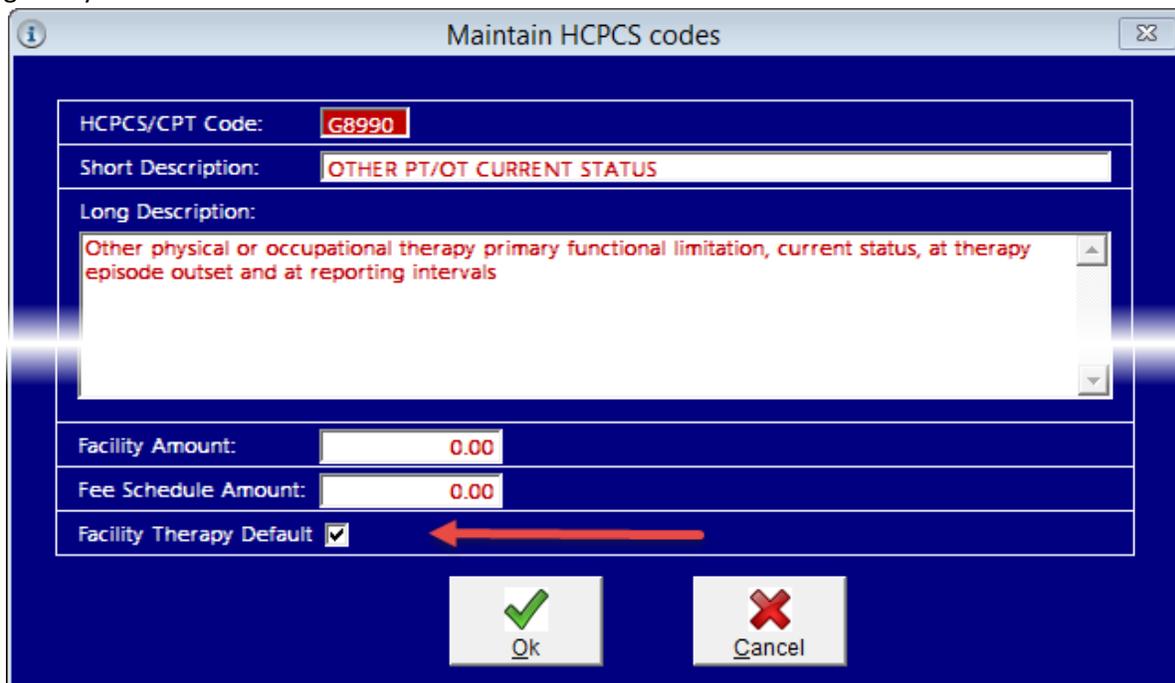
**Resident Scheduling – Utilities – Maintain HCPCS/CPT-4 Codes**

This is the area that you have been using to maintain the codes associated with disciplines and the reimbursement rates per code. This may also be applied to your most frequently used g-codes.

Select the code you wish to assign to your default list and then press EDIT.



At the bottom you will see a new tick box called **FACILITY THERAPY DEFAULT**. Click in the box to insert a check. Click again if you wish to remove it from the default list. **OK** to save.



## How to Use the Setup Defaults

### Resident Scheduling – Clinicians/Other – Visits Quick Tracker – Setup button

This new feature is meant to allow you to establish a new setup with a minimum number of button pushes. Fine tuning your setup can be done at setup or later if necessary. Note, however, you MUST have the diagnoses on the HCPCS prior to recording your visits/minutes. Select your resident and then select the therapy type (PT, OT, ST). In the lower right corner press the **SETUP** button.

The screenshot shows a window titled "PT Setup" with a blue header bar containing "AAA, TRIPLE". Below the header are several buttons: "Load Default HCPCS Codes", "Clear The Current Setup", "Add HCPCS to List", and "Remove HCPCS's". On the right side, there are input fields for "Choose a Default Clinician" (containing "010"), "Remove Clinician", "THERAPIST", "PT", and "Default ICD Codes for this HCPCS". At the top right are "Cancel" and "Save" buttons. Below these controls is a table with columns: Code, Desc, Diag1, Diag2, Diag3, Diag4, Diag5, and Clinician. The table is currently empty.

You will notice that the layout of this screen has changed

- to accommodate the need to have multiple ICD-10 codes in some cases for a complete diagnosis assigned to HCPCS
- and to allow you to use the defaults you set up.

### Using Multiple ICDs

Since a single ICD-9 may have been replaced by a combination of codes, we have provided you with space to record up to 5 codes linked together. When you press the DEFAULT ICD CODES button you will see the following screen.

The screenshot shows a dialog box titled "Select Diagnosis for this HCPCS" with a blue background. It features a "Default Diagnosis Codes" field at the top. Below it are five rows, each with a button labeled "Select Primary Diagnosis" or "Select Additional Code" and a corresponding yellow input field. At the bottom right are "Cancel" and "OK" buttons.

Click on the SELECT PRIMARY DIAGNOSIS button and select the appropriate diagnosis. If you need to add others, click on the next SELECT ADDITIONAL CODE button. Repeat until you have all linked diagnoses listed in the table. Click OK to bring your choices into the Setup screen.

#### **Quick way to get started-**

If you enter a default ICD code(s), choose a default clinician, and then press the LOAD DEFAULT HCPCS CODES button, all of the facility defaults with the ICD code(s) will show in the area at the bottom of the setup screen. Press SAVE and they will be placed into the Quick Tracker screen and you will be ready to begin recording visits. Later you can remove those that you do not need for this resident.

#### **Individualize-**

Since the default list may contain many more HCPCS than this resident needs or may not contain the unique one you need for him/her, you will need to customize the defaults. You can do this as part of the setup or you can do this later. Simply press the **SETUP** button again on the main Quick Tracker screen to display the current setup and then do your editing.

**Adding additional HCPCS.** Click the DEFAULT ICD CODES button and select the appropriate code(s) if they are not currently listed. Then press the ADD HCPCS TO LIST button. Double click the additional codes you wish to add. They will display in your list. Click SAVE to add them to the main Quick Tracker screen.

**Removing HCPCS.** Highlight the code in the list on the setup screen and then press REMOVE HCPCS button. The entire line (HCPCS plus ICD code) will be removed.

**Adding more ICDs to an existing procedure code.** If, for example, you discover that you need additional codes to complete an ICD-10 diagnoses you can directly type them into the diagnosis box. You may have up to five per procedure (boxes labeled DIAG1 through DIAG5).

**Removing a single ICD from a procedure.** If you have a HCPCS with multiple ICD-10 codes and you need to remove one of those diagnosis codes from that procedure line, simply double click on the ICD code and it will be removed.

**Dual coding** for ICD9 and ICD10. DO NOT PUT BOTH ICD-9 AND ICD-10 DIAGNOSIS CODES ON THE SAME HCPCS LINE. You will need to have the HCPCS listed twice, once associated with your ICD-9 code and once with the ICD-10 code up until 10/1. Prior to 10/1 you will enter visits/minutes with the ICD-9 code. Beginning 10/1 you will enter visits/minutes with the ICD-10 codes.

#### **Readmission setup-**

If the resident was in the facility three years ago for example, and the setup that is displayed on the Quick Tracker screen is no longer valid, you may enter a current ICD code and then press LOAD DEFAULT HCPCS CODES. The old setup will be overwritten with the defaults (see cautions below). You may now edit the defaults to individualize the list.

#### **Single HCPCS associated with multiple diagnoses-**

With ICD-10 codes becoming more specific, you may need to designate that you are doing the same treatment to both the left and right leg, for example. Create the default list as above for diagnoses associated with the left

side. Now click the DEFAULT ICD CODES button and enter the diagnoses for the right side. Then click ADD HCPCS TO LIST and select the HCPCS for the right side.

### Cautions

DO NOT record visits on lines created *without a diagnosis code* attached to them. There is no easy way to add the diagnosis code after a visit. The best way would need to delete the visit, correct the code, and then reenter the information. As everyone moves toward an electronic record, this data is your documentation so you will want it to be as complete as you can.

LOAD DEFAULT HCPCS CODES button will overwrite whatever is in the current list. Be sure this is what you intend. If you have visits associated with old codes, the visits data will not be erased. You will still see the data in the reports, but those visits/HCPCS codes *will no longer be visible* on the Quick Tracker screen. If you must see these visits on your Quick Tracker screen, then edit the codes and do not use the LOAD DEFAULTS option.

What happens if I press CLEAR THE CURRENT SETUP? This button will remove **all** of the items from your list on the bottom of the SETUP screen. You would then select your current ICD code(s) and then either individually select codes with the ADD HCPCS TO LIST button or you may use the LOAD DEFAULT HCPCS CODES button as above.

- If you press the clear button and then SAVE and there are no visits within the past four months, the Quick Tracker window will be blank. Remember, you have not deleted the data for the older visits and can still print reports to see it.
- If you press the clear button and then SAVE, the visits within the past four months will be displayed in the Quick Tracker window and you will see the HCPCS/ICD combinations associated with them.

### Using the ADD HCPCS and ICDS buttons on the main Quick Tracker screen

#### Resident Scheduling – Clinicians/Other – Visits Quick Tracker – Main Screen

These buttons will function in the same way as in previous versions. The primary difference is that you can select up to five ICD codes to complete a diagnosis.

PT	THERAPIST	B			
Print					
Hcpcs	Primary Diagnosis	Diag 2	Diag 3	Diag 4	Diag 5
92532	599.0	680.4			
95831	599.0	680.4			
95832	599.0	680.4			
95832	F02.80	G00.1			
97001	599.0	680.4			
97001	E89.811	F01.50			
97002	599.0	680.4			
97002	E89.811	F01.50			
G8978	599.0	680.4			
G8978	E89.811	F01.50			
G8979	599.0	680.4			

**ADD HCPCS -**

Click the button and select your HCPCS code to add to the Quick Tracker screen. You will then need to select all of the appropriate codes to associate with that HCPCS. Generally this will be a single code for ICD-9 but may involve selection of multiple codes for ICD-10. You may add up to 5 different diagnoses. Make sure that you add the primary diagnosis first.

Select Diagnosis for this HCPCS

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Default Diagnosis Codes

Click on the SELECT PRIMARY DIAGNOSIS button to display the list of current diagnoses for the resident. You may use the SWITCH button to take you through ALL diagnoses for the resident to ICD-9 codes to ICD-10 codes. Do the same for each additional diagnosis you need to add. Press OK to save.

If you entered diagnosis codes in the past and those display here, you may edit by clicking on the SELECT buttons. A pop-up will display to ask if you want to remove the code (if you are decreasing the number of ICDs associated with HCPCS) or if you want to edit it.

**ADD ICDs** – (may also be used to **dual code**)

Highlight the HCPCS code in the first column on the main Quick Tracker screen. You may have entered a HCPCS associated with a diagnosis for the left leg and now need the same code with a diagnosis for the right foot. Once you have highlighted the HCPCS, then click the ADD ICD button. You will see the screen above. Select your diagnosis codes beginning with the primary diagnosis. When you click OK you will see the same HCPCS on two different lines with two different sets of diagnosis codes.

You can also use this button to add ICD-10 codes. Highlight the HCPCS linked to your ICD-9 and click the ICD button. Select the new ICD-10 code(s). In the illustration below, you see the same HCPCS code on both lines. The top line has ICD-9 diagnosis codes and the second line has the related ICD-10 codes.

<b>95832</b>	<b>599.0</b>	<b>680.4</b>			
<b>95832</b>	<b>F02.80</b>	<b>G00.1</b>			