

<b>DEPARTMENT:</b> Regulatory Compliance Support	<b>POLICY DESCRIPTION:</b> Coding References and Tools for Non-Hospital Entities
<b>PAGE:</b> 1 of 2	<b>REPLACES POLICY DATED:</b> 10/1/99, 9/1/02 (HIM.PHY.003), 3/1/06 (GOS.OSG.003), 3/3/06, 7/1/09, 10/15/10, 10/1/15
<b>EFFECTIVE DATE:</b> February 1, 2017	<b>REFERENCE NUMBER:</b> REGS.OSG.003
<b>APPROVED BY:</b> Ethics and Compliance Policy Committee	

**SCOPE:** All personnel responsible for performing, supervising or monitoring coding/claims processing for Non-Hospital entities including, but not limited to:

Administration  
 Ambulatory Surgery Division (ASD)  
 Ethics and Compliance Officer  
 HCA Physician Services Group (PSG)  
 OSG Practice Management, operations, and coding/billing consultants  
 Owned Freestanding Outpatient Centers (*i.e.*, ASC, IDTF, physician directed clinics, clinical offices, radiation oncology, catheterization lab)  
 Employed Physicians, non-physician practitioners and physicians at teaching hospitals  
 Shared Services Centers (SSC)

**PURPOSE:** To ensure that quality coding reference materials and tools are purchased, maintained and accessible to all coding personnel in a consistent and timely manner.

**POLICY:** Corporate Regulatory Compliance Support (*Regs*) will approve and provide a listing of required reference tools and materials.

**PROCEDURE:**

1. Minimum required reference materials and tools for Non-Hospital entities are listed on Attachment A
2. Minimum required reference materials and tools for Shared Service Centers are listed on Attachment C.
3. The entity, SSC, should directly purchase and make available to coding personnel either electronically or in hard copy as appropriate the reference materials and tools on the approved reference list.
4. Minimum required references must be made available at the coder's remote location either electronically or in hard copy as appropriate.
5. Minimum required reference materials and tools, and electronic versions of coding references must be updated on a concurrent basis, (*i.e.*, quarterly, semi-annually, or as required per the specific material/tool listed on Attachment A).
6. *Regs*, Internal Audit or others as appropriate may audit and report the availability and accessibility of required reference materials and tools.

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7. Reference materials and tools that are approved, but not required, are listed on Attachment B.
8. 3M Coding and Reimbursement software is an approved but not required resource available through Corporate IT&S. The basic software is recommended for freestanding ASC coders, and specialty physician practices or centers. Orders for this software must be approved by the entity Chief Financial Officer or his or her designee prior to installation. (See Attachment B for a description of the items.)
  - a) Orders for the software, including optional reference packages, are placed through Corporate IT&S. The order form and instructions are posted on ATLAS on the *Regs* website.
  - b) The rates for the 3M software product are included in the budget directives issued by Corporate IT &S to the entity Chief Financial Officer.
9. *Regs* will create and maintain a listing of all required references and tools as well as approved references and tools.

## ATTACHMENT A

### NON-HOSPITAL ENTITIES

(See Attachment C for Shared Services Centers Approved and Required)

### APPROVED AND REQUIRED CODING REFERENCE MATERIALS AND TOOLS

1. *International Classification of Diseases 10<sup>th</sup> Revision, Clinical Modification (ICD-10-CM)*, any edition, updated to current year
2. *Current Procedural Terminology (CPT)*, any edition updated to current year
3. *Healthcare Common Procedure Coding System (HCPCS) Level II National Codes*, any edition updated to current year
4. *Medical Dictionary*, preferably published within the last 5 years or a free online medical dictionary such as Medical Dictionary Online: <http://www.online-medical-dictionary.org> or MediLexicon: <http://www.medilexicon.com/medicaldictionary.php>
5. *Medical Acronyms and Abbreviations*, preferably updated within the last 3 years or <http://www.medilexicon.com/medicalabbreviations.php>
6. *Anatomy and Physiology Book*, preferably published within the last 5 years
7. *National Correct Coding Initiative Manual/Policy*, any edition, updated to current quarter [http://www.cms.hhs.gov/NationalCorrectCodInitEd/01\\_overview.asp#TopOfPage](http://www.cms.hhs.gov/NationalCorrectCodInitEd/01_overview.asp#TopOfPage)
8. *Medicare Carrier Local Coverage Decisions*, updated to current year: <http://www.cms.hhs.gov/MCD/overview.asp>
9. *Medicare Claims Processing Manual*, online access: <http://www.cms.hhs.gov/Manuals/IOM/list.asp>
10. *Contractor's Provider Manual*
11. *Physician's Desk Reference or equivalent or online*: <http://www.drugs.com/pdr/>
12. *Merck Manual or equivalent online access*: <http://www.merck.com/mmpe/index.html>
13. *CPT Assistant, subscription*, American Medical Association

**ATTACHMENT B**  
**NON-HOSPITAL ENTITIES AND SHARED SERVICE CENTERS**  
**APPROVED BUT NOT REQUIRED**  
**CODING REFERENCE MATERIALS AND TOOLS**

1. *Coding Clinic for HCPCS*, American Hospital Association, <http://www.aha.org/>
2. *CPT Reference of Clinical Examples, Current Edition*, American Medical Association
3. *Part B Answer Book*, Decision Health (required for SSCs)
4. *Part B News*, subscription, Decision Health
5. *Ingenix Coder's Desk Reference(s), Diagnosis, Procedures, HCPCS*, Ingenix
6. *Principles of CPT Coding*, American Medical Association
7. *CPT Changes: an Insider's View*, American Medical Association (yearly changes to codes)
8. *Ingenix Encoder Pro*, Ingenix Online Reference Tools
9. *Radiation Oncology Coding Users Guide*, American Society for Therapeutic Radiology & Oncology
10. *CSI Navigator Series*, Coding Strategies, Inc. Current year (e.g., *Diagnostic Radiology, Radiation Oncology, Brachytherapy, Interventional Cardiology, Radiosurgery, etc.*)
11. *Ingenix Coding from the Operative Report*, Ingenix
12. *Complete Global Service Data for Orthopaedic Surgery*, American Academy of Orthopaedic Surgeons, Current year
13. *Coding Classification and Reimbursement - 3M™* Health Information Systems Items, Order through HCA Corporate IT&S

The following items are provided through HCA IT&S in support of the company HIM/Coding initiatives and projects. Please note that the 3M™ Coding References and Coding References PLUS Software is optional. The Web X installation and training or just training would only be budgeted if you need installation support for the 3M™ Coding Classification and Reimbursement software (Codefinder) or you need training on the 3M™ Coding Classification and Reimbursement software.

Description of items:

- Coding & Reimbursement Software – used for separately coding and grouping patient information.
- Coding References Software includes: 3M Integrated Codebook, AHA Coding Clinic for ICD-10-CM, Current Procedural Terminology, AMA CPT Assistant, Clinical Pharmacology Drug Reference, Dorland's Medical Dictionary, and Elsevier's Anatomy Plates. This is integrated into the Coding Classification and Reimbursement software.
- Coding References Plus Software includes: AHA Coding Clinic for HCPCS, Coder's Desk Reference from Ingenix, Anesthesia Crosswalk, Faye Brown's ICD-10-CM Coding Handbook, Mosby's Manual of Diagnostic and Lab Tests, The Merck Manual, Dictionary of Medical Acronyms & Abbreviations, ICD-10-PCS reference manual, Dr. Z's Interventional Radiology Coding Reference. This interfaces into the Coding Classification and Reimbursement software. This is an optional item.
- Nosology Support – calling 3M HIS to answer coding questions
- Telephone Support – calling 3M HIS for technical support (excludes nosology questions)
- Web X Installation and Training or Web X Training – budget for new Coding Classification and Reimbursement software installation and training; **or** just for training. This may not be needed for current users.
- APCfinder – TRICARE OPPTS – this is optional for those sites wanting a TRICARE Outpatient Grouper included in their Coding and Reimbursement System.
- Level 1 Support – 3M HIS Software Support.

**ATTACHMENT C**  
**SHARED SERVICE CENTERS (SSCs)**  
**APPROVED AND REQUIRED**  
**CODING REFERENCE MATERIALS AND TOOLS**  
**ELECTRONIC OR HARDCOPY**

1. *International Classification of Diseases 10<sup>th</sup> Revision, Clinical Modification (ICD-10-CM)*, any edition, updated to current year
2. *Current Procedural Terminology (CPT-4)*, any edition, updated to current year
3. *Healthcare Common Procedure Coding System (HCPCS) Level II National Codes*, any edition, updated to current year.
4. *Medical Dictionary*, preferably published within the last 5 years or a free online medical dictionary such as Medical Dictionary Online: <http://www.online-medical-dictionary.org> or MediLexicon: <http://www.medilexicon.com/medicaldictionary.php>
5. *Medical Acronyms and Abbreviations List*, preferably updated within the last 3 years or <http://www.medilexicon.com/medicalabbreviations.php>
6. *Anatomy and Physiology Book*, preferably published within the last 5 years and online tutorials at <http://medlineplus.gov/videosandcooltools.html>.
7. *National Correct Coding Initiative Manual/Policy*, any edition, updated to current quarter (online access is acceptable) [http://www.cms.hhs.gov/NationalCorrectCodInitEd/01\\_overview.asp#TopOfPage](http://www.cms.hhs.gov/NationalCorrectCodInitEd/01_overview.asp#TopOfPage)
8. *Medicare Carrier Local Coverage Determinations*, updated to current version (online access is acceptable) <http://www.cms.hhs.gov/MCD/overview.asp>
9. Medicare Claims Processing Manual, online access for most current version <http://www.cms.hhs.gov/Manuals/IOM/list.asp>
10. *Contractor's Provider Manual Physician's Desk Reference or equivalent or online*: <http://www.drugs.com/pdr/>
11. *Merck Manual or equivalent online access*: <http://www.merck.com/mmpe/index.html>
12. *CPT Assistant, subscription*, American Medical Association
13. *Coding Clinic for ICD-10-CM*, American Hospital Association