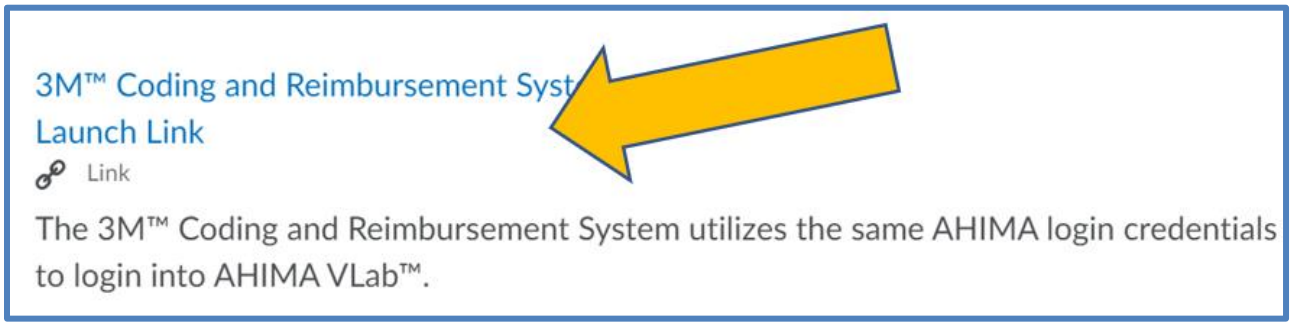
Unit 9 Assignment 3M Encoder Tutorial

Instructions:

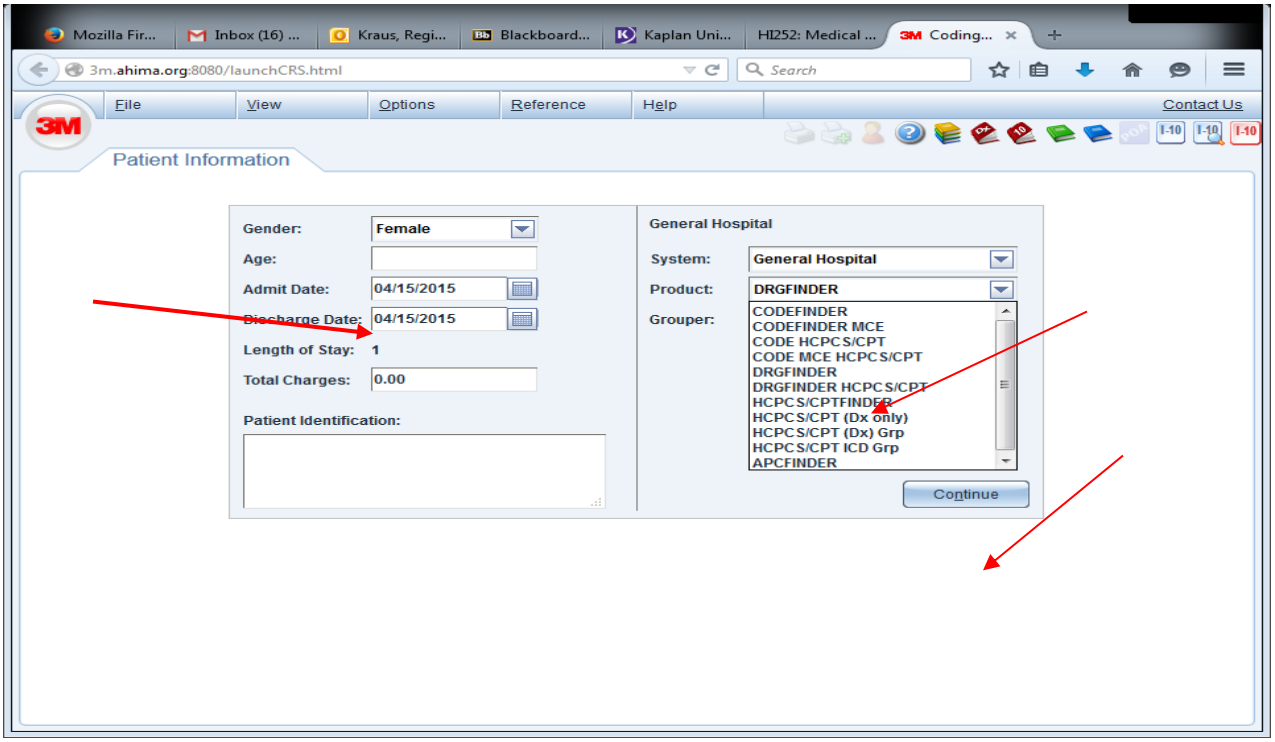
1. Go to the AHIMA VLab® classroom via the AHIMA Learning Center URL: https://my.ahima.org/pages/learningcenter/learningcenter.aspx

2. Click on the Application Launch Center icon, then the 3M™ Coding and Reimbursement System Launch Link.

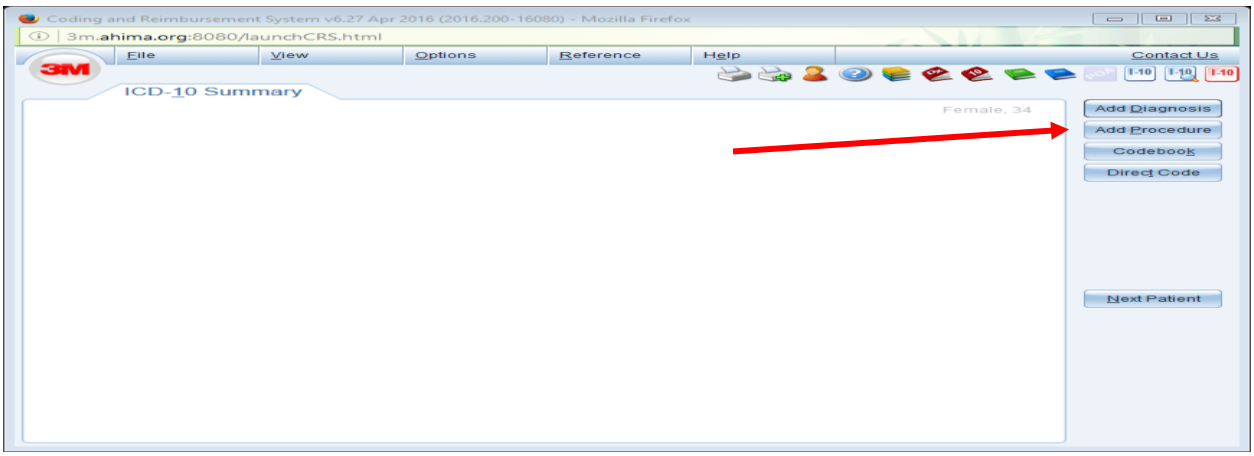
   a. If you need additional assistance, please refer to the **HI253 3M Encoder Log-in Info** document located in Course Docs.



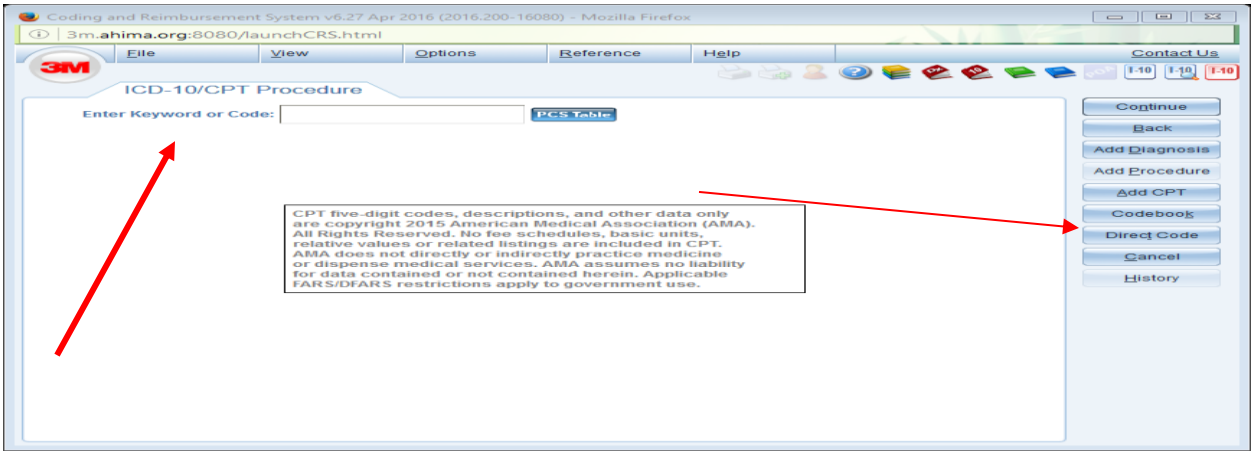
3. At "Patient Information" screen, put in a patient's age on the left hand side under "Age" and choose the **"Code HCPCS/CPT"** under the Product drop down on the right hand side under "General Hospital". Hit "Continue"

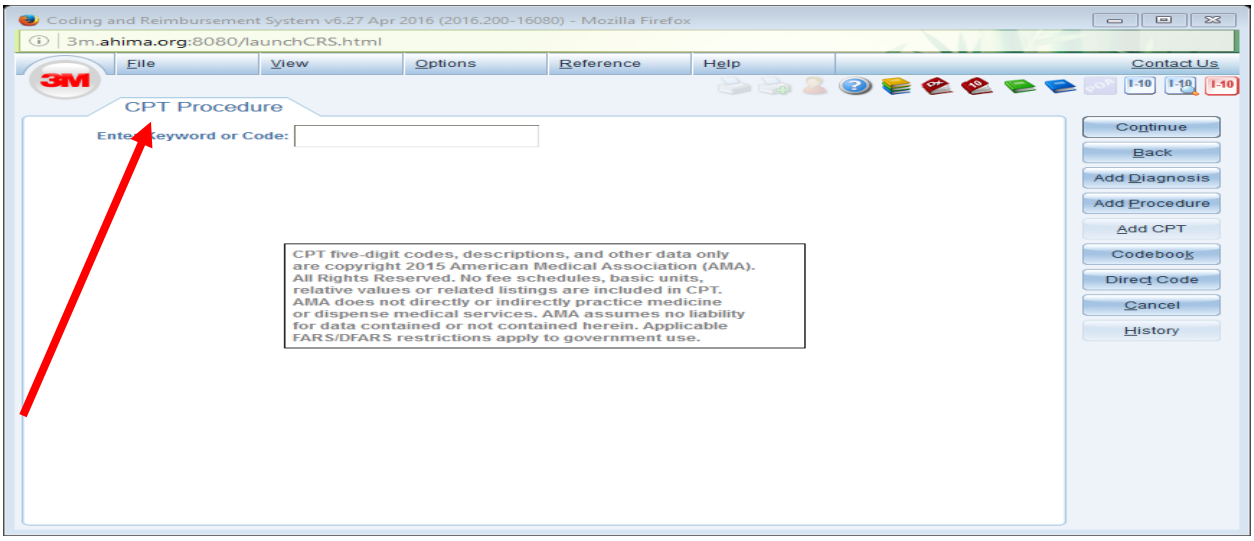


4. Click on "Add Procedure" on the far right hand side.



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.

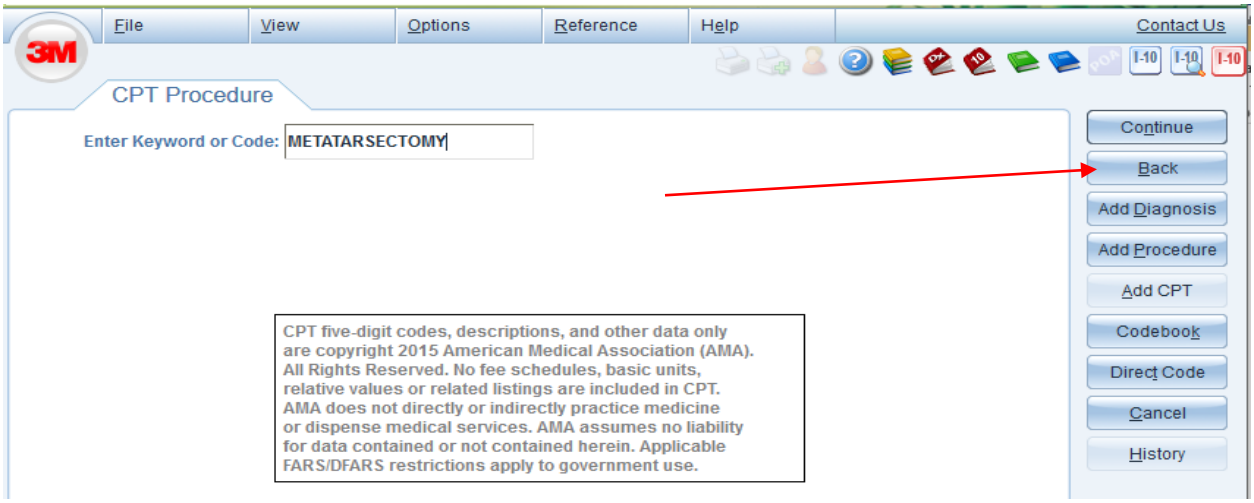


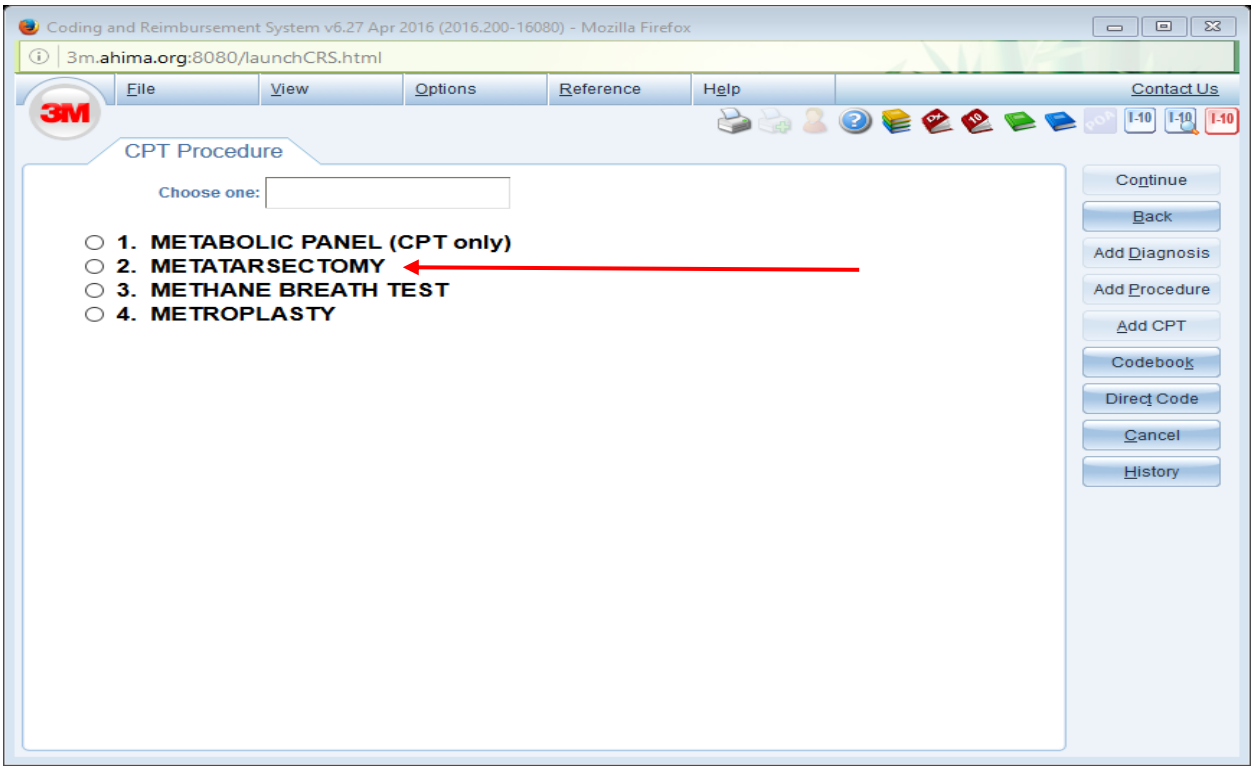


Now you are ready to type in the procedure term.

a. Type in the word "Metatarsectomy" and hit "continue"

b. You now have four choices; ***click the radio button #2***

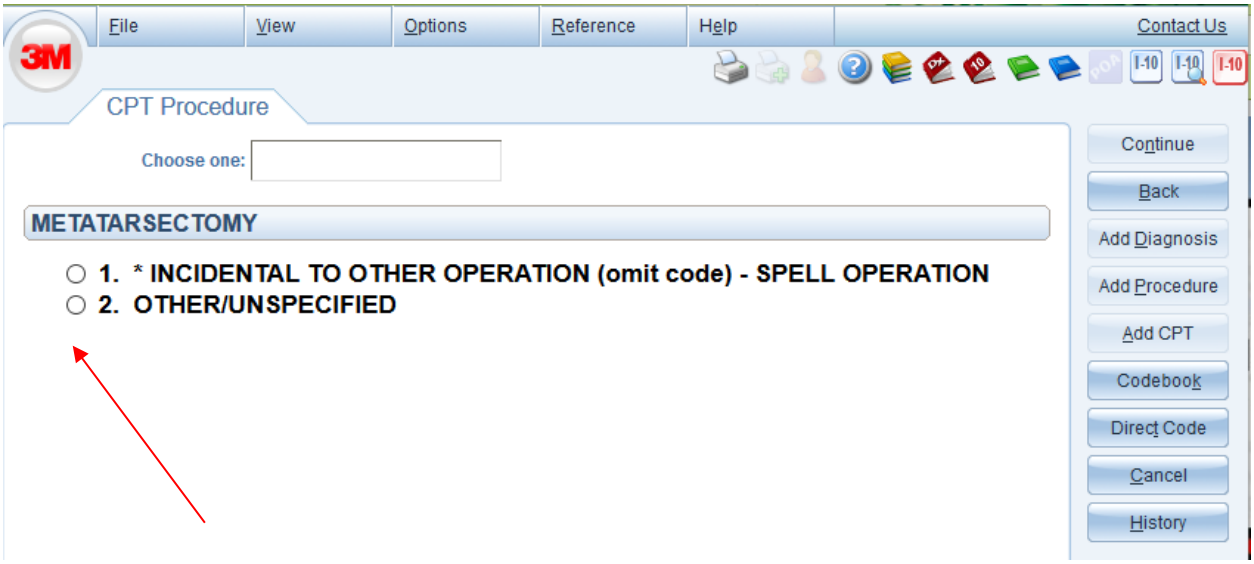




c. You now have two choices – one specific choice and one unspecified choice.

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

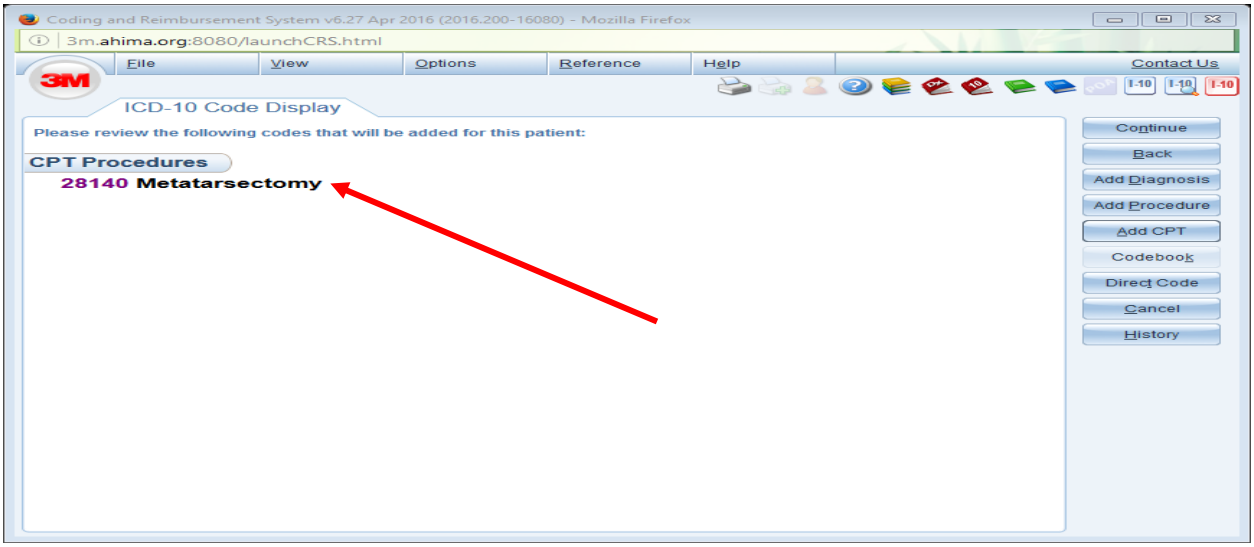
Click the radio button #2, Other/Unspecified



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!



Using the Encoder to Check Codes

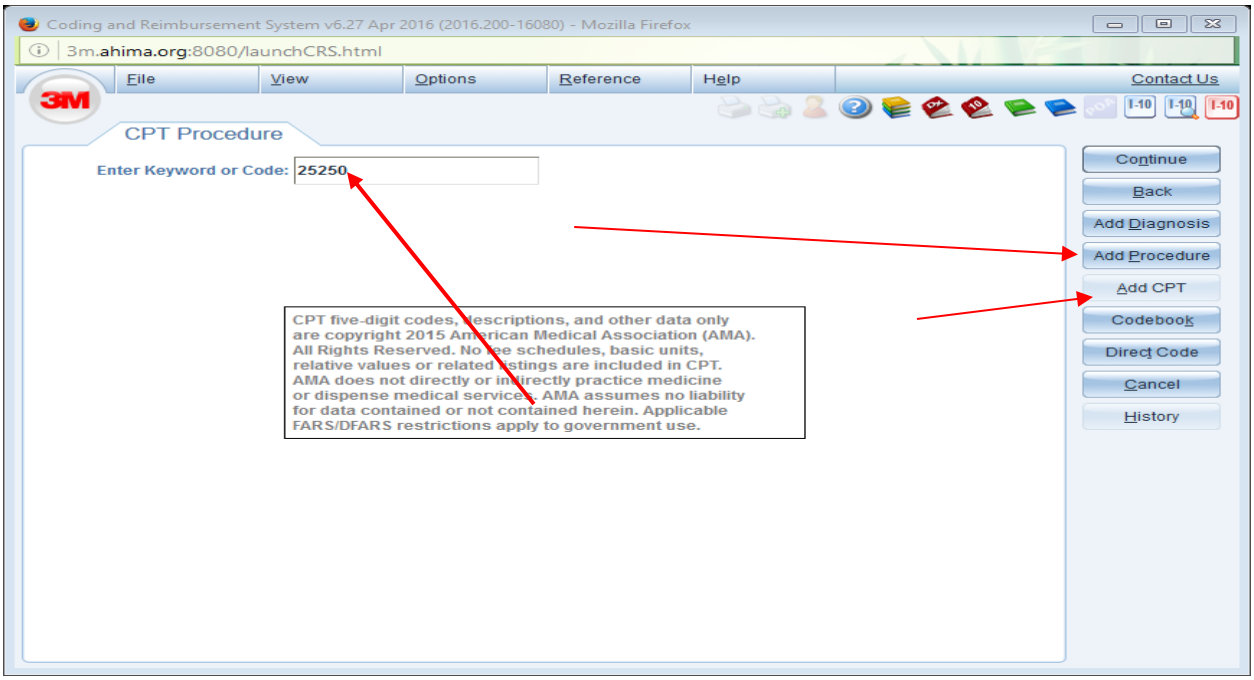
You can double check the meaning or description of a code in two ways:

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

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

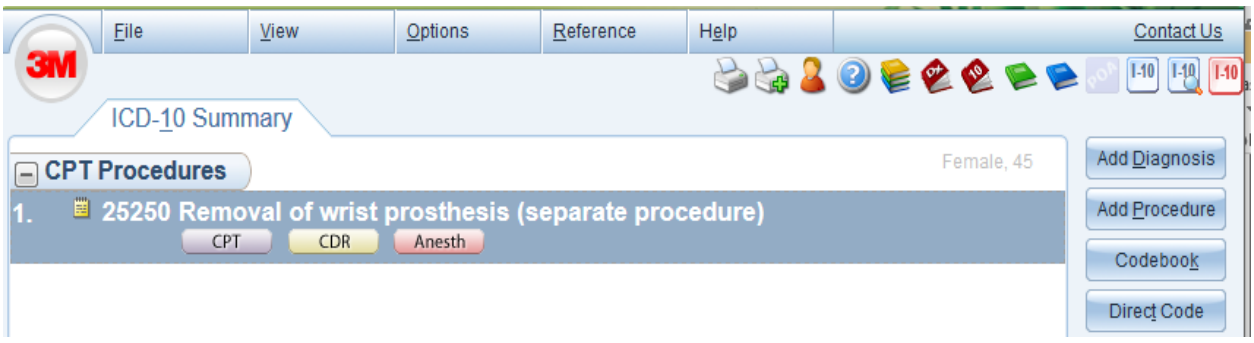
3. You get to the next available process by clicking on "Continue" or "next patient". "Next patient" mandates that you put the patient age in again.

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

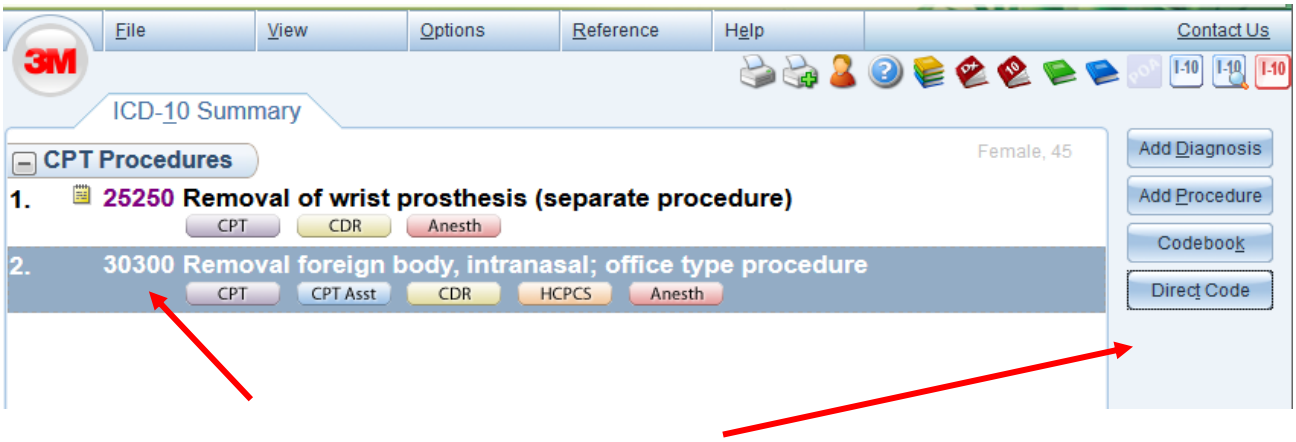


What is the definition of the code 25250?

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



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



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.

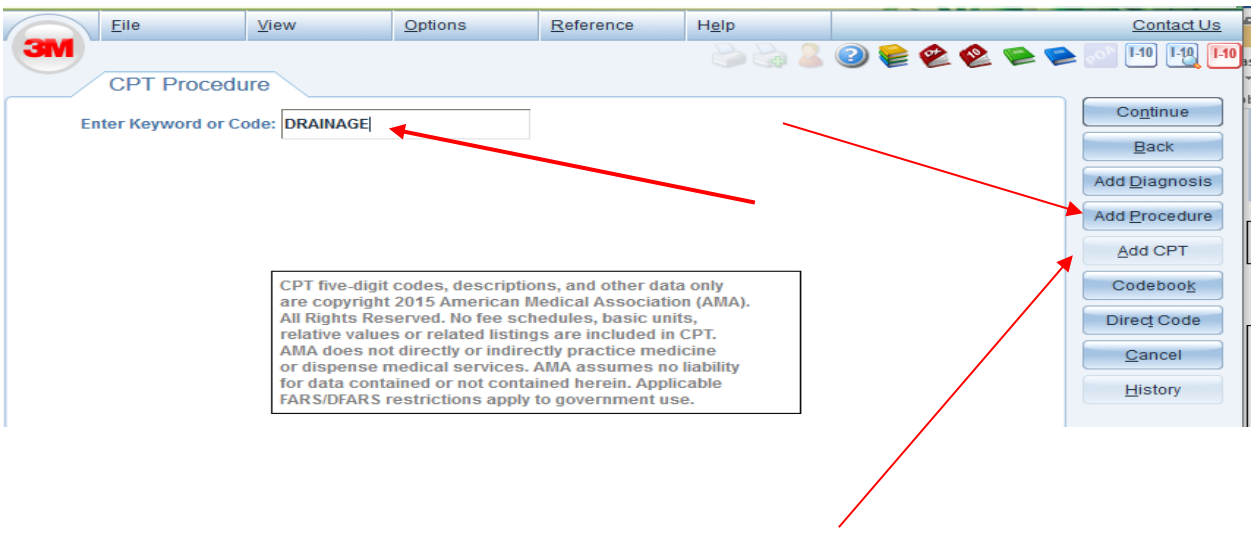
Procedure: "Drainage of abscess of finger".

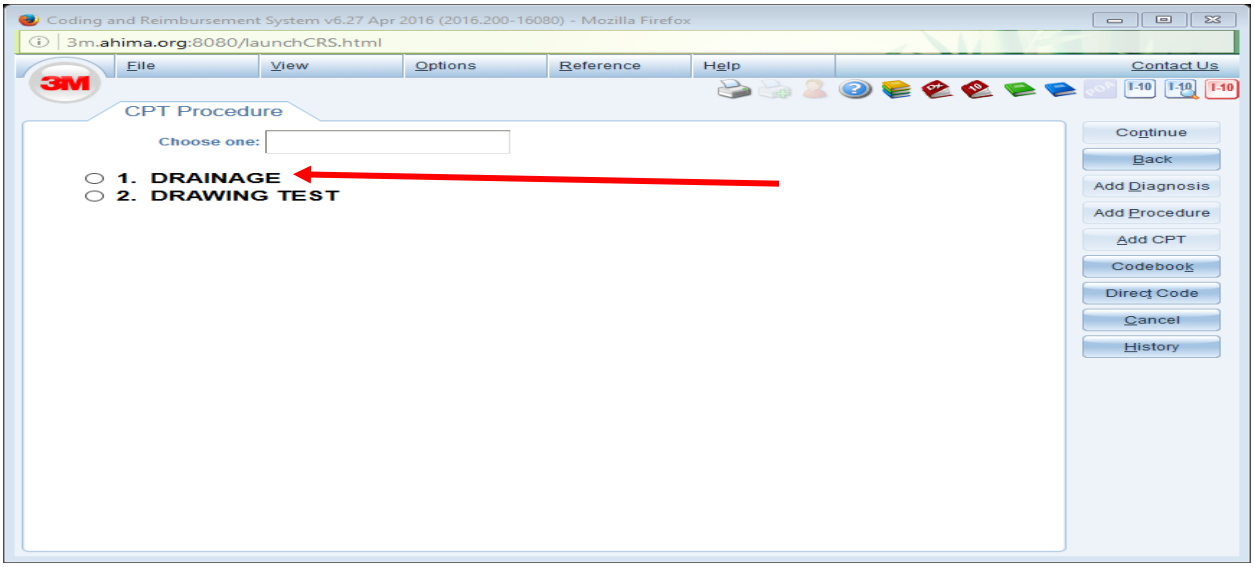
Where do you start? Remember you are coding the procedure, not the diagnosis.

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***

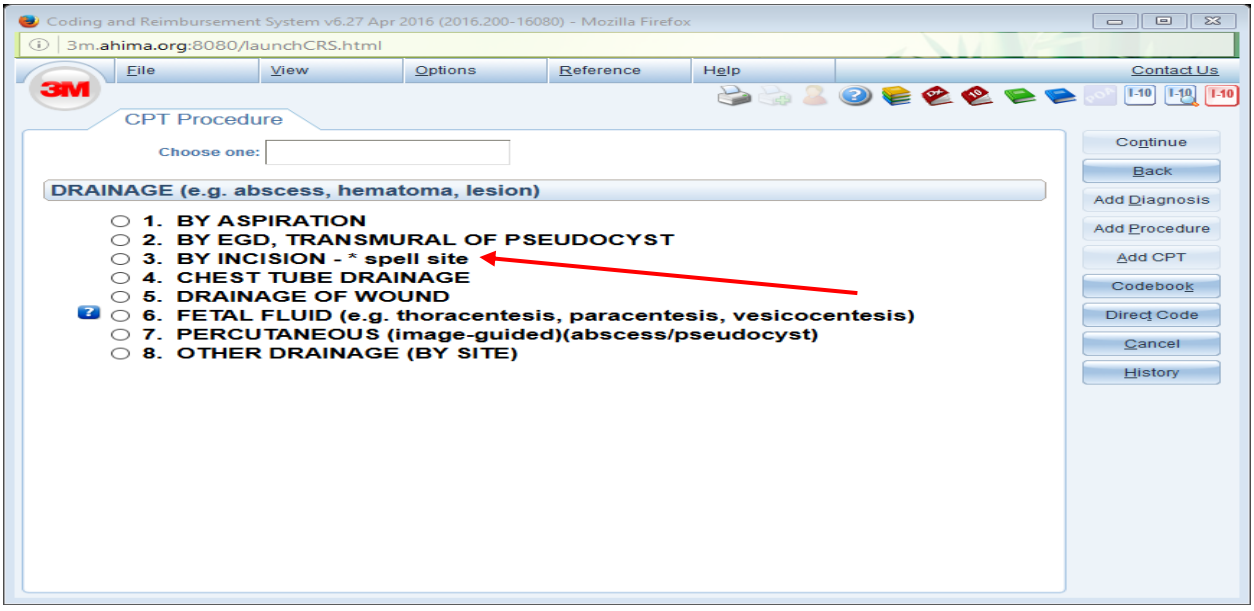




d. You now have multiple choices along with the definition of "Drainage" (e.g. abscess, hematoma, lesion). This lets you now you are in the right place.

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

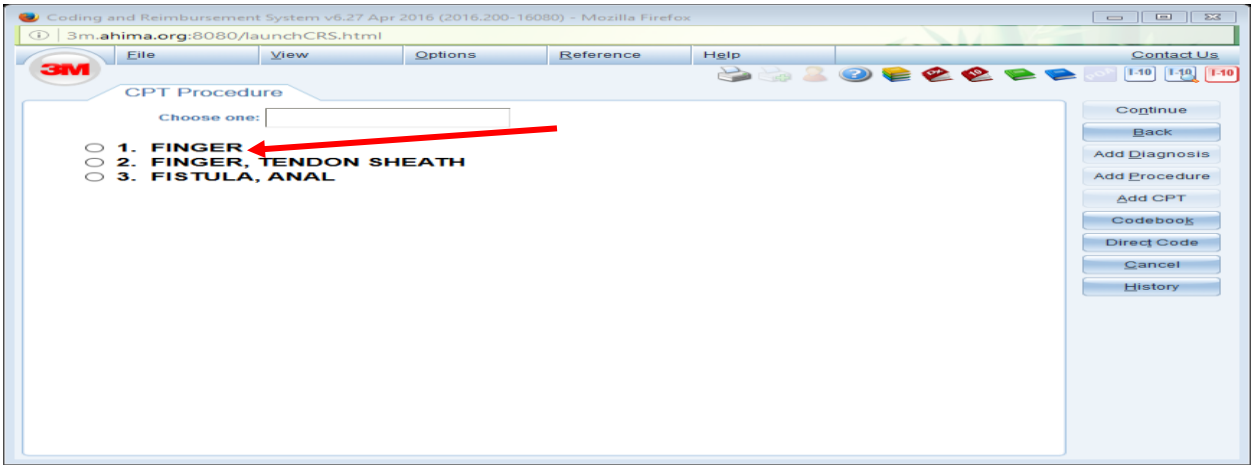
#3, By Incision -* spell site and #8, Other Drainage (by site).



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

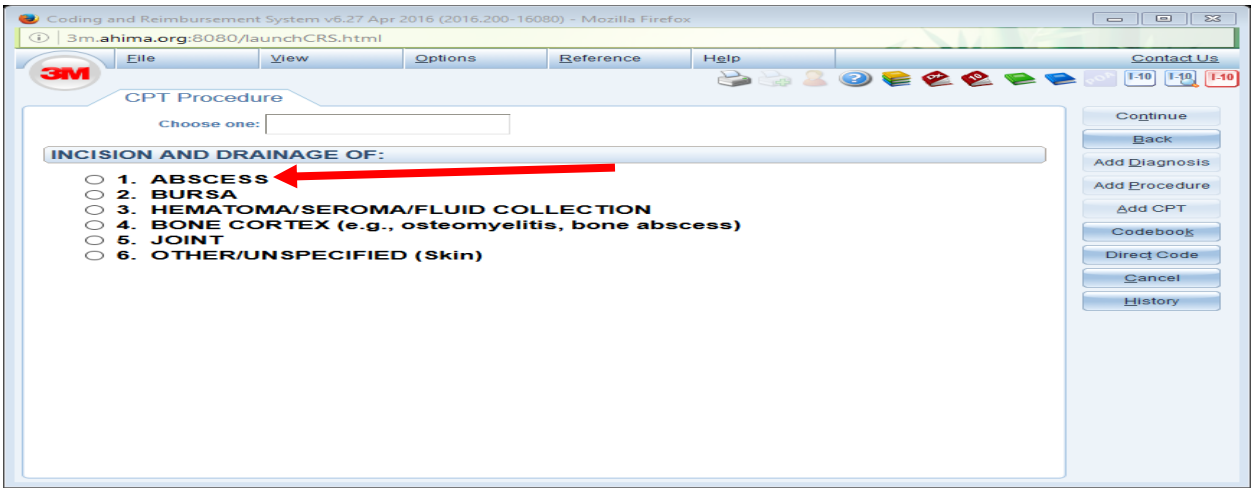
f. Enter the site of the drainage which is "finger".

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

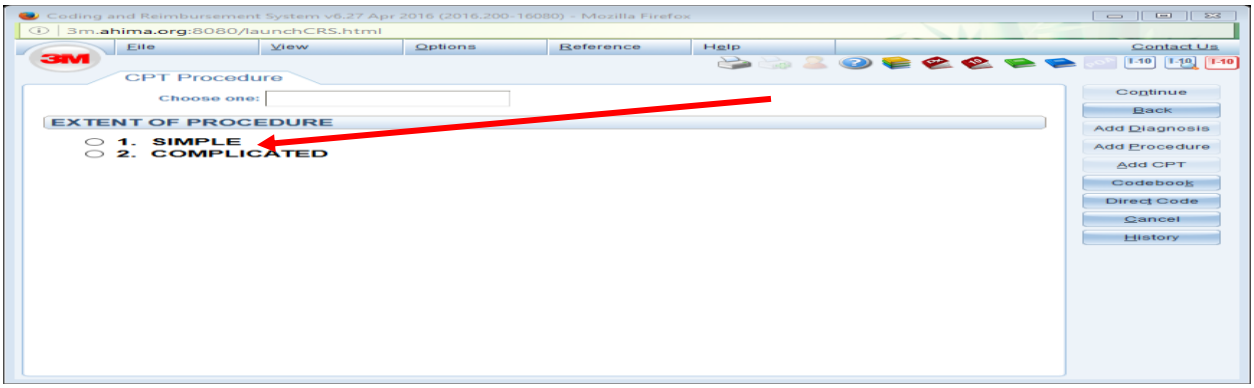


h. It now gives you choices for what is **on** the finger that is drained. You know it is an abscess right?

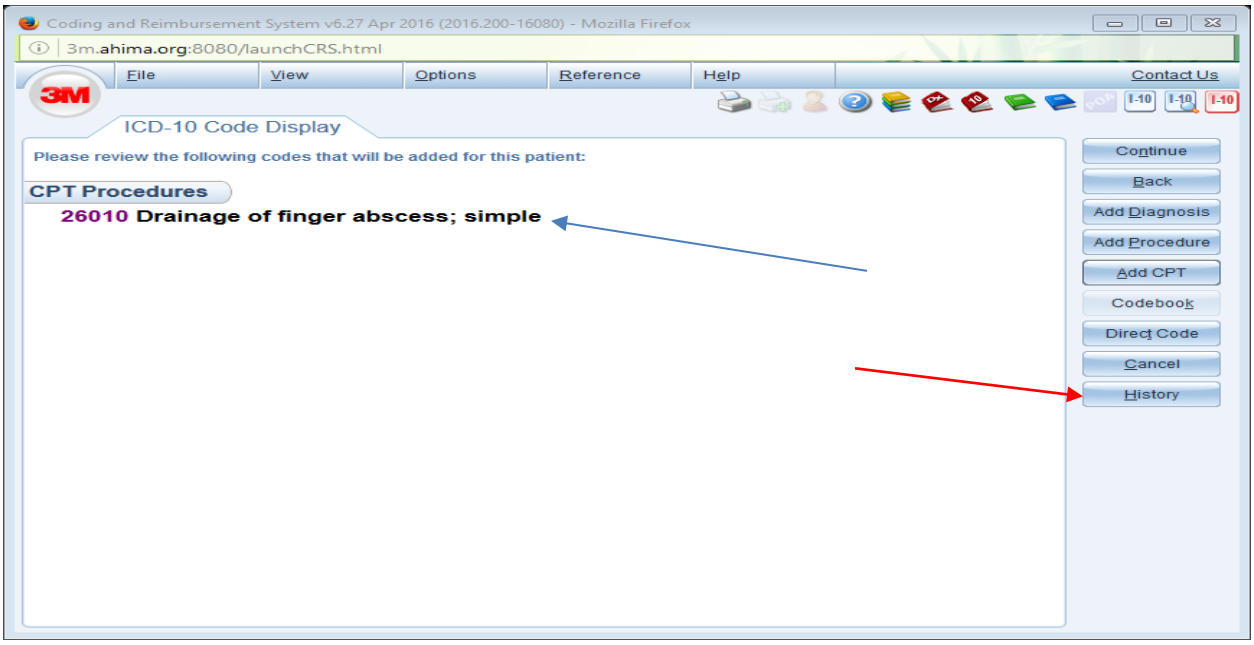
So choose #1 for abscess.



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).***

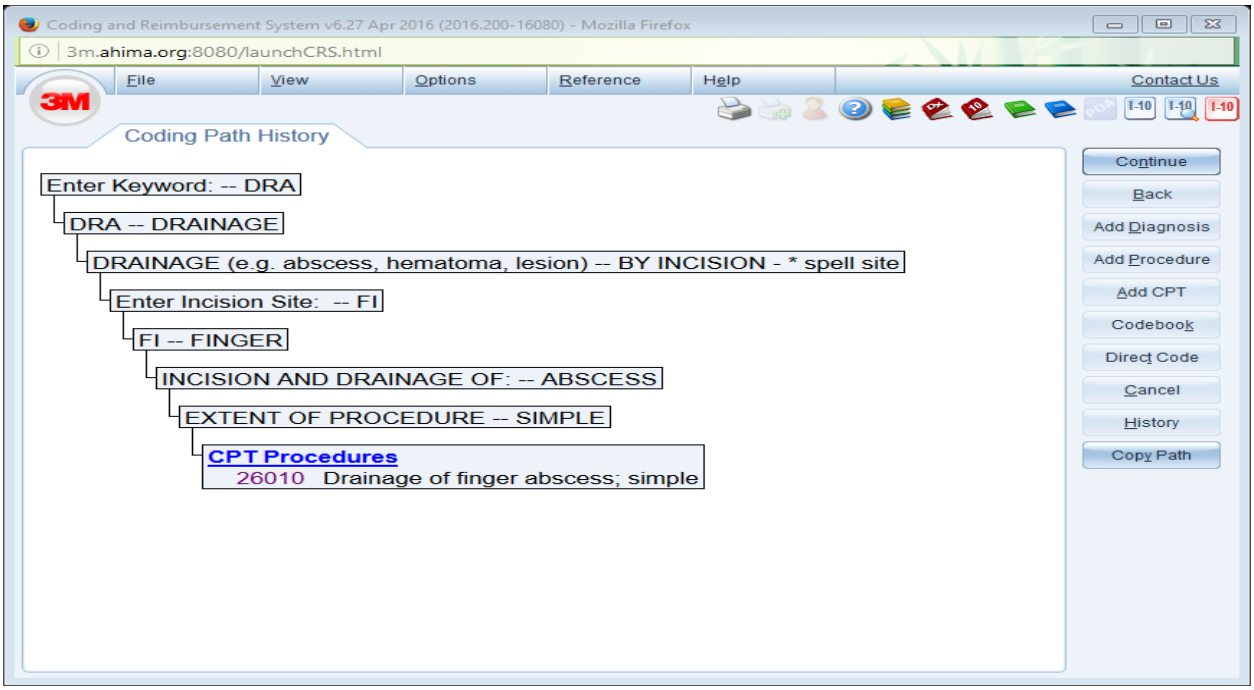


j. You should now have the code 26010 "Drainage of finger abscess; simple".



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.***