Appendix A: TruCode Encoder Essentials

ChartWise CDI is integrated with TruCode’s Encoder Essentials. The TruCode Encoder is a comprehensive encoding software solution that generates immediate results.

The TruCode Encoder Essentials Page is comprised of two controls:

- The CodeBooks control
- The Research control

**CodeBooks Control**

The CodeBooks control is used to search for diagnoses, procedures, E codes and external causes. You can use the code books to locate codes and post them to encounters, or simply to view a code with its surrounding notes and codes in a code book. The following code books are included in the CodeBooks control:

- **ICD-10-CM Diagnosis and External Cause** – These books consist of an alphabetic index where you can look up terms and a tabular of codes which includes all instructional notes.
- **ICD-10-PCS Procedure** – This book consists of an alphabetic index where you can look up terms and a table where you choose the specifics of the procedure to construct the ICD-10-PCS procedure code.

You can search the code books by terms or by codes. In other words, by an **Index** display or a **Tabular** display.
Searching by Index
When searching a code book by terms, the alphabetic index is searched and appears in the control.

The following elements are shown:

- **Search Results pane** – This pane displays all index entries from the alphabetic index that match the search terms.

- **Context bar** – This bar shows the alphabetic index location of the index entry selected in the Detail pane. The Context bar changes when you focus on a different entry in the Detail pane.
- **Detail pane** – This pane displays the alphabetic index for the index entry selected in the Search Results pane.

- **Backward and forward navigation** – Click the left arrow to move back and the right arrow to move forward through the codes you have viewed.

- **Find All search** – A Find All search looks for terms outside of the structure of the index. The search results display all occurrences of the terms in the code book that is searched.

- **Complication icon** – Symbol indicates a major complication or comorbid condition.
Click the Instructional Notes icon to view additional notes for this code.

![Instructional Notes]

Click anywhere on the page to close the Instructional Notes.

You can search the following tables:

- **Neoplasm table** – In the ICD-10-CM diagnosis code book, this table lists anatomical sites alphabetically, with columns to indicate the code for each behavior type, such as primary, secondary, benign, etc.
- **Table of Drugs and Chemicals** – In the ICD-10-CM diagnosis code book, this table contains a classification of drugs and chemicals to identify poisoning states and external causes of adverse effects.

The following additional Index features are available:

- **See and See Also cross-references** – The indexes include See and See also instructions which are cross-references to other areas of the index.
- **Synonym search** – Synonyms are acronyms, abbreviations and shortcuts you can use to search the alphabetic index. Performing a search using a Synonym is the same as a search using terms.
- **Custom index lines** – Custom index lines are alphabetic index entries that have been added to the official indexes. These entries are noted with the “T” symbol before the alphabetic index line. The source of the custom index line is noted in parentheses.
- **E code search** – The E code index (external cause of injury index) functions the same as the other indexes. Like the other indexes, you access it from the code book drop-down list. Within the structure of ICD-10-CM, there are many E codes with sub-terms of one or two words, such as by, with, due to, and from. You do not need to enter such terms in the encoder search. ICD-10-CM external cause of morbidity codes do not begin with an E. They begin with the characters V, W, and X.
- **Minus sign icon** – In the ICD-10-CM index, a minus sign follows codes that require additional characters. To view the additional characters, click on the code to proceed to the tabular.
Searching by Tabular
The Tabular search includes all instructional notes, such as:

- Includes
- Excludes
- Chapter
- Category Notes

Codes included in the instructional notes, as well as in the tabular, are links that can be accessed.

The following additional Index features are available:

- **Instructional notes** – If a code has an instructional note, the symbol appears to the left of the code when the code is highlighted. Instructional notes contain Includes, Excludes, and Notes from the chapter, section, and category levels. To view the note, click on the symbol.
- **Backward and Forward navigation** – Click to move backward and forward through the codes you have viewed or move back to the index.
- **Symbols** – Symbols are used in the tabular to provide additional information. For most symbols, when you rest your mouse pointer on it, a description of the symbol appears.
- **Expand and Collapse Icons** – In the ICD-10-CM tabulars, click the expand triangle following a code to expand the seventh character list, or click the collapse triangle following a code to collapse the seventh character list.
Figure A-1: Tabular Steps

To directly access the tabular listing, enter a code in the **Search for** field, select the appropriate code book and click the **Search** button.

Click the left and right arrows to move backward and forward through the codes you have viewed.

If the code has a seventh character, use the expand and collapse icons to view the complete list of seventh characters for that code.

Click on a code with a plus sign in front of it to add it to this admission.

**Searching for an ICD-10-CM Code**

To search for an ICD-10-CM code:

1. Enter a term, terms, or code in the **Search for** field. The terms can be shortened to the first three or four letters and can be entered in any order. For a code, you can enter as little as the first three digits of the code. There are also many E codes with sub-terms of one or two words, such as **by**, **with**, **due to**, and **from**. You don’t need to enter those terms in the search.
2. Choose the **Diagnosis, ICD-10-CM** or **External Cause, ICD-10-CM** code book from the code book list.

3. Click **Search** to view the search results. The **Search Results** pane displays the results. Several results may be shown due to the search terms being found in multiple places in the alphabetic index. If you searched by a code you are taken directly to the tabular view.

4. If there are additional secondary results that you want to view, click the **Show all search results** link. The first results are the best results based upon the search terms used. The secondary results are particularly helpful when you are unsure of the terms to enter for a disease.

5. To view the detail for a term in the **Search Results** pane, click on it.

6. If a cross-reference (**see** or **see also** note) is listed and you want to view it, click the link to view the related term.
7. For conditions that involve more than one code, both of the codes are listed with the second one in brackets. To view the first code in the tabular, press **Enter**. Then press **Enter** again to view the second code in the tabular. When you press **Enter** a third time both codes are posted.

8. To select a code and open the tabular, click on the code in either the **Search Results** or the **Detail** pane. In the tabular, check any instructional notes. To do so, click on the symbol to the left of the code to open the instructional notes. Perform any needed research using the **Research** pane (refer to for more information on the **Research** pane).

**Seventh Character**

The code may require a seventh character, a character that provides additional information about the diagnosis and the encounter. If this is the case, an expand icon appears to the left of the code. Do the following to select the seventh character for the code:

1. Click the expand icon to expand the list of seventh characters.
2. Locate the applicable seventh character for the code.
3. Click on a code to add it to the admission.

Remember that some codes that require a seventh character do not contain six characters. When that is the case, an X fills any missing characters.
Searching for an ICD-10-PCS Code
To search for an ICD-10-PCS procedure code:

1. Enter the term, terms, or code in the Search for field. Multiple terms can be entered in the Search for field. Terms can be shortened and entered in any order. For a code, you can enter as little as the first digit of the code.
2. Choose the Procedure, ICD-10-PCS code book from the code book list.
3. Click Search or press Enter to view the search results. The Search Results pane displays the results. Several results may be shown due to the search terms being found in multiple places in the alphabetic index.

4. Click on an index entry to view the details in the Detail pane. If there are additional secondary results that you want to view, click the Show all search results link. Click the left and right arrows to move backward and forward through the codes you have viewed. Finally, click on a code to select it and open the Tabular view.
5. To view the detail for an index entry in the Search Results pane, click on it.
6. If a cross-reference (see or see also note) is listed and you want to view it, click the link to view the related term.
7. To select a code and open the ICD-10-PCS table, click on the code in either the Search Results or the Detail pane.
8. Perform any needed research using the Research pane.

Figure A-4: Procedure Steps
9. In the **Body Part** column of the ICD-10-PCS table, verify that the correct body part on which the procedure was performed is selected. If needed, click on a different body part.

10. Notice that the beginning of the code, the part selected in the index, appears in the **Search Results** pane.

11. In the **Approach** column, the procedure approaches for the selected body part, if any, are now listed.

12. Choose an approach. In the **Device** column, the devices for the selected approach, if any, are now listed.

13. Choose a device.

14. In the **Qualifier** column, the qualifiers for the procedure, if any, are now listed.

15. Choose a qualifier.

16. When you are finished selecting the aspects of the code, click **Add Code** to post the code.

**Searching All Occurrences of a Term**

The Find All search provides the ability to search for terms outside of the structure of the ICD-10-CM /PCS index. The search results display all occurrences of the terms in the code book that is searched, no matter where in the code book the terms are found.

1. Enter the term or terms in the **Search for** field.
2. If you need to change code books, select the book from the list.
3. Click the **Find All** check box to select it.
4. Click **Search** to view the search results. In the **Search Results** pane, all index entries containing the terms are shown.
5. If there are additional secondary results that you want to view, click the **Show all x search results** link.
6. Proceed with your search as usual.

**Keyboard Shortcuts**
The following keyboard shortcuts can be used in the CodeBooks control:

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>➡️⬅️</td>
<td>ICD-10-CM tabulars</td>
<td>With the focus on a code with a seventh character, press to expand or collapse the seventh character list.</td>
</tr>
<tr>
<td>➡️⬅️</td>
<td>ICD-10-PCS table</td>
<td>Press to move between the columns in the table.</td>
</tr>
<tr>
<td>➡️⬅️</td>
<td>ICD-9-CM and ICD-10-CM Indexes</td>
<td>With the focus on a row in the Neoplasm table, Hypertension table, or Table of Drugs and Chemicals; press to move through the columns.</td>
</tr>
<tr>
<td>➡️⬅️</td>
<td>Vertical splitter bar</td>
<td>With the focus on the splitter bar, press to resize the panes. Press Enter to confirm the new size.</td>
</tr>
<tr>
<td>↑↓</td>
<td>Indexes and tabulars</td>
<td>Press to move up and down through the rows.</td>
</tr>
<tr>
<td>↑↓</td>
<td>ICD-10-PCS table</td>
<td>Press to move up and down through the items in a column.</td>
</tr>
<tr>
<td>↑↓</td>
<td>Horizontal splitter bar</td>
<td>With the focus on the splitter bar, press to resize the panes. Press Enter to confirm the new size.</td>
</tr>
<tr>
<td>Enter</td>
<td>Indexes and tabulars</td>
<td>With the focus in the search bar, press to perform a search.</td>
</tr>
<tr>
<td>Enter</td>
<td>Tabulars</td>
<td>Press to post the highlighted code.</td>
</tr>
<tr>
<td>Enter</td>
<td>ICD-10-PCS table</td>
<td>Press to select the highlighted item in a column and move to the next column.</td>
</tr>
<tr>
<td>Enter</td>
<td>Splitter bar</td>
<td>When resizing a pane using keyboard shortcuts, press to confirm the change.</td>
</tr>
<tr>
<td>Backspace</td>
<td>ICD-10-PCS table</td>
<td>Press to move back a column.</td>
</tr>
<tr>
<td>key</td>
<td>ICD-10-PCS table</td>
<td>Press the letter or number key for the item in the highlighted column that you would like to select.</td>
</tr>
<tr>
<td>Ctrl + ↑ Ctrl + ↓</td>
<td>Indexes and tabulars</td>
<td>Press to move backwards or forwards through the panes and resizers.</td>
</tr>
</tbody>
</table>
Symbols
The following symbols can be used in the CodeBooks control:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![ ]</td>
<td>All tabulars</td>
<td>Click to access Instructional Note</td>
</tr>
<tr>
<td>![ ]</td>
<td>All tabulars</td>
<td>New code</td>
</tr>
<tr>
<td>![ ]</td>
<td>All tabulars</td>
<td>Modified code</td>
</tr>
<tr>
<td>![ ]</td>
<td>All tabular</td>
<td>Modified note</td>
</tr>
<tr>
<td>![ ]</td>
<td>ICD Diagnosis tabulars</td>
<td>Major Complication / Comorbid Condition</td>
</tr>
<tr>
<td>![ ]</td>
<td>ICD Diagnosis tabulars</td>
<td>Complication / Comorbid Condition</td>
</tr>
<tr>
<td>![ ]</td>
<td>ICD-10 Diagnosis tabular</td>
<td>Major Complication / Comorbid Condition, Patient Discharged Alive</td>
</tr>
<tr>
<td>![ ]</td>
<td>ICD-10-CM tabular</td>
<td>Access the seventh character of a code (click the ▶️ to expand or click the ▼️ to collapse the list)</td>
</tr>
<tr>
<td>![ ]</td>
<td>ICD-9 Procedure tabulars</td>
<td>Operative Room procedure</td>
</tr>
<tr>
<td>![ ]</td>
<td>ICD-9 Procedure tabulars</td>
<td>Non-Operative Room procedure</td>
</tr>
<tr>
<td>![ ]</td>
<td>ICD indexes</td>
<td>Custom TruCode content (view the tooltip for details about the type of custom content)</td>
</tr>
<tr>
<td>![ ]</td>
<td>ICD-9 Diagnosis index</td>
<td>Addition to the ICD-9-CM Table of Drugs and Chemicals from Channel Publishing Expanded Table of Drugs and Chemicals</td>
</tr>
<tr>
<td>![ ]</td>
<td>ICD-10-CM Index</td>
<td>Code has a seventh character</td>
</tr>
<tr>
<td>![ ]</td>
<td>Crosswalk</td>
<td>Best match (most common match or major topic)</td>
</tr>
<tr>
<td>![ ]</td>
<td>Crosswalk</td>
<td>Other match (less common match or minor topic)</td>
</tr>
</tbody>
</table>
Research Control
The Research control consists of the following panes:

- **DRG Analysis** – This pane displays alternate DRGs based upon the current DRG, codes present in the encounter, and the patient status.
- **Research** – This pane contains reference and coding information applicable to a selected code.
- **Edits** – This pane displays edits for an encounter.

DRG Analysis Pane
The DRG Analysis pane suggests alternate DRGs based upon the current DRG, codes present in the encounter, and the patient status. The list of possible alternate DRGs includes the requirements that would need to be met and the applicable codes to add to the encounter if the documentation supports these changes.

To use the DRG Analysis tool:

1. Code the encounter.
2. Click on the **DRG Analysis** tab.
3. To show all of the applicable codes for the suggested DRG and requirements, click the **Show all codes**... link at the end of the Codes list.
4. If you want to view more information about a code, click on the code to view it in the code book.
Research Pane
The Research pane contains information applicable to the selected code. The following information is shown in the Research pane as applicable:

- **Coding Clinic** – American Hospital Association (AHA) Coding Clinic for ICD-9-CM, Coding Clinic for HCPCS, and Coding Clinic for ICD-10-CM / PCS. The articles related to the selected code appear in reverse chronological order.
- **CPT Assistant®** – American Medical Association (AMA) CPT Assistant®. The articles related to the selected code appear in reverse chronological order.
- **Official Guidelines** – Guidelines for ICD-10-CM coding approved by the cooperating parties: the American Hospital Association, the American Health Information Management Association, the Centers for Medicare and Medicaid Services, and the National Center for Health Statistics. The articles related to the selected code appear in reverse chronological order.
- **Coding Advice** – Coding Advice is additional coding instructions, authored by TruCode and based on official sources.
- **Additional References** – Other references, such as Dorland’s Medical Dictionary and Micromedex Drug Data. Also, references that do not pertain to the selected code appear here.

In the **Research** pane, review any reference information that appears for a code. If you would like to read an article, click on the title to open the **References** control.
If you would like to view other reference information, click on the title of the reference in the Additional References section to open the References control and access the reference.

You should note that the ICD-10 Coding Handbook, ICD-10-PCS Appendices, and ICD-10-PCS Reference Manual are PDF files and open in a browser window rather than in the References control.

In the Research pane, review the advice in the Coding Advice section. This advice pertains to the selected code in the code book or an encounter. If the advice includes links to codes, click on the code to view it in the code book.

From the code book, press Enter to post the code.
Edits Pane

Edits for an encounter are shown on the Edits pane and are separated into the following categories:

- **Medicare code edits** – These edits are developed by CMS for inpatient encounters.
- **TruCode edits** – These edits include proprietary edits developed by TruCode as well as edits provided by regulatory and other agencies.
- **RAC Alert!** – Information appears here to alert you that a CMS approved audit issue, in your facility’s recovery audit contractor (RAC) region, has been identified on the patient record. The RAC information shown is based on the facility MPN.

The following types of CMS approved RAC targets are included:

- DRG validation
- HCPCS code vulnerability
- Inpatient medical necessity

As the RACs expand their targets, the RAC targets will be updated accordingly.

The following information is included for each edit:

- **Edit message** – A brief description of the edit.
- **Source** – For TruCode edits, the official source of the edit is listed, such as Coding Clinic, the CPT book, etc.
- **Details link** – When clicked, additional information about the edit is shown.

To use the Edits pane:

1. Click on the Edits tab to view the edits for the encounter.
2. To view edit details, click the details link.
3. To view a code in the code book, click a code link in an edit message.
Research Keyboard Shortcuts
The following keyboard shortcuts can be used in the Research control:

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>→</td>
<td>Tabs of Research control</td>
<td>When the focus is on the tabs, press to switch between the tabs (DRG Analysis, ICD-10, Research, and Edits).</td>
</tr>
<tr>
<td>←</td>
<td>Tabs of Research control</td>
<td></td>
</tr>
<tr>
<td>Enter</td>
<td>Research pane</td>
<td>Press to collapse or expand a section.</td>
</tr>
<tr>
<td>↑</td>
<td>Research pane</td>
<td>Press to move between sections.</td>
</tr>
<tr>
<td>↓</td>
<td>Research pane</td>
<td></td>
</tr>
</tbody>
</table>

Research Symbols
The following symbols can be used in the Research control:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔍</td>
<td>Edits</td>
<td>Recovery audit contractor (RAC) region alert</td>
</tr>
<tr>
<td>🔍</td>
<td>Coding Advice, Edits</td>
<td>Custom coding advice or custom edit</td>
</tr>
</tbody>
</table>