**Purpose:** The purpose of this document is to guide users on how to select ICD-10 codes inside of ehrTHOMAS and send the appropriate charge to eTHOMAS.

**Important Dates**
Starting October 1st, all patient notes and claims must have all diagnosis codes in ICD-10 format. Any patient notes or claims with a date of service prior to October 1st, will still need to have diagnosis codes in the ICD-9 format. It is important to note that some insurance companies may require ICD-9 codes over ICD-10 codes when billing out claims. You must contact your carriers for more information.

**Suggestions to Make your Transition Smoother**

**Review Genius Solutions’ ICD-10 Webinar**
Genius has released eTHOMAS and ICD-10 Webinar that covers familiarizing our users with ICD-10 and how to incorporate the new codes into the practice management system. We recommend that the office reviews this webinar to prepare your office for this transition. For more information regarding the eTHOMAS ICD-10 webinar, please visit our website at [www.geniussolutions.com](http://www.geniussolutions.com)

**Update Route Sheets**
Genius also recommends updating the office’s route sheets with a crosswalk from ICD-9 to ICD-10. It should include the top codes that are normally used in the office. This will make identifying the patient’s appropriate code much simpler.

**Work Together**
Physicians and billers should work together to ensure that the appropriate code is selected for the patient’s condition. If the office has medical assistants and/or scribes that assist the physicians with charting, train them to understand the codes, too.

**Import ICD-10 Codes into ehrTHOMAS**
If ICD-10 codes are loaded into eTHOMAS already, call our support staff to help move those ICD-10 codes over from eTHOMAS to ehrTHOMAS. This will make searching for the code easier inside of ehrTHOMAS and ensure that the billers are ready to prepare claims using that code.

**Update**
Lastly, ensure that eTHOMAS (9.5.08) and ehrTHOMAS (2.0.0.10) programs are updated to the most current version. These updates includes all of our ICD-10 changes.
System Settings
There are system settings that should be activated in eTHOMAS and ehrTHOMAS on October 1st.

ehrTHOMAS – ICD10NoteTemplate
ICD10NoteTemplate will default the condition tracking and patient note to show ICD-10 codes and not ICD-9 codes. From the main screen click ‘Code Files’ and then click ‘System Setting’. We’ll search for ‘ICD10NoteTemplate’ at the bottom right corner of the screen. Expand this area by clicking the arrow button and select GLOBAL ON. Click ‘Save’. In order for the

![System Settings List](image1)

**eTHOMAS – ICD10DDEFAULT**
ICD10DEFAULT must be turned on inside of eTHOMAS to default ICD-10 codes on every claim. To do this, go into eTHOMAS, click on ‘Utility’, select ‘Settings’ and then ‘System Settings’. Click on the plus sign to add a new system setting. Double click inside the red box and it will open a new window to add a system setting. Type in, ICD10 and select ICD10default. Type ‘1’ in the value and then click ‘Save’.

![System Configurations](image2)
Converting your ICD-9 Codes to ICD-10 Codes

If you have pre-existing ICD-9 codes in your patient’s condition tracking, this method is the first method the user should try.

To attach an ICD-10 DX to a pre-existing ICD-9 code, click on the pencil edit button for ICD-10. A window will pop up and provide the user with the suggested code list.

From here users can select the ICD-10 DX that is most appropriate for the patient. You can search within this suggested code list by using the search bar at the bottom right corner of the screen. After selecting your ICD-10 code, click okay.

Notice that the DX: changed from an ICD-9 code to an ICD-10 code.
Selecting New ICD-10 Codes

Genius Solutions recommends that users continue to enter in new ICD-9 codes into the EHR until October 1st. On and after October 1st, all new conditions must be added as an ICD-10 code. There are several different ways to add in ICD-10 codes to a patient’s condition list. To start, click on the ‘Condition Tracking’ module and click ‘Add’ if the patient had pre-existing conditions.

Searching for Imported ICD-10 Codes

If you have your ICD-10 codes imported into the EHR, unselect show ICD-9 and SNOMED codes, and then use the search bar to search for your code in the same manner as if you were to search for an ICD-9 code.

ICD-10 Picker

If you do not have your ICD-10 codes imported to the EHR or the ICD-10 code you are looking for is not in the database, click on “Add New From ICD-10”.

This area has the complete list of all ICD-10 codes. There is two ways the user can select a code: (1) through the code picker or (2) through the search bar.
1. Code Picker

This picker allows you to filter your ICD-10 codes from the most general to the most specific diagnosis. These boxes are your base codes broken up by categories. As you click through to find the code that you are looking for you will notice that each level becomes more specific to the diagnosis you are looking for. Sometimes when you click on certain codes, the right side bar will generate some warnings that the provider should look over.

These warnings are derived from Medicare to better support the selected code. Continue to click through the picker until your code turns green. Notice that there is information that has populated in the bottom left box.

If there are choices inside this box, you must indicate the appropriate 7th character to your code before you can add this diagnosis to your patient’s condition list.
To go back to a previous selection, you can click the area you want to go back to at the top of the picker.

2. Search Bar

At the bottom right corner of the picker, users have the ability to search for codes by either code or description. This is similar to searching for a new ICD-9 code in the condition tracking module. Once you have found the code that you are looking for, click on that code to turn it green.

Once you have selected a diagnosis, click ‘Okay’. It will add your ICD10 code to the ‘Selected Diagnosis’ side bar. Click ‘Next’ to add this diagnosis to the patient’s condition list.
How to Send ICD-10 Charges from ehrTHOMAS to eTHOMAS

A charge will be generated in the EHR after the patient’s procedure(s) has been performed and additional diagnoses has been added to that procedure. Let’s use this procedure as an example.

![Procedure Tracking](image)

Ensure that the ‘Don’t Send’ checkbox is unchecked. If this is checked off, the procedure will not be populated on the send charges screen. Please note that the additional diagnoses has been added here to support the primary diagnosis.

To send your procedure and your diagnoses attached to your procedure over to eTHOMAS, click on ‘Send Charges’ from the ‘Menu’ tab. If you have the system setting SendChargesNoPopUp inactivated the system will automatically show the send charges screen after signing an encounter.

![Send Charges](image)

Notice that the ICD-9 diagnosis codes will show first and then if you keep scrolling the ICD-10 codes will also appear. If you convert your ICD-9 codes to ICD-10 codes, your ICD-9 code will also show up with your ICD-10 codes. This line can be edited to incorporate more information. Another ICD-10 code can be added by selecting the magnifying glass and select the appropriate code.

After reviewing the line, click on ‘Send’ to send your charge to eTHOMAS. To see the charge that we just sent over from
ehrTHOMAS, click on ‘Billing’ and then select ‘AutoCharge’.

This is the same line that was shown previously in ehrTHOMAS. Since there are several different methods to select ICD-10 diagnosis codes, you should check your lines to ensure that your ICD-10 codes are added into your eTHOMAS database. Click the checkbox next to the line you want to check and then click on ‘Check Data’.

This screen will look at the line and show you what needs to be added to your database. To add an ICD10 code that is not in your database, select the code and click ‘Add’.
It will open the eTHOMAS ICD10 import screen and search that ICD10 code. Click on the code and click on the Import button at the top left corner.

Click ‘Yes’ to import your code. Click ‘Exit’ after all codes are imported. When you are ready to post your charge, click on ‘Manual Charge’ on the AutoCharge screen.