

# E&M Coder Tutorial

## How to best see E&M Coder in 30 Days

To try E&M Coder for 30 Days, select “Cancel” in the Trial count down screen.

E&M Coder is ready to be used for your sample chart reviews. To best see E&M Coder’s benefits, select at least four (4) charts

- ❖ an under-coded chart,
- ❖ an over-coded chart,
- ❖ a correctly coded chart, and
- ❖ a questionably coded chart

The screenshot shows the E&M Coder Pro software interface. The window title is "E&M Coder Pro". The menu bar includes File, Setup, Tools, View, and Help. The toolbar contains icons for New, Open, Save, Reports, and navigation buttons (First, Prev, Next, Last). The main area is divided into several sections:

- Patient Information:** Patient ID: 020678, Patient Name: Patient, Stephanie, Examined By: JK, Doctor. Buttons for Notes and 94/97 Calculator are visible.
- Patient Info:** Fields for First Name (Stephanie), Middle Name, Last Name, Suffix, Date of Birth (2/6/1978), Age (27), Gender (Female), and Patient Status (Established).
- Visit Info:** Entry Date (3/25/2008), Last Modified (RMK), Visit Date (12/1/2005), Total Time (0), and Time Spent Counseling (0). There are checkboxes for "History Not Obtainable" and "TP performed/was present during History or time-based service" (checked).
- Service Category:** A list including Office Visit, Hospital Visit, Consultations, Emergency Department Services, Prolonged Services, and Preventive Medicine Services.
- Service Type:** A list including Evaluation of Presenting Problem (Fresh workup) and Recheck of Presenting Problem (1-30 days).
- Modifier:** A list including None, Prolonged, Unrelated, Separately identifiable, Mandated, Reduced, and Decision for surgery.
- Bottom Bar:** A summary bar with categories: Expanded (green), Focused exam (yellow), Moderate complexity decision (blue), Documented (99213), Optimal (99214), Additional Time (0), and Practice (99213).

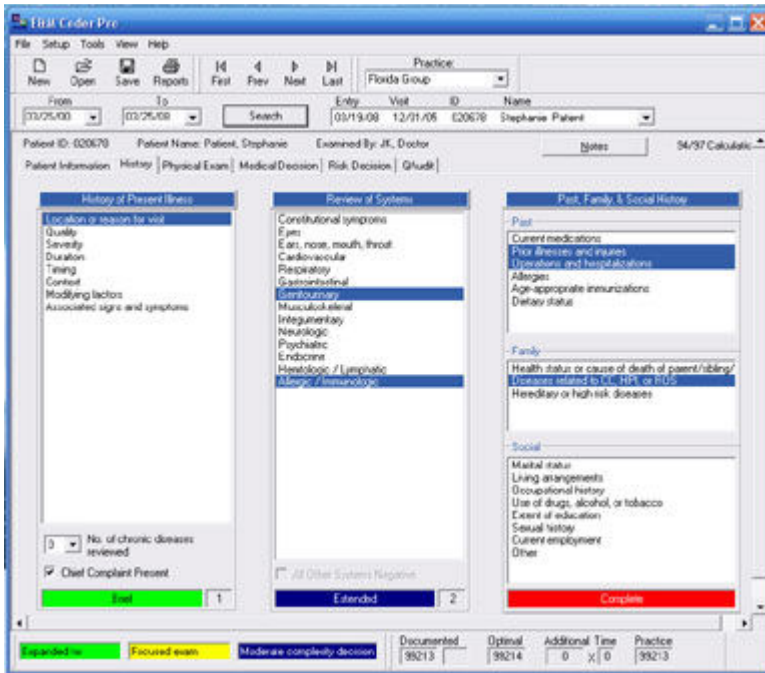
E&M Coder comes built with a Tutorial Practice called “The Integrated Group”. This group has been set up with:

- ❖ Sample Practice information for the The Integrated Group
- ❖ Sample Doctor for each 1997 Exam Type. The doctor selected will determine the exam shown in the Physical Exam screen.
- ❖ Sample Fee Schedule from Medicare’s 2002 Fee Schedule

You can now enter your chart information

- Patient ID
- First Name
- Last Name
- Gender
- Patient Status
- Examined By
- Service Category
- Service Type
- Visit Notes can be used for Audit Notes.

If Time Spent Counseling information is entered, and 3 Key Component information is entered, the E&M Coder will calculate the higher of the 2 E/M codes.



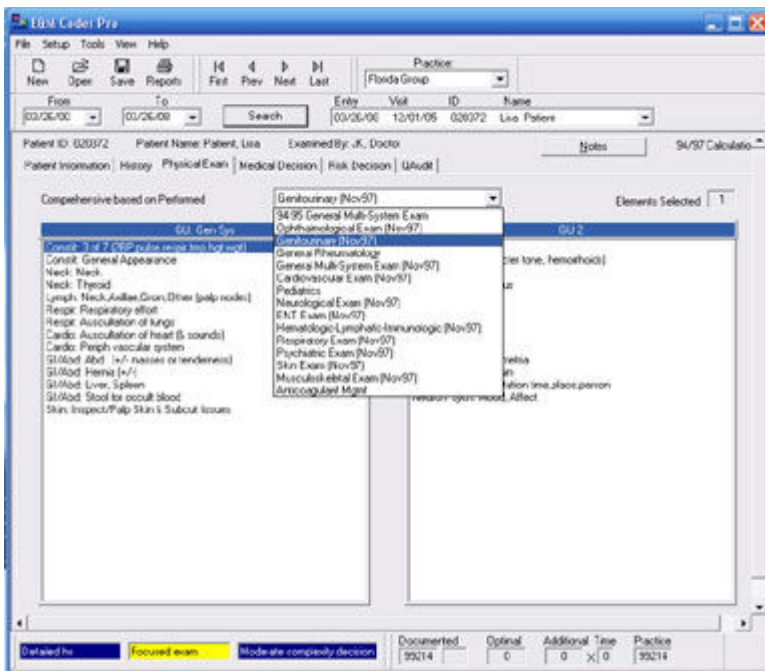
History Screen

On the History Screen, enter

- ◆ HPI
- ◆ ROS
- ◆ Past, Family and Social History

If the Chief Complaint is not present, remove the check mark.

During reporting, you can select to see the Chart Review Report (Audit Report) showing the missing Chief Complaint as insufficient to code.

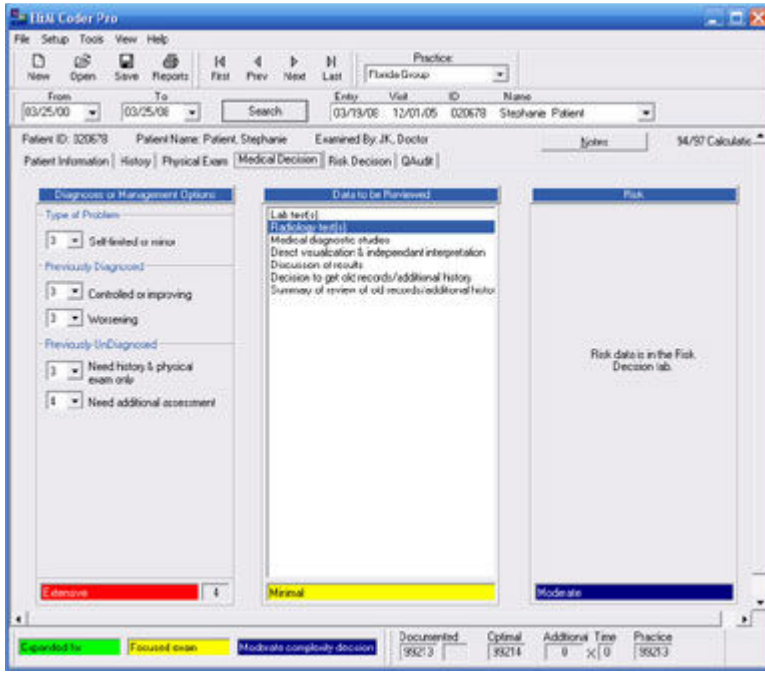


Exam Screen

The Exam Screen will show the default exam for the doctor selected.

You can select a different exam, including the 1994 Guidelines from the drop down list.

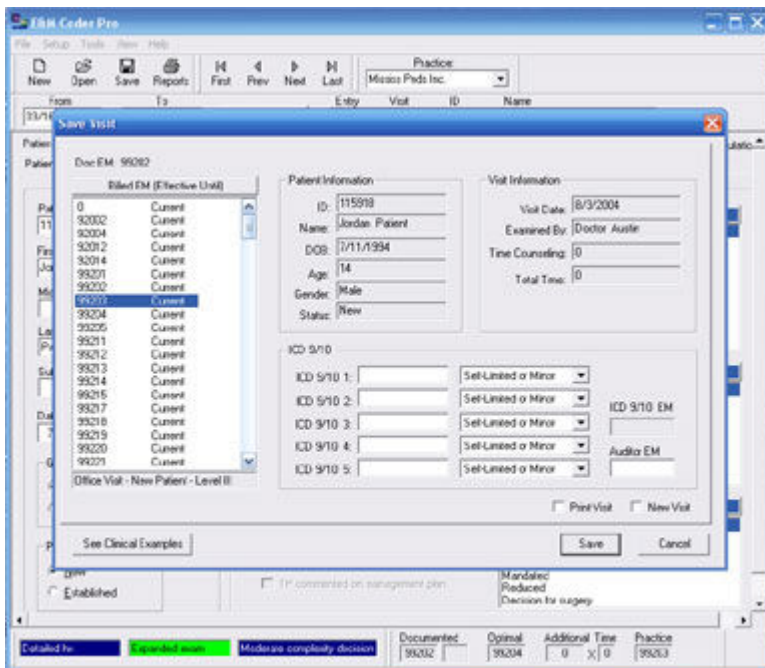
Enter your Exam information.



Medical Decision and Risk Decision Screens

Enter your MDM information.

The counts are for the number of presenting problems noted in the chart.



Saving the Visit

When you select “Save”, the Save Visit window will be displayed.

Select the E/M code billed for the visit by the practice.

E&M Coder will then save 3 E/Ms

- ♦ Practice Billed
- ♦ E&M Coder Documented
- ♦ E&M Coder Optimal

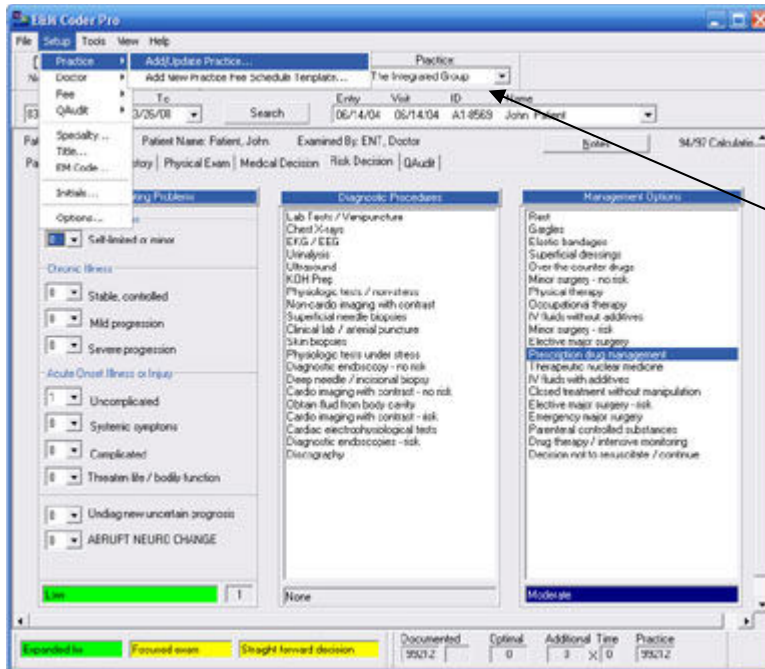
These 3 codes will be reported in the Chart Review of E/M CPT® Usage.

**A B C**

**The benefits of E&M Coder**

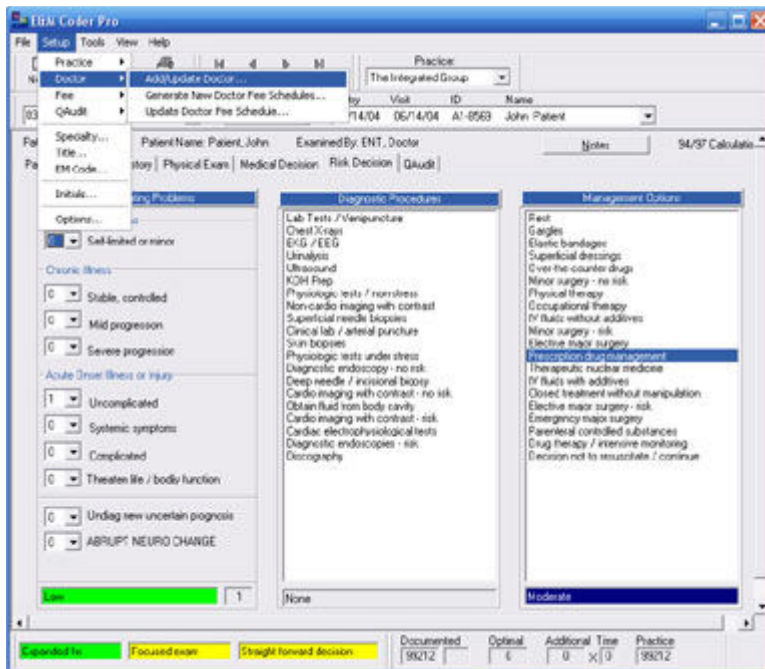
- A. E&M Coder color-codes the levels. You can use this for training.
- B. The proper E/M code based on the documentation is displayed.
- C. E&M Coder’s Optimal code shows what might have been coded, if the chart had been sufficiently documented.

# Setting Up Your Practice



When you are ready, you can setup your own Practice.

1. Add Practice
2. **Change the active Practice from The Integrated Group to your Practice.**
3. Add your Practice's Fee Schedule into the Practice Fee Schedule Template.

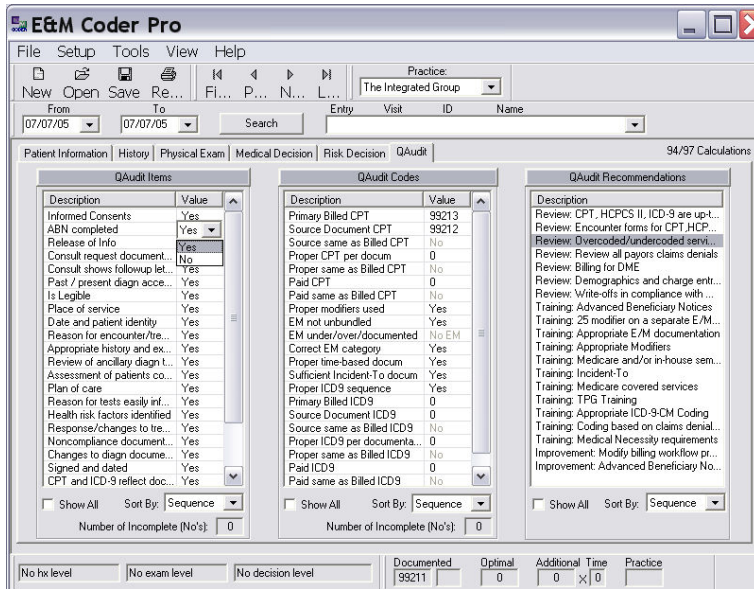


4. Add Doctors.
5. Generate New Doctors Fee Schedule.  
This will create a separate Fee Schedule for each doctor's specialty based on the Practice Fee Schedule Template that you loaded in step 3.
6. If you need to modify any specific specialty fee schedule, you can use "Update Doctor Fee Schedule".

Your practice is now set up!

# QAudit™

E&M Coder’s QAudit feature provides a customizable method to track and report chart and documentation quality issues.

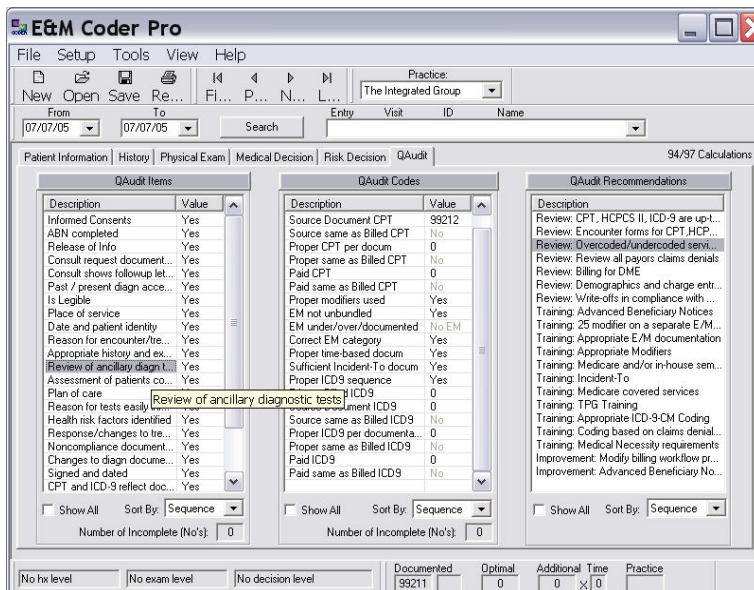


There are 3 categories of QAudit:

a) **QAudit Items** to track the presence or absence of charting elements such as “Is legible” or “ABN completed”.

b) **QAudit Codes** to track completeness of CPT® and ICD-9 coding. For example, you can track whether the Billed CPT corresponds to the CPT on the Source document, and whether it was the Paid CPT. You can track whether the ICD-9 codes were in proper sequence.

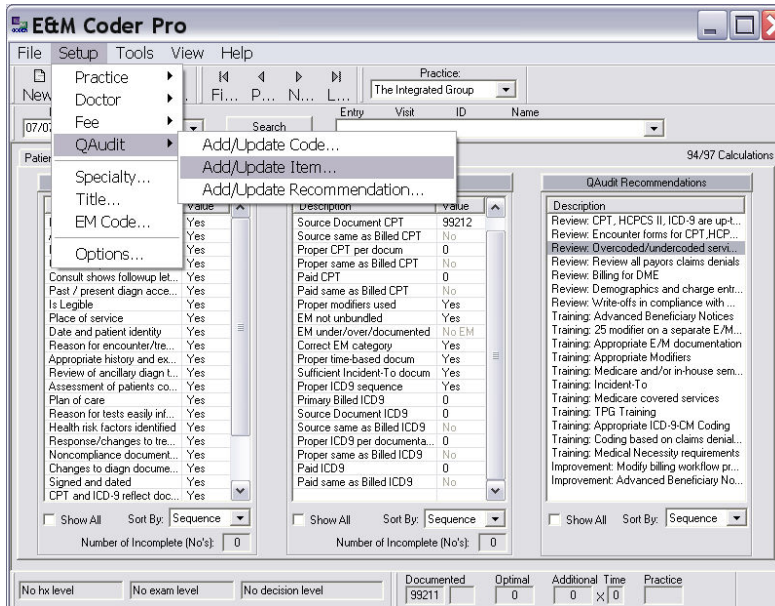
c) **QAudit Recommendations** to quickly select and present your Recommendations based on your QAudit Quality review.



To provide a quick reference, the Long Description of the QAudit Item, Code or Recommendation will be displayed when you “hover” your mouse over any Item, Code or Recommendation.

## Customization of QAudit

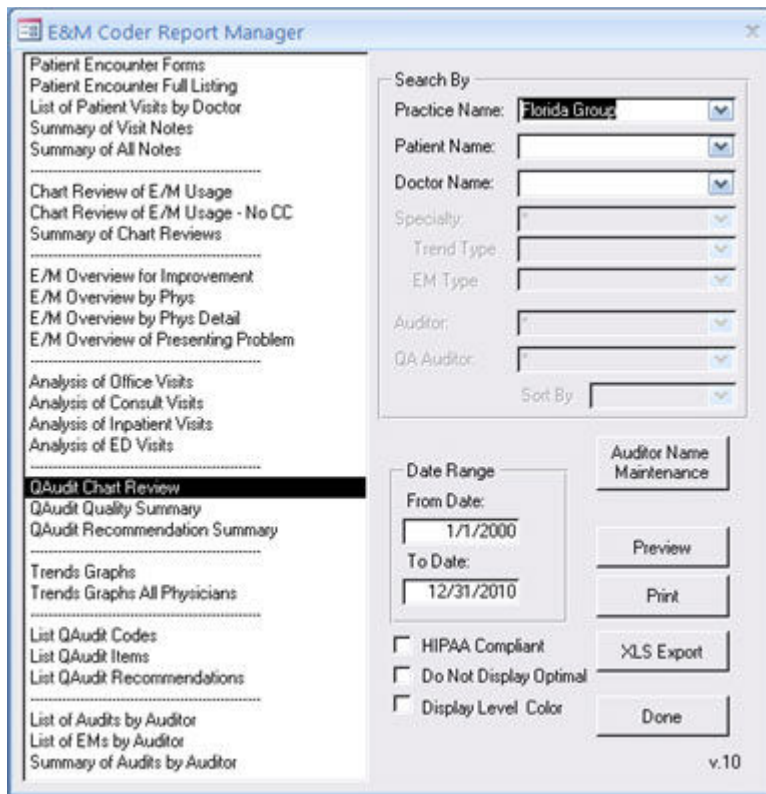
Each QAudit Item, Code, and Recommendation is customizable.



To aid in reporting, each QAudit Item and Code contains:

- a) **Header** description
- b) **Short Description** for screen display
- c) **Long Description** for reporting
- d) **Review Source** to document the reference for the element.
- e) **Sequence** to change the display and reporting order.
- f) **Active/Inactive** to determine whether or not the specific item is displayed or not.

**Create:** Adds new Items, Codes and Recommendations.



The QAudit Reports include:

- a) QAudit Chart Review
- b) QAudit Quality Summary
- c) QAudit Recommendation Summary
- d) List QAudit Codes
- e) List QAudit Items
- f) List QAudit Recommendation

For more help on setting up your E&M Coder software, see E&M Coder Help on the Start menu.

