

Unit 9 Assignment 3M Encoder Tutorial

Instructions:

1. Go to the AHIMA VLab® classroom via the AHIMA Learning Center URL:
<https://my.ahima.org/pages/learningcenter/learningcenter.aspx>
2. Click on the Application Launch Center icon, then the 3M™ Coding and Reimbursement System Launch Link.
 - a. If you need additional assistance, please refer to the **HI253 3M Encoder Log-in Info** document located in Course Docs.

3M™ Coding and Reimbursement System
Launch Link



The 3M™ Coding and Reimbursement System utilizes the same AHIMA login credentials to login into AHIMA VLab™.

3. At “Patient Information” screen, put in a patient’s age on the left hand side under “Age” and choose the **“Code HCPCS/CPT”** under the Product drop down on the right hand side under “General Hospital”. Hit “Continue”

HI253 Medical Coding I

The screenshot shows the 3M Encoder application interface. The browser address bar displays `3m.ahima.org:8080/launchCRS.html`. The application has a menu bar with **File**, **View**, **Options**, **Reference**, and **Help**. The **Patient Information** section contains the following fields:

- Gender:** Female (dropdown)
- Age:** (empty text field)
- Admit Date:** 04/15/2015 (calendar icon)
- Discharge Date:** 04/15/2015 (calendar icon) - *Red arrow points here*
- Length of Stay:** 1
- Total Charges:** 0.00
- Patient Identification:** (empty text field)

The **General Hospital** section contains:

- System:** General Hospital (dropdown)
- Product:** DRGFINDER (dropdown) - *Red arrow points here*
- Group:** (empty dropdown)

The product dropdown menu is open, showing the following options:

- CODEFINDER
- CODEFINDER MCE
- CODE HCPCS/CPT
- CODE MCE HCPCS/CPT
- DRGFINDER
- DRGFINDER HCPCS/CPT
- HCPCS/CPTFINDER
- HCPCS/CPT (Dx only)
- HCPCS/CPT (Dx) Grp
- HCPCS/CPT ICD Grp
- APCFINDER

A **Continue** button is located at the bottom right of the General Hospital section. *Red arrow points here*

4. Click on “Add Procedure” on the far right hand side.

The screenshot shows the 3M Encoder application interface. The browser address bar displays `3m.ahima.org:8080/launchCRS.html`. The application has a menu bar with **File**, **View**, **Options**, **Reference**, and **Help**. The **ICD-10 Summary** section contains the following fields:

- Female, 34** (text field)

The right sidebar contains the following buttons:

- Add Diagnosis**
- Add Procedure** - *Red arrow points here*
- Codebook**
- Direct Code**
- Next Patient**

5. You will then hit “Add CPT” to get out of ICD-10 and into the CPT coding option. Note how the heading changes from ICD-10/CPT to just “CPT Procedure” below.

HI253 Medical Coding I

Coding and Reimbursement System v6.27 Apr 2016 (2016.200-16080) - Mozilla Firefox

3m.ahima.org:8080/launchCRS.html

File View Options Reference Help

ICD-10/CPT Procedure

Enter Keyword or Code:

[PCS Table](#)

CPT five-digit codes, descriptions, and other data only are copyright 2015 American Medical Association (AMA). All Rights Reserved. No fee schedules, basic units, relative values or related listings are included in CPT. AMA does not directly or indirectly practice medicine or dispense medical services. AMA assumes no liability for data contained or not contained herein. Applicable FARS/DFARS restrictions apply to government use.

Contact Us

Continue
Back
Add Diagnosis
Add Procedure
Add CPT
Codebook
Direct Code
Cancel
History

Coding and Reimbursement System v6.27 Apr 2016 (2016.200-16080) - Mozilla Firefox

3m.ahima.org:8080/launchCRS.html

File View Options Reference Help

CPT Procedure

Enter keyword or Code:

CPT five-digit codes, descriptions, and other data only are copyright 2015 American Medical Association (AMA). All Rights Reserved. No fee schedules, basic units, relative values or related listings are included in CPT. AMA does not directly or indirectly practice medicine or dispense medical services. AMA assumes no liability for data contained or not contained herein. Applicable FARS/DFARS restrictions apply to government use.

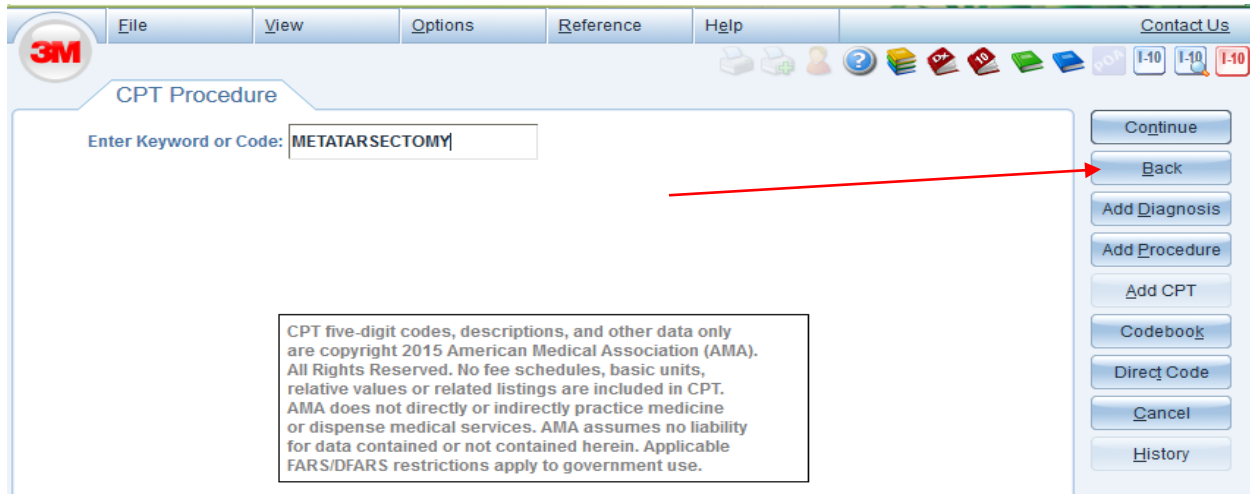
Contact Us

Continue
Back
Add Diagnosis
Add Procedure
Add CPT
Codebook
Direct Code
Cancel
History

Now you are ready to type in the procedure term.

- Type in the word "Metatarsectomy" and hit "continue"
- You now have four choices; **click the radio button #2**

HI253 Medical Coding I



3M

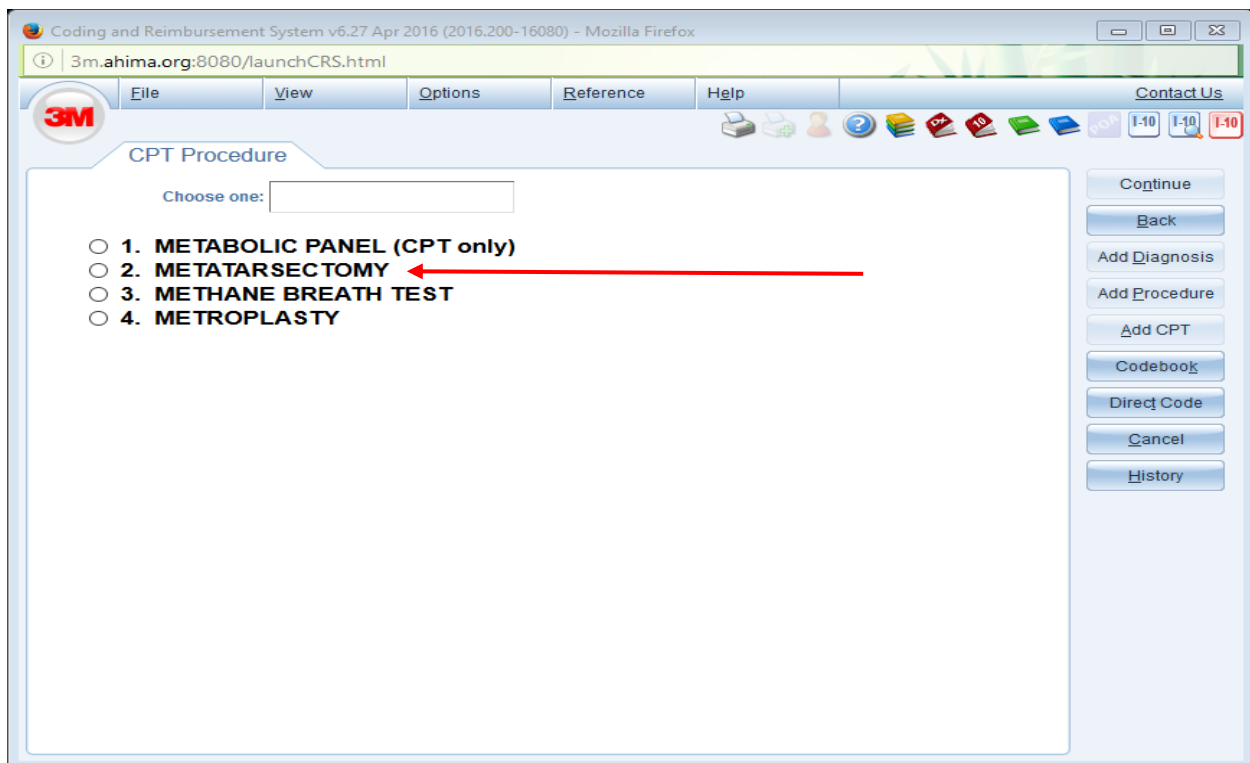
File View Options Reference Help Contact Us

CPT Procedure

Enter Keyword or Code:

Continue
Back
Add Diagnosis
Add Procedure
Add CPT
Codebook
Direct Code
Cancel
History

CPT five-digit codes, descriptions, and other data only are copyright 2015 American Medical Association (AMA). All Rights Reserved. No fee schedules, basic units, relative values or related listings are included in CPT. AMA does not directly or indirectly practice medicine or dispense medical services. AMA assumes no liability for data contained or not contained herein. Applicable FARS/DFARS restrictions apply to government use.



Coding and Reimbursement System v6.27 Apr 2016 (2016.200-16080) - Mozilla Firefox

3m.ahima.org:8080/launchCRS.html

3M

File View Options Reference Help Contact Us

CPT Procedure

Choose one:

- ☐ 1. METABOLIC PANEL (CPT only)
- ☐ 2. METATARSECTOMY
- ☐ 3. METHANE BREATH TEST
- ☐ 4. METROPLASTY

Continue
Back
Add Diagnosis
Add Procedure
Add CPT
Codebook
Direct Code
Cancel
History

c. You now have two choices – one specific choice and one unspecified choice.

Do you have any other information at this point? No.

Click the radio button #2, Other/Unspecified

3M

File View Options Reference Help

Contact Us

CPT Procedure

Choose one:

METATARSECTOMY

☐ 1. * INCIDENTAL TO OTHER OPERATION (omit code) - SPELL OPERATION

☐ 2. OTHER/UNSPECIFIED

Continue

Back

Add Diagnosis

Add Procedure

Add CPT

Codebook

Direct Code

Cancel

History

d. You should now be at the “ICD-10 Code Display” screen which shows you the CPT procedure code.

You should have the code 28140 for the CPT procedure Metatarsectomy.

Congratulations in obtaining the correct code!

Coding and Reimbursement System v6.27 Apr 2016 (2016,200-16080) - Mozilla Firefox

3m.ahima.org:8080/launchCRS.html

3M

File View Options Reference Help

Contact Us

ICD-10 Code Display

Please review the following codes that will be added for this patient:

CPT Procedures

28140 Metatarsectomy

Continue

Back

Add Diagnosis

Add Procedure

Add CPT

Codebook

Direct Code

Cancel

History

Using the Encoder to Check Codes

You can double check the meaning or description of a code in two ways:

1. Use the “Add Procedure” option on the right side navigation and type in the code.

HI253 Medical Coding I

2. Use the “Direct Code” feature on the right hand navigation and type in the code.

3. You get to the next available process by clicking on “Continue” or “next patient”. “Next patient” mandates that you put the patient age in again.

Exercise: Click “Add Procedure”, and then “Add CPT, and type in the CPT code 25250

Coding and Reimbursement System v6.27 Apr 2016 (2016.200-16080) - Mozilla Firefox

3m.ahima.org:8080/launchCRS.html

File View Options Reference Help Contact Us

3M

CPT Procedure

Enter Keyword or Code: 25250

Continue
Back
Add Diagnosis
Add Procedure
Add CPT
Codebook
Direct Code
Cancel
History

CPT five-digit codes, descriptions, and other data only are copyright 2015 American Medical Association (AMA). All Rights Reserved. No fee schedules, basic units, relative values or related listings are included in CPT. AMA does not directly or indirectly practice medicine or dispense medical services. AMA assumes no liability for data contained or not contained herein. Applicable FARS/DFARS restrictions apply to government use.

What is the definition of the code 25250?

“Removal of wrist prosthesis (separate procedure)” should be on the screen.

3M

File View Options Reference Help Contact Us

ICD-10 Summary

CPT Procedures Female, 45

1. 25250 Removal of wrist prosthesis (separate procedure)
CPT CDR Anesth

Add Diagnosis
Add Procedure
Codebook
Direct Code

Exercise: Click on “Direct Code” and type in the CPT code 30300

HI253 Medical Coding I

3M ICD-10 Summary

Female, 45

CPT Procedures

1. **25250 Removal of wrist prosthesis (separate procedure)**
CPT CDR Anesth
2. **30300 Removal foreign body, intranasal; office type procedure**
CPT CPT Asst CDR HCPCS Anesth

Buttons: Add Diagnosis, Add Procedure, Codebook, Direct Code

b. What is the definition of the code? 30300 Removal of foreign body, intranasal; office type procedure. **Good job!**

You will now find a code using a longer procedure statement.

Procedure: “Drainage of abscess of finger”.

Where do you start? Remember you are coding the procedure, not the diagnosis.

a. Clear your information from the previous codes by clicking on “Next Patient”. You will then be back at the home screen where you will enter the patient’s age and then “continue”.

b. Click on “Add Procedure” and then “Add CPT” and type in the word “Drainage”.

c. You now have two choices. **Click on #1, Drainage**

3M CPT Procedure

Enter Keyword or Code:

Buttons: Continue, Back, Add Diagnosis, Add Procedure, Add CPT, Codebook, Direct Code, Cancel, History

CPT five-digit codes, descriptions, and other data only are copyright 2015 American Medical Association (AMA). All Rights Reserved. No fee schedules, basic units, relative values or related listings are included in CPT. AMA does not directly or indirectly practice medicine or dispense medical services. AMA assumes no liability for data contained or not contained herein. Applicable FARS/DFARS restrictions apply to government use.

Coding and Reimbursement System v6.27 Apr 2016 (2016.200-16080) - Mozilla Firefox

3m.ahima.org:8080/launchCRS.html

3M

File View Options Reference Help

Contact Us

CPT Procedure

Choose one:

- ☐ 1. DRAINAGE
- ☐ 2. DRAWING TEST

Continue

Back

Add Diagnosis

Add Procedure

Add CPT

Codebook

Direct Code

Cancel

History

d. You now have multiple choices along with the definition of “Drainage” (e.g. abscess, hematoma, lesion). This lets you now you are in the right place.

Do you know how the abscess was drained? No, but you have two likely choices:

#3, By Incision - * spell site and #8, Other Drainage (by site).

Coding and Reimbursement System v6.27 Apr 2016 (2016.200-16080) - Mozilla Firefox

3m.ahima.org:8080/launchCRS.html

3M

File View Options Reference Help

Contact Us

CPT Procedure

Choose one:

DRAINAGE (e.g. abscess, hematoma, lesion)

- ☐ 1. BY ASPIRATION
- ☐ 2. BY EGD, TRANSMURAL OF PSEUDOCYST
- ☐ 3. BY INCISION - * spell site
- ☐ 4. CHEST TUBE DRAINAGE
- ☐ 5. DRAINAGE OF WOUND
- ☒ 6. FETAL FLUID (e.g. thoracentesis, paracentesis, vesicocentesis)
- ☐ 7. PERCUTANEOUS (image-guided)(abscess/pseudocyst)
- ☐ 8. OTHER DRAINAGE (BY SITE)

Continue

Back

Add Diagnosis

Add Procedure

Add CPT

Codebook

Direct Code

Cancel

History

e. Let's try #3 Incision - * spell site and see what happens.

f. Enter the site of the drainage which is “finger”.

g. You now have three choices; **choose #1 for finger.**

Coding and Reimbursement System v6.27 Apr 2016 (2016.200-16080) - Mozilla Firefox

3m.ahima.org:8080/launchCRS.html

File View Options Reference Help

3M

CPT Procedure

Choose one:

- ☐ 1. FINGER
- ☐ 2. FINGER, TENDON SHEATH
- ☐ 3. FISTULA, ANAL

Continue Back Add Diagnosis Add Procedure Add CPT Codebook Direct Code Cancel History

h. It now gives you choices for what is **on** the finger that is drained. You know it is an abscess right?

So choose #1 for abscess.

Coding and Reimbursement System v6.27 Apr 2016 (2016.200-16080) - Mozilla Firefox

3m.ahima.org:8080/launchCRS.html

File View Options Reference Help

3M

CPT Procedure

Choose one:

INCISION AND DRAINAGE OF:

- ☐ 1. ABSCESS
- ☐ 2. BURSA
- ☐ 3. HEMATOMA/SEROMA/FLUID COLLECTION
- ☐ 4. BONE CORTEX (e.g., osteomyelitis, bone abscess)
- ☐ 5. JOINT
- ☐ 6. OTHER/UNSPECIFIED (Skin)

Continue Back Add Diagnosis Add Procedure Add CPT Codebook Direct Code Cancel History

i. The extent of the procedure now needs decided – simple or complicated. What information do you have? **None- so choose “simple” (this would be considered the default).**

Coding and Reimbursement System v6.27 Apr 2016 (2016.200-16080) - Mozilla Firefox

3m.ahima.org:8080/launchCRS.html

File View Options Reference Help

3M

CPT Procedure

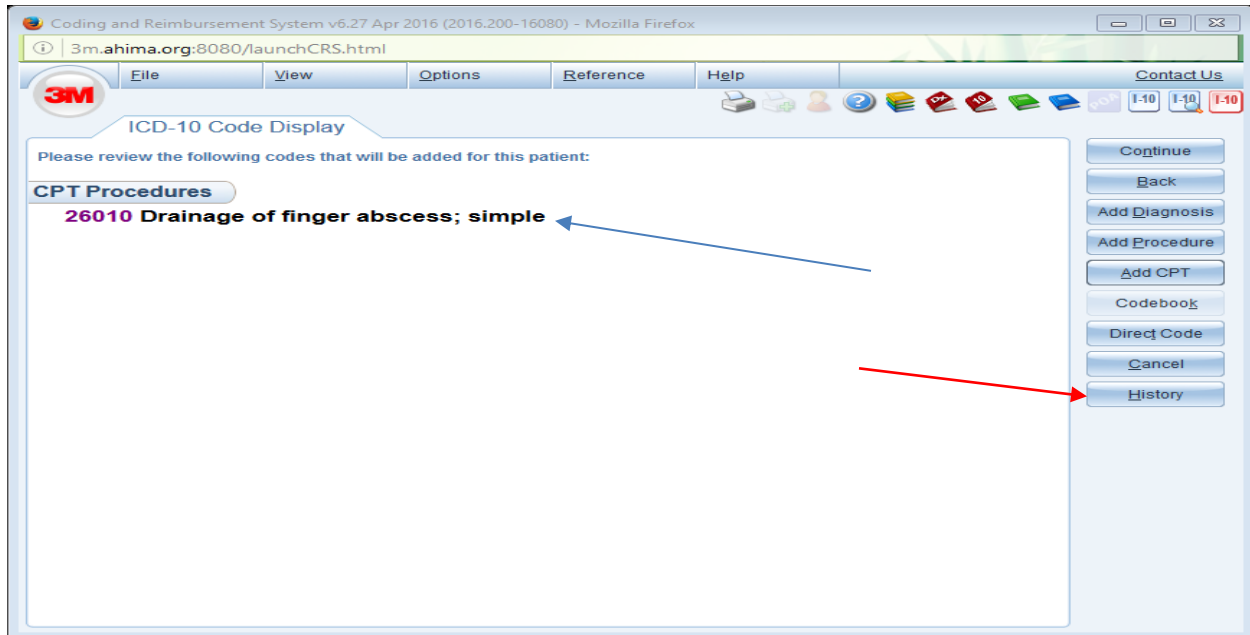
Choose one:

EXTENT OF PROCEDURE

- ☐ 1. SIMPLE
- ☐ 2. COMPLICATED

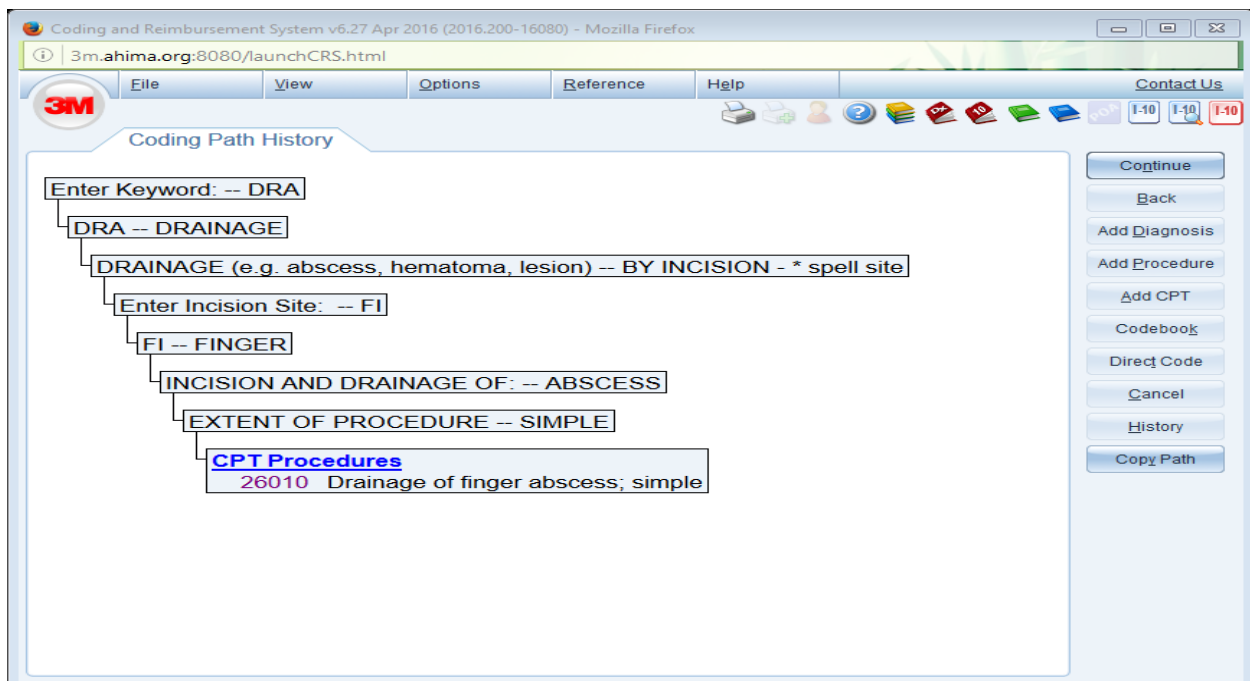
Continue Back Add Diagnosis Add Procedure Add CPT Codebook Direct Code Cancel History

j. You should now have the code 26010 “Drainage of finger abscess; simple”.



k. FYI: if you had chosen “other drainage” versus Incision under “Drainage”, you would come to the same place though it does not always work out that way.

You can review the decision making process by clicking on the “History” key



Congratulations on using the 3M Encoder for CPT coding!

HI253 Unit 9 Assignment: Code the following using CPT and the 3M Encoder:

45 year old female patient underwent a *tracheobronchoscopy through an established incision for diagnostic purposes.*

Click the “HISTORY” button to view your coding process. Capture an image of the history screen as a screenshot. ***Paste that screenshot into area on the Student Worksheet.***