Chapter 8

Working with Procedure Codes

Objectives

In this chapter, you will:

- Define the purpose of Procedure Master Translators (formerly known as ChargeMasters)
- Illustrate the importance of mapping procedure codes to modality and body regions.
- Create a Procedure Master Translator
- Define the required formatting elements for the Procedure Master Translator
- Tell why it's required to send your copy of the Procedure Master Translator to Nuance for review
- Demonstrate importing a Procedure Master Translator
- Demonstrate making changes to your imported Procedure Master Translator

Introduction to Procedure Master Translators

In this chapter we will examine what Procedure Master Translators, or PMT (formerly known as ChargeMasters) are used for in *PowerScribe 360 Reporting*.

Your *PowerScribe 360 Reporting* system uses imported procedure codes, along with modality and anatomy (also referred to as *body region*) mapping information in many areas. For example:

- In the **AutoText Categories** dialog box, where you assign procedure codes to an AutoText entry, you search for procedure codes by modality and anatomy. The mapped data causes the codes to appear correctly in the **Procedures** list for the data you choose here.
- Browse functions when logged into the client. Categories include Modality, Body Region and Sections (which are your modalities in the system).
- You can create Worklists to pull specific search criteria including: modality, body region, and or specific procedure codes. For example, a worklist could include a request to "show me all CT scans of the brain."
- When you set up peer review (purchasable option), you select the modalities and intervals for the peer review process. The code and mapping data causes the modalities to appear correctly in the list.
- When you create custom fields, you need to associate the fields with the appropriate procedure codes where applicable. In the **Procedure Code** selection dialog box, the correct display of codes, modalities, and anatomies depends on the procedure code data you imported and mapped.

Note: *Your organization is responsible for ensuring that the modalities and anatomies are mapped correctly in PowerScribe 360 Reporting.*

About the PowerScribe 360 Reporting Database

The purpose of the PMT is to map your institution's procedures and descriptions to the Nuance terms for modality and anatomy.

When your system is installed, modalities and anatomies (pre-determined by Nuance) already exist in the database. Sections should accurately depict what your organization uses for modalities. The Nuance modalities will always be used to determine AutoText mappings and peer review mappings. You can, however, use sections in worklists or to run a query.

Create a Procedure Master Translator

Use the information in this section to provide your Nuance representative with an Excel worksheet that will act as your Procedure Master Translator.

Tip: *If you attended a PowerScribe 360 Reporting administrator training class you received an Excel worksheet template that you should use as a starting point.*

Your Procedure Master Translator must include the following columns (the first two columns typically come from the billing system or RIS/HIS):

- **Procedure Code**: A ***unique*** identifier of the exam (procedure codes cannot be duplicated in *PowerScribe 360 Reporting*). Also referred to as catalog codes, exam codes, charge codes, or mnemonics. The procedure code information is obtained by analyzing your HL7 message when an order is generated. Determine what the code is and find the source of these codes. Any actively dictated code must be included in this file.
- **Procedure Description**: The description that is listed on the order for the procedure code. This field is limited to 100 characters.
- **Category Modality**: Type of equipment used to conduct the study. (Refer to *Modality and Anatomy Tables*, **beginning on page 609** of this document.)
- **Category Anatomy**: Name of the body region involved in the study. Use the most specific appropriate term here. (Refer to *Modality and Anatomy Tables*, beginning on page 609 of this document.) If more than one body region is involved, enter each region separated by a comma.
- **Section Name**: The name your facility uses to describe a modality. Often refers to how your facility's dictation responsibilities are divided. For example, CT, MR, Neuro, MSK, Peds. In many cases this name could be a department name in your facility. For example, the *PowerScribe 360 Reporting* system uses **Radiography** for x-rays; your system might use **CR**.
- **Bilateral**: When the body region is inherently bilateral, and the image always shows both the left and right sides, enter **Yes**. For Quality Check users, a yes in this field prevents the laterality mismatch alert from appearing when a report contains both **"left"** and **"right"** dictation.
- **Mammo**: If the procedure is a mammography exam ***that will use BI-RADS codes***, enter **Yes**. Otherwise leave this field blank.
- **Clinical/CPT Code**: The clinical codes that might already be used in your billing system. If possible, retrieve an export of those codes.

The illustration below shows an example of what your PMT worksheet should look like.

Note: *Row 2 of the worksheet template provided to you by Nuance contains a description of the content expected in each column. After completing the worksheet,* ***delete row 2 before saving****.*

	A	B	C	D	E	F	G	H
1	Procedure Code	Procedure Description	Category Modality	Category Anatomy	Section Name	Bilateral	Mammo	Clinical/CPT Code
2	*This is obtained from analysing your HL7 message when an order is generated. Determine what the code is and find the source of these codes. Any actively dictated code needs to be included in this file.*	*This describes what the Procedure Code represents. There is a 100 character limit for this column.*	*Equipment used to conduct the study. Use the Modality and Anatomy document provided.*	*Body region involved in the study. If more than one, enter each separated by a comma or as a new line entry. Use the Modality and Anatomy document provided.*	*What area is responsible for dictating the exam? Neuro, MSK, Peds, etc. This frequently follows the Modality used.*	*When the body region is inherently bilateral, and the image always shows both the left and right sides, enter Yes.*	*Is the procedure a mammo-graphy based exam? If Yes, enter Yes. If not, leave it blank.*	*Standard CPT code. Usually obtained from your billing department.*
3	70450	CT HEAD/BRAIN W/O DY	CT	Head	CT			70450
4	70460	CT HEAD/BRAIN W/DYE	CT	Head	CT			70460
5	78815	PET IMAGE W/CT SKULL-	PET	Whole body	PET			78815
6	78816	PET IMAGE W/CT FULL B	PET	Whole body	PET			78816
7	557973	MM SCREENING MAMM	Mammography	Breast	MA		Yes	46650
8	557614	MM SCREENING MAMM	Mammography	Breast	MA		Yes	46650
9	451301	MR SACRUM WO CONT	MR	Lumbar Spine	MR			66123
10	451403	MR SOFT TISSUE NECK W	MR	Max-Face	MR			32112
11	457151	MR SOFT TISSUE NECK W	MR	Neck	MR			32113
12	2909146	US Scrotum (Contents)	US	Testis	US			76870
13	2909453	XR Femur Left	Radiography	Thigh	CR			73550
14	2909456	XR Femur Right	Radiography	Thigh	CR			73550
15	CXR2VPAL	Chest 2 View PA & Lat	Radiography	Chest	CR			71020
16	73521	XR Hip Bilateral	Radiography	Hip	CR	Yes		73521

Note: *If upgrading from version 2.0 or earlier, once your current database is copied over, Nuance can export the data so you do not have to start from scratch to create the PMT.*

Additional Information

You can include the following information (by creating additional columns in your Procedure Master Translator):

- Relative Value Units (RVUs)
- Diagnostic Codes (ICD-9 or ICD-10)

Assign RVUs

You have the option of assigning professional, technical and global RVUs to each of your procedure codes for display in the radiologist's dashboard.

Note: *If you decide to use RVUs, the Global RVU is a required item. You cannot use Prof and/or Tech without using Global.*

To assign RVUs:

- Add the columns **Prof RVU**, **Tech RVU** and **Glob RVU** to your Procedure Master Translator. Each value must be a decimal number with up to 3 places to the left and two places to the right of the decimal point.

Note: *Providers can see the quota values in the client application dashboard (if a quota is set in the administrator preferences).*

Diagnostic Codes

For information on adding diagnostic codes to your PMT, see *Map Procedure Codes to Diagnostic Codes*, beginning on page 624.

Check the PMT Worksheet Formatting

To ensure that your PMT worksheet will be imported properly, check the worksheet you created for the following formatting requirements before sending the PMT to Nuance for validation.

- Column headings must be in row 1 of the worksheet.
- Alphanumeric procedure codes should be entered first, followed by numeric-only codes.
- Separate multiple anatomy, section, and clinical code entries with a comma and a space. For example, **CT, Neuro** or **71245, 73550**.
- No special formatting is allowed, which includes cell colors, cell shading, or font colors.
- No apostrophes are allowed in the worksheet.
- No formulas are allowed in the worksheet, including drop-down lists. Remove any formulas from the worksheet.
- Place all of the procedure code information on a single worksheet. Do not create multiple worksheets in the Excel workbook.
- Save the worksheet as an .**xls** document, **not xlsx**. (In Excel, click **File > Save As** and select **Excel 97-2003 Workbook (*.xls)** from the **Save as type** list.)
- Name your worksheet as follows: <Hospital Name> - PS360 <Version> - PMT - <mm-dd-yyyy>.xls.

  Example: **PowerScribe Hospital - PS360 version 3.5 - PMT - 04-10-2016.xls**

Send the PMT Worksheet to Nuance

After completing your PMT worksheet and checking the formatting items listed above, email the worksheet to **diagnosticproservices@nuance.com** and **carbon copy your Nuance project manager**.

Once received, the Optimization Consultant (OC) team:

- Validates the modality and anatomy information to verify that it matches the *PowerScribe 360 Reporting* database terminology, and that the PMT contains all of the required information.
- Conducts a test import of the PMT that checks for errors and/or warnings.
- Returns a validated file to you, or requests additional information and modifications, or provides suggestions for improvement.

Importing the Procedure Master Translator

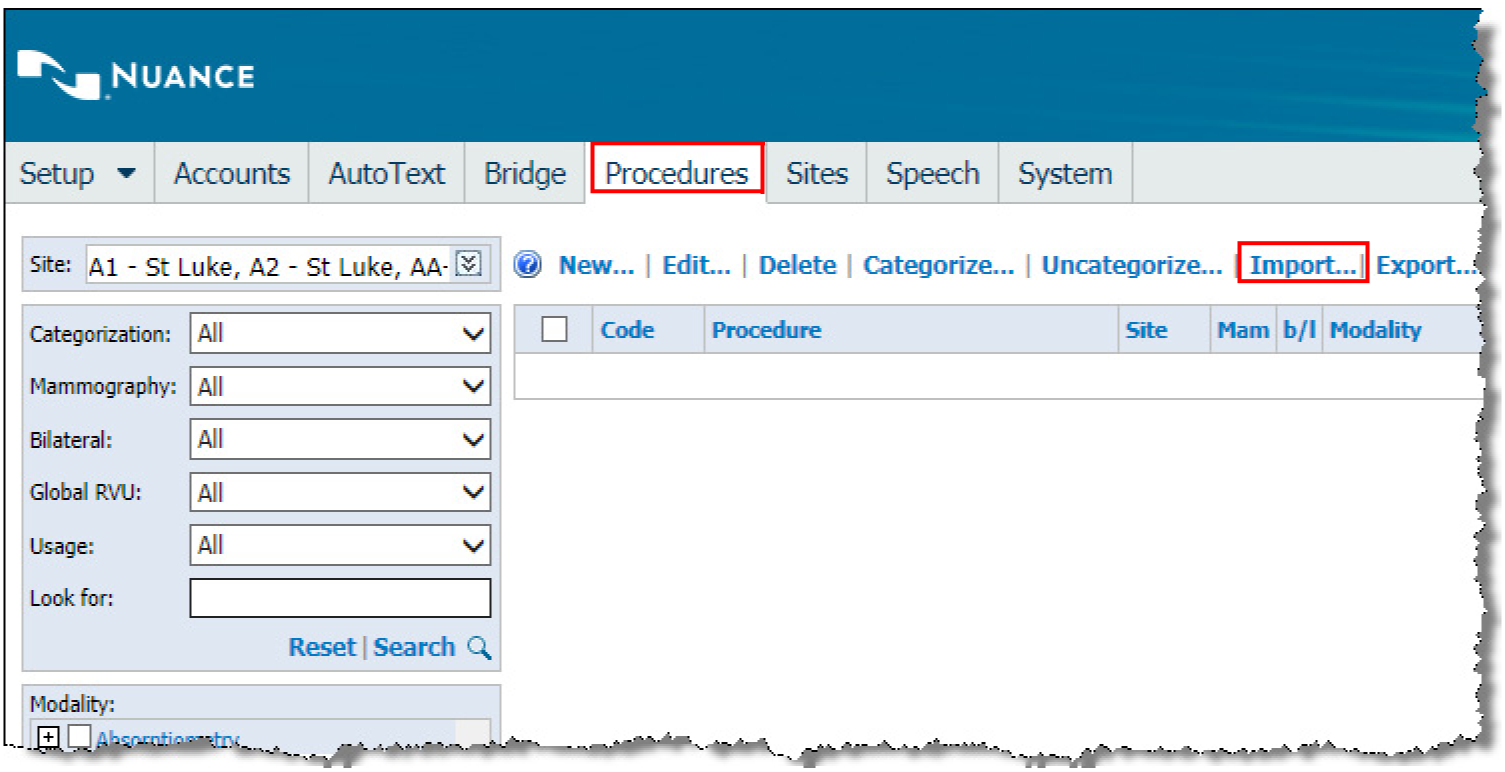
After creating your Procedure Master Translator, your Nuance Optimization Consultant must approve it and then guide you through the importing process. Schedule an appointment with your Nuance Project Manager to perform these two tasks.

Please do not import your initial Procedure Master Translator on your own. Your project manager will set up a call to work directly with a Nuance Optimization Consultant to ensure that the Procedure Master Translator is imported accurately.

The following directions are provided so that you understand the import process, especially for future importing of updated or new procedure codes.

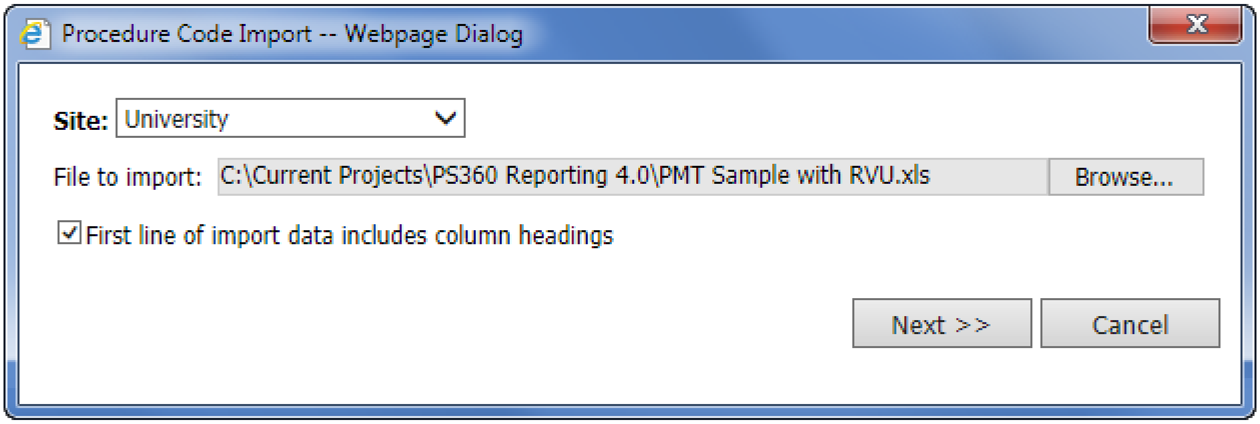
To import a Procedure Master Translator:

1. In the **Setup** group, click the **Procedures** tab.



2. Click the **Import** link. The **Procedure Code Import** dialog box opens.
3. Select the appropriate site from the **Site** drop-down list.

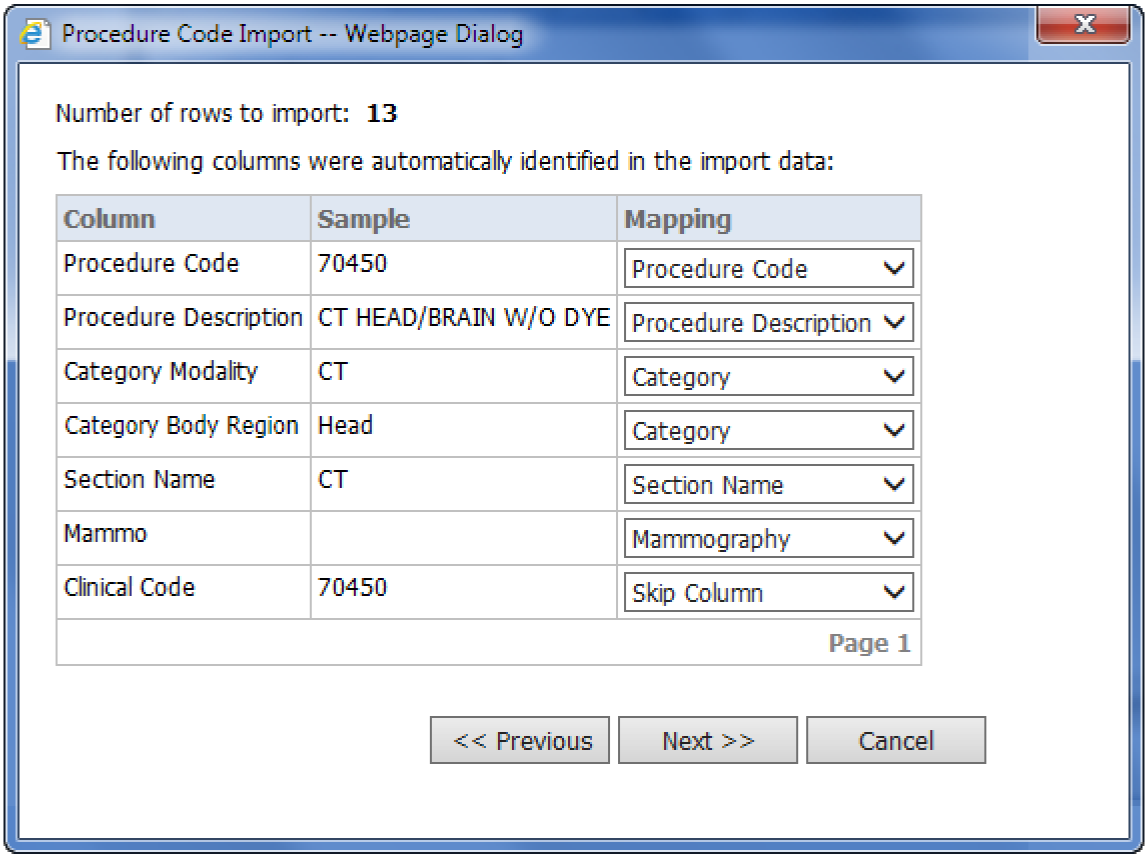
4. Click **Browse**. Navigate to and select the Procedure Master Translator file you want to import, and click **Open**. The path and file name appear in the **File to import** text box.



5. If your Procedure Master Translator file contains a heading row with column names, select the **First line of import data includes column headings** check box.
6. Click **Next** to continue. The dialog box displays:
   - The number of codes the software found in the Excel spreadsheet
   - The name of each column, along with a sample of that column's contents.

Note: *If your Procedure Master Translator has a heading row with column names, the software uses these names. Otherwise, it uses the Excel identifier for the column name; for example,* ***F6***

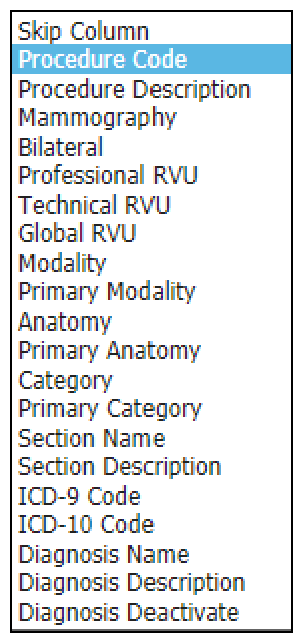
- A drop-down list where you will indicate how you want the software to map the contents of each column during the import.



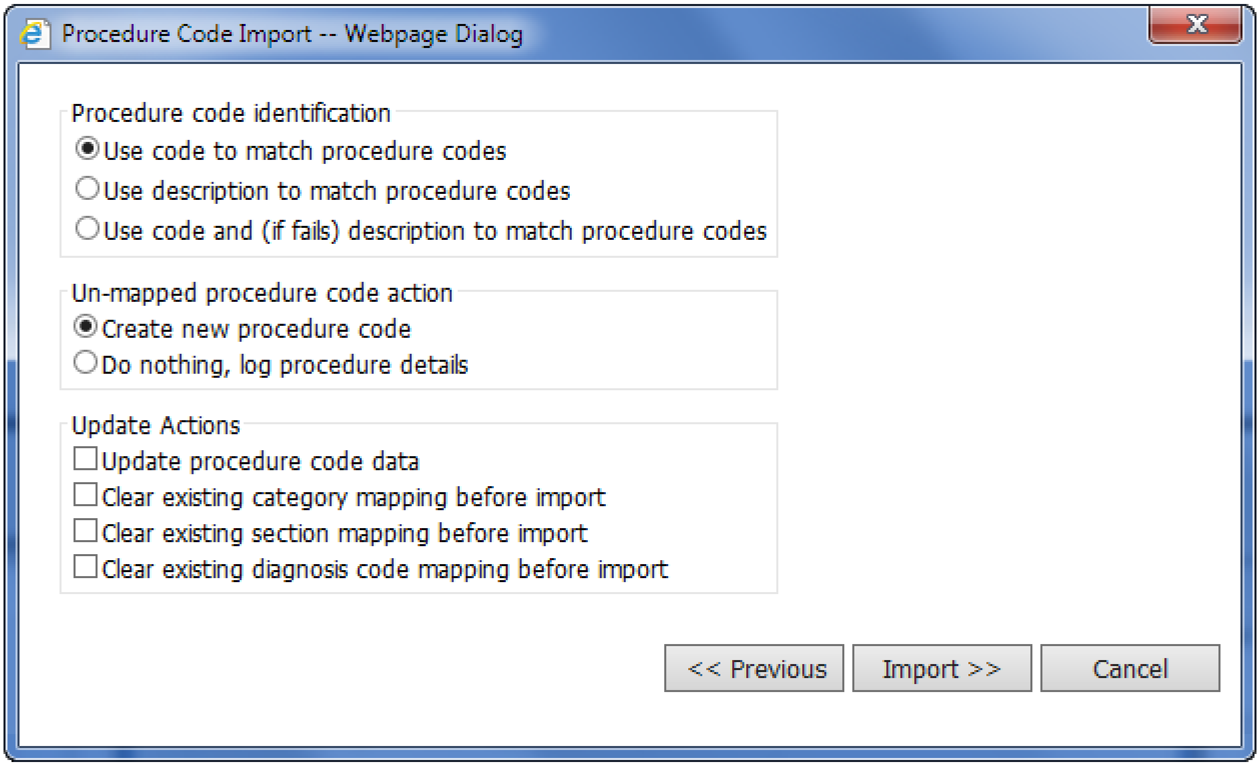
7. From each drop-down list in the **Mapping** column, select the name of the *PowerScribe 360 Reporting* database column to which the software is to map the corresponding Procedure Master Translator column. For any column in your Procedure Master Translator that is *not* to be processed, select **Skip Column**.

Note: *Somewhat counter-intuitively, both* ***Modality*** *and* ***Body Region*** *must be mapped to the* ***Category*** *selection in the drop-down list. In addition, for* ***Clinical Code*** *or* ***CPT Code****, select* ***Skip Column****.*

Mappings List



8. Click **Next**. This dialog box shows the default options you can use to control how the software handles the procedure codes you are importing.

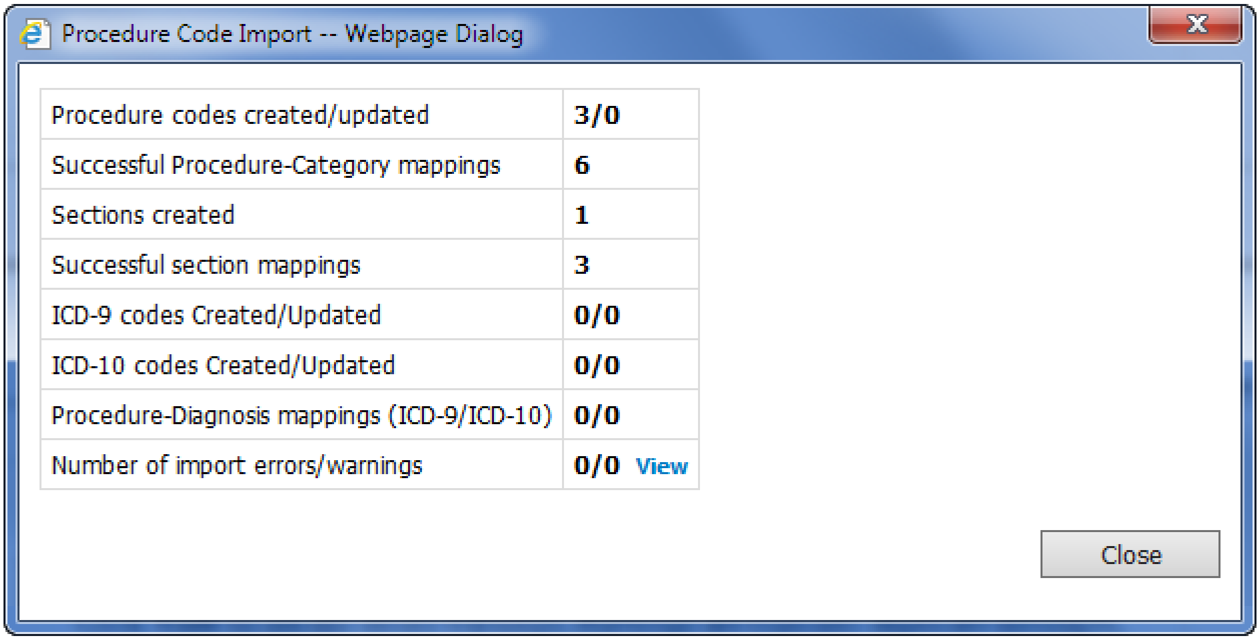


9. In the **Procedure code identification** section, select **Use code to match procedure codes**.
10. In the **Un-mapped procedure code action** section, select **Create new procedure code**.
11. In the **Update Actions** section, do not select any of the options for an initial import of your Procedure Master Translator.

    The table below explains the **Update Actions** options.

Update Action	Description
Update procedure code data	Updates only the description. It would not update the code; it would create a new entry.
Clear existing category mapping before import	Category mapping includes both the body region and modality mapping in the Nuance system.
Clear existing section mapping before import	Section mapping is cleared from procedure code to the section.
Clear existing diagnosis code mapping before import	Diagnosis coding mapping would be from procedure code to diagnostic code mapping.

12. Click **Import.** The system imports the data from your Procedure Master Translator into the database. When it has finished, it displays a report like this one:



The **Number of import errors/warnings** appears in the bottom row of the report. Click **View** to see the errors/warnings. *Warnings* are typically duplicate messages, meaning that the code or section was mapped previously, whereas an *error* truly is an error or something did not exist.

Note: *If you are unsure about the significance of an error or warning, contact your Nuance representative.*

13. Click **Close**.

Using Procedure Master Translators to Add or Modify Codes

In most cases you do not need to add individual procedure codes to your system because they are added automatically as new orders are received through HL7.

The following methods can be used to modify the procedure codes in the system.

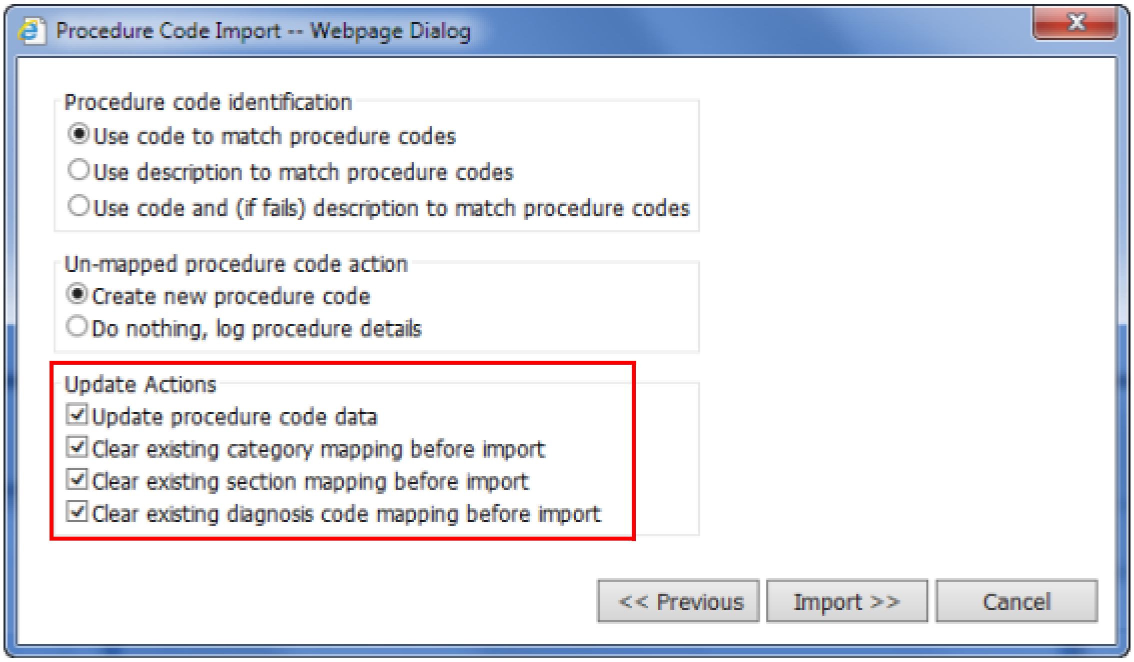
Best Practice Method: Modify and Rename Your Most Recent PMT Worksheet, then Re-Import

In order to maintain the integrity of your PMT worksheet, use the following steps when adding, removing, or changing information. Updating the most current worksheet using these steps ensures that you always have an up-to-date backup copy of your latest changes.

1. Using Excel, open the most recent copy of your PMT worksheet.
2. Enter your changes as required:
   - Add new procedure codes to the bottom of your existing list of codes.
   - Modify existing procedure codes as needed.
3. Use the **Save As** function in Excel to save your worksheet as described earlier in this chapter (in the *Check the PMT Worksheet Formatting*, beginning on page 195). By renaming your most recent copy (using the current date at the end of the name) and performing a **Save As**, you create a series of PMT worksheets that contain the changes you have made over time.

   Tip: *Using the current date is the key to the name change; the rest of the name can remain the same.*

4. From the *PowerScribe 360 Reporting* Administrator Portal, begin the import process of this newest version of the PMT using the steps shown in *Importing the Procedure Master Translator*, beginning on page 197 of this chapter. However, when you reach the **Update Actions** section, select all four of the check boxes as shown below.



Alternate Method: Manually Manipulate Procedure Codes

Note: *Although this method does allow you to manage procedure codes manually, it renders your most recent PMT Excel worksheet invalid, since you now have data in your system that is not in your PMT worksheet. As a best practice, Nuance recommends that you modify your PMT worksheet with your changes and re-import as described above.*

Create Procedure Codes

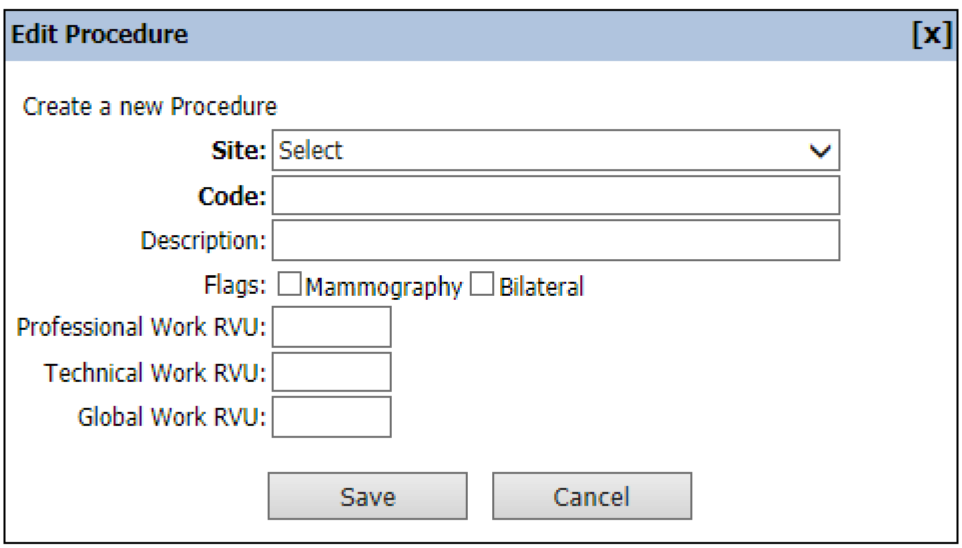
Note: *This method is rarely used because PowerScribe 360 Reporting automatically receives the procedure codes when the procedures are ordered (from within PowerScribe).*

The steps below show the second method for adding or modifying procedure codes:

To create a procedure code:

1. In the **Setup** group, select the **Procedures** tab.
2. Click the **New** link. The **Edit Procedure** dialog box opens.

   Note: *Both the* ***Site*** *and* ***Code*** *fields are required (indicated by bold text titles).*



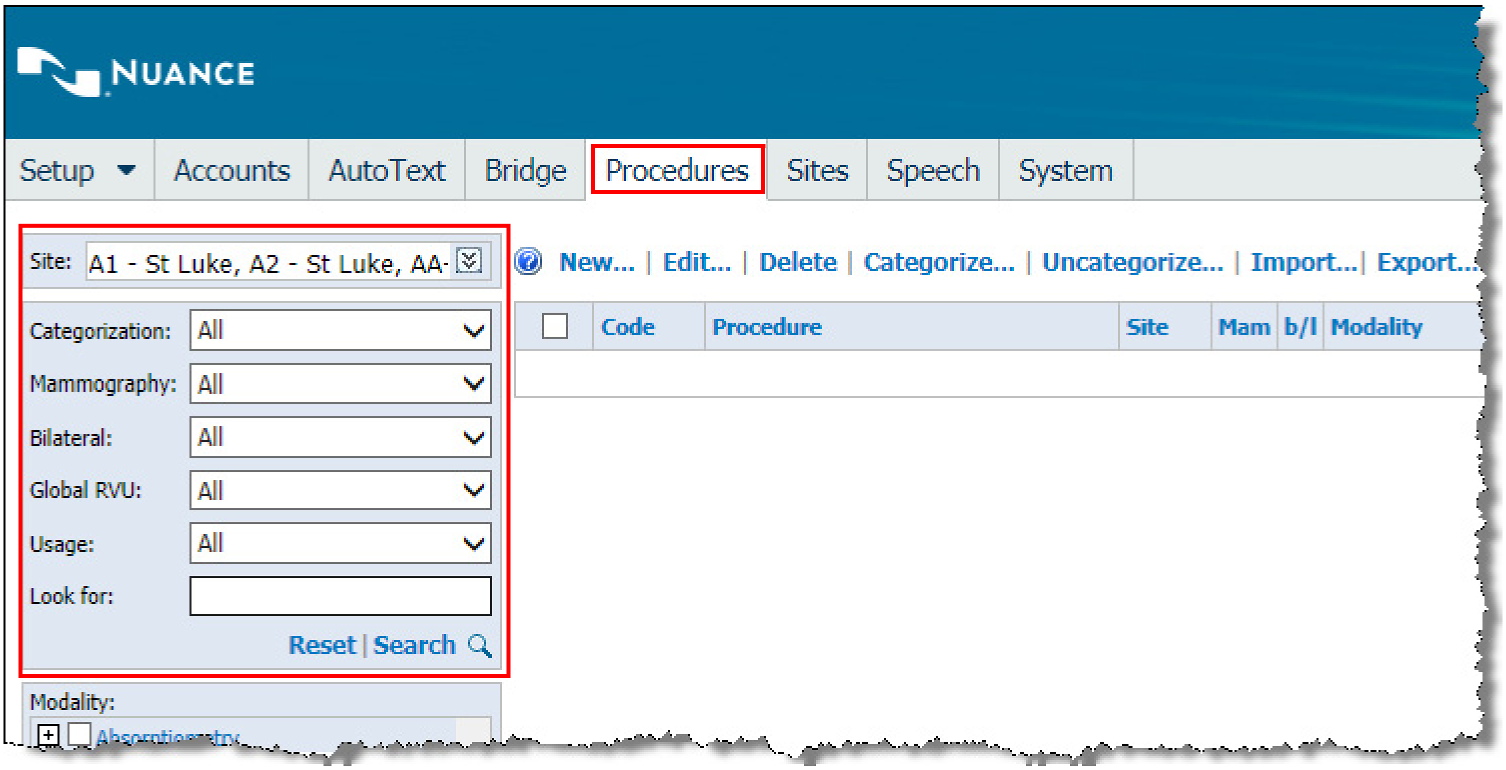
3. Select the appropriate site from the **Site** drop-down list.
4. In the **Code** field, enter the new procedure code.
5. Fill in the information for the remaining fields (Description, Mammography and Bilateral check boxes, and RVU information) if any are required for this site.
6. When finished, click **Save**.

Edit Procedure Codes

If there are changes to one of your facility's procedure codes, or to a small number of them, you can edit the codes manually in the *PowerScribe 360 Reporting* Administrator Portal rather than importing a Procedure Master Translator. For example, you might need to change the description associated with a single code.

To search fro a procedure code:

1. In the **Setup** group, select the **Procedures** tab.



2. Search for the code you want to edit. To narrow your results, use the search filters in the left portion of the window:
   - **Site**: From this drop-down list, select one or more sites.
   - **Categorization**: Choose **Uncategorized**, **No Modality**, **No Anatomy**, or **All**.
   - **Mammography**: Choose **Set**, **Not Set**, or **All**.
   - **Bilateral**: Choose **Set**, **Not Set**, or **All**.
   - **Global RVU**: Choose **Set**, **Not Set**, or **All**.
   - **Usage**: Choose **Never**, **At least once**, or **All**.
   - **Look for**: Type the first few letters of the procedure code, followed by an asterisk * (which acts as a wild-card character).

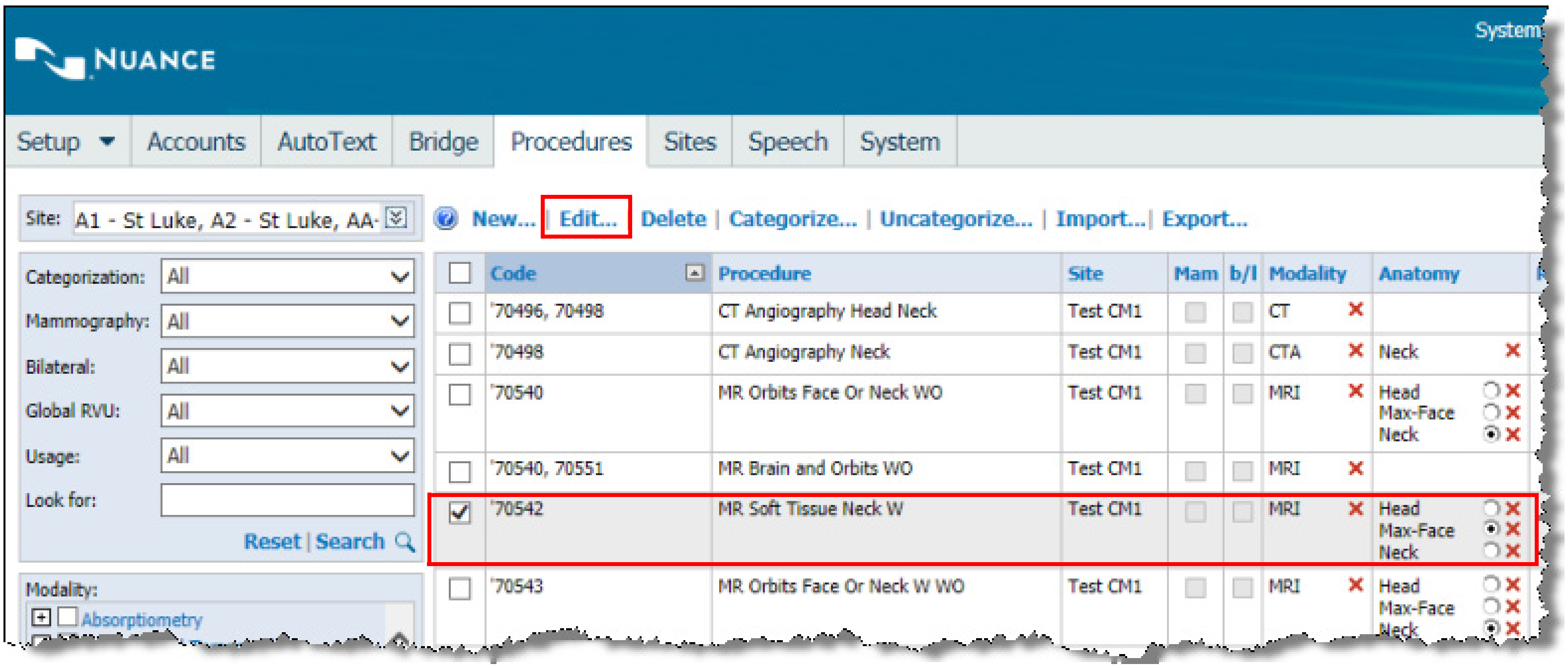
*Note: These filters are **additive**, which means that if you select an item from more than one filter, both (or all) of the criteria will be considered, possibly reducing the number of results.*

- **Modality** and **Anatomy** lists: These two areas are separate from the filters mentioned above and have their own **Search** button. Make one or more selections to locate the procedure you want to edit. As shown in the note above, both these lists are additive as well.

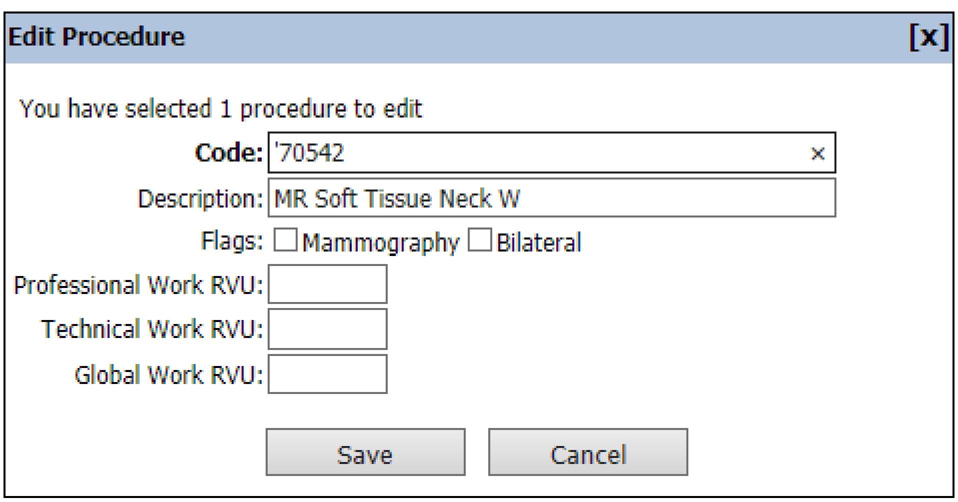
3. Click the **Search** link. The codes that meet your criteria appear in the list.

To edit a procedure code:

1. Click the check box to the left of the code that you want to edit.



2. Click the **Edit** link. The **Edit Procedure** dialog box opens.



3. Make the necessary changes to the code, description, or both. Select or clear the **Mammography** and Bilateral check boxes as needed, and add **RVU** information, as applicable. (Note that the **Code** field is the only required field.)
4. Click **Save** to save your changes.

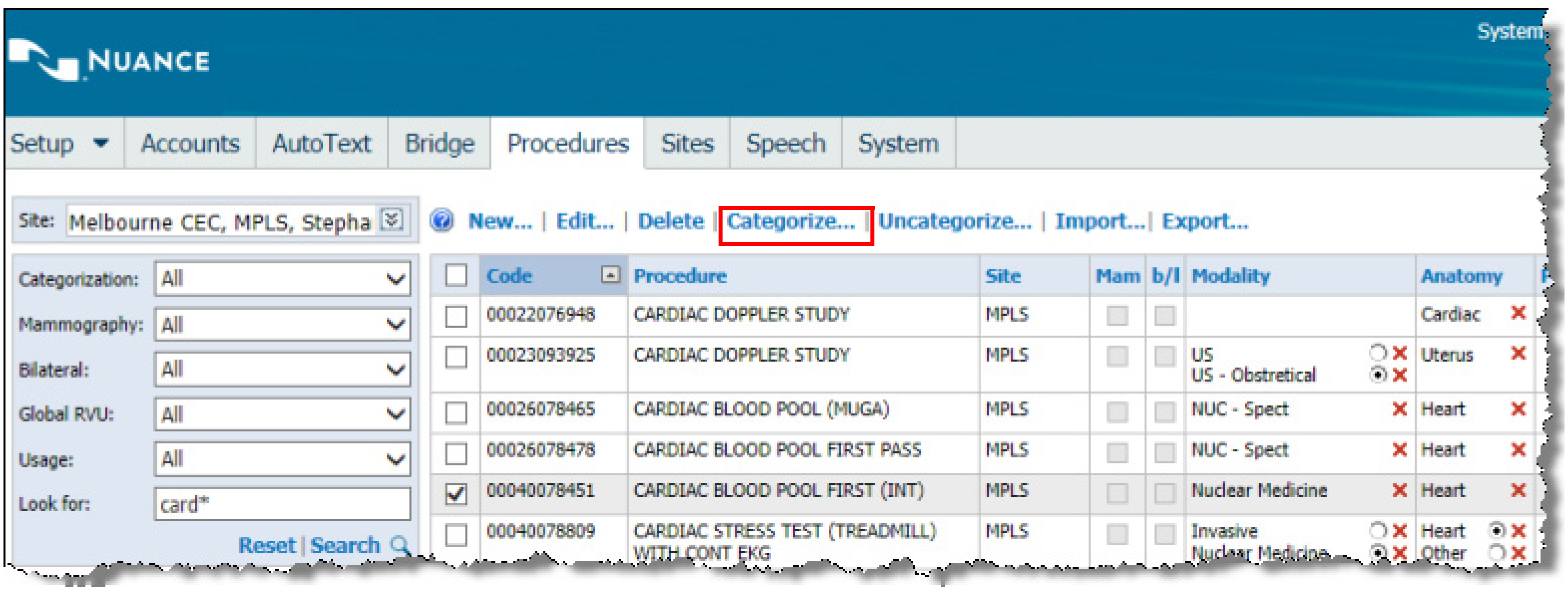
Categorize and Uncategorize Procedure Codes

If you need to categorize, uncategorize, or re-categorize only a few codes, you can select a code through the *PowerScribe 360 Reporting* Administrator Portal and categorize it manually.

Categorize Procedure Codes

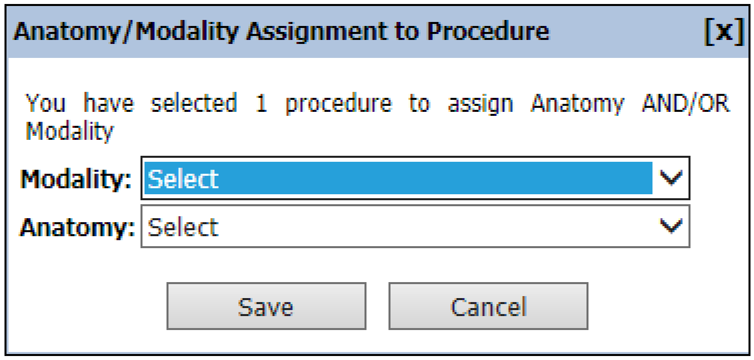
To categorize procedure codes:

1. Search for one or more procedure codes. (Follow steps 1 through 3 shown in *Edit Procedure Codes*, beginning on page 205.)
2. From the search results list that appears, select the code, or codes, that you want to categorize.



Note: Select more than one code to assign the same modality and anatomy to multiple codes.

3. Click the **Categorize** link. The **Anatomy/Modality Assignment to Procedure** dialog box opens.



4. Make your selections from the **Modality** and/or **Anatomy** drop-down lists. (These lists are quite extensive; use the scroll bar to move through the entire list.)

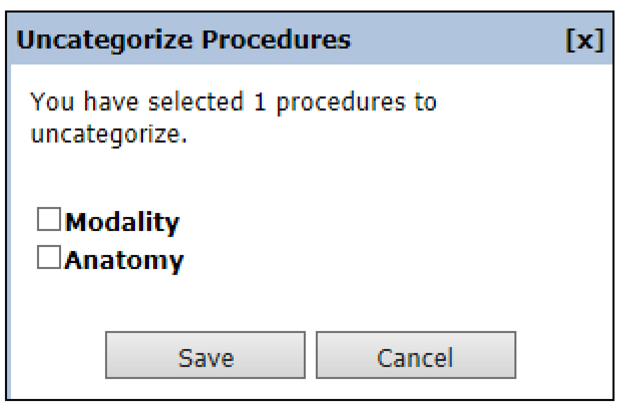
   Note: *The items in the Modality and Anatomy lists come from the PowerScribe 360 Reporting system.*

5. When finished, click **Save** to save your changes.

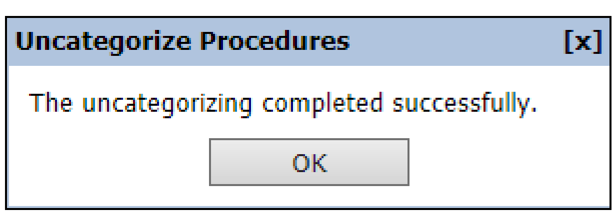
Uncategorize Procedure Codes

To uncategorize a procedure code:

1. Follow the steps shown above to locate the code you want to uncategorize.
2. Select the code and click the **Uncategorize** link. The **Uncategorize Procedures** dialog box opens.

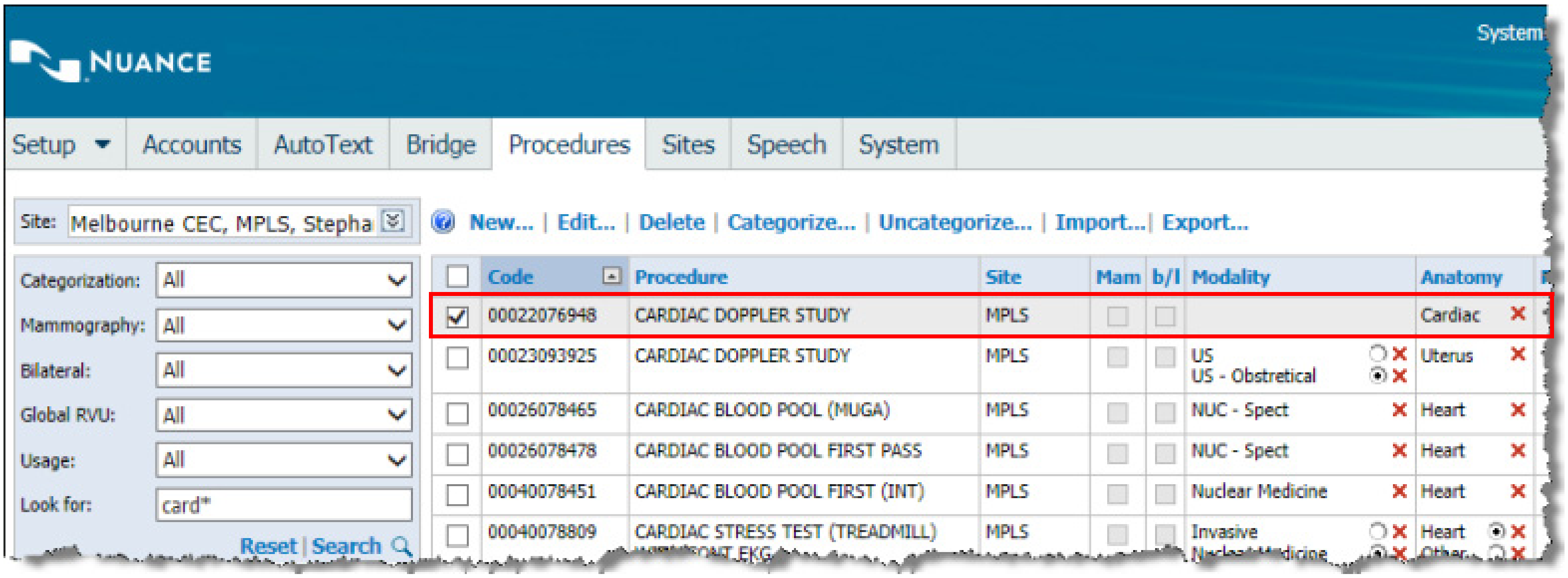


3. Select the **Modality**, **Anatomy**, or both check boxes to uncategorize.
4. When finished, click **Save** to save your changes. A message opens confirming that the uncategorize was successful.

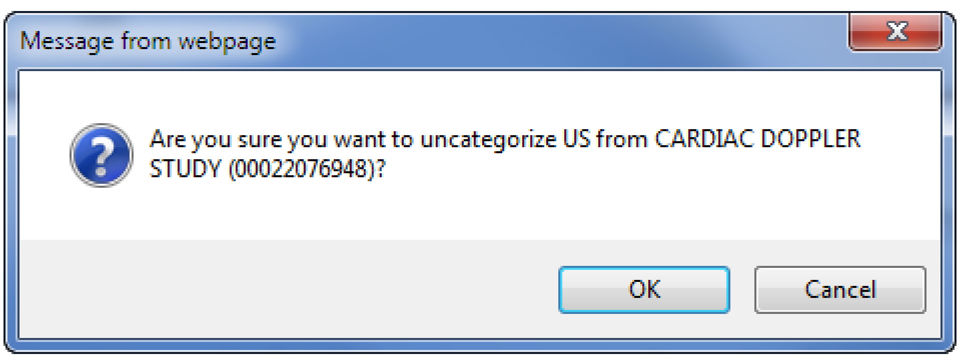


Another way to uncategorize a procedure code:

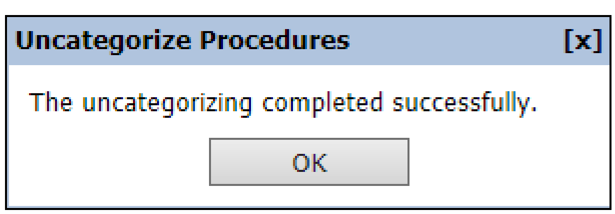
1. Search for one or more procedure codes. (Follow steps 1 through 3 shown in *Edit Procedure Codes*, beginning on page 205.)
2. From the search results list that appears, locate the code that you want to uncategorize.
3. Click the red **X** in the **Modality** or **Anatomy** column.



4. At the message box that opens, click **OK** to uncategorize the modality or anatomy, depending upon what you selected. The message box describes the action that will be taken if you click **OK**. (See example below.)



5. At the successful uncategorizing message box, click **OK**.

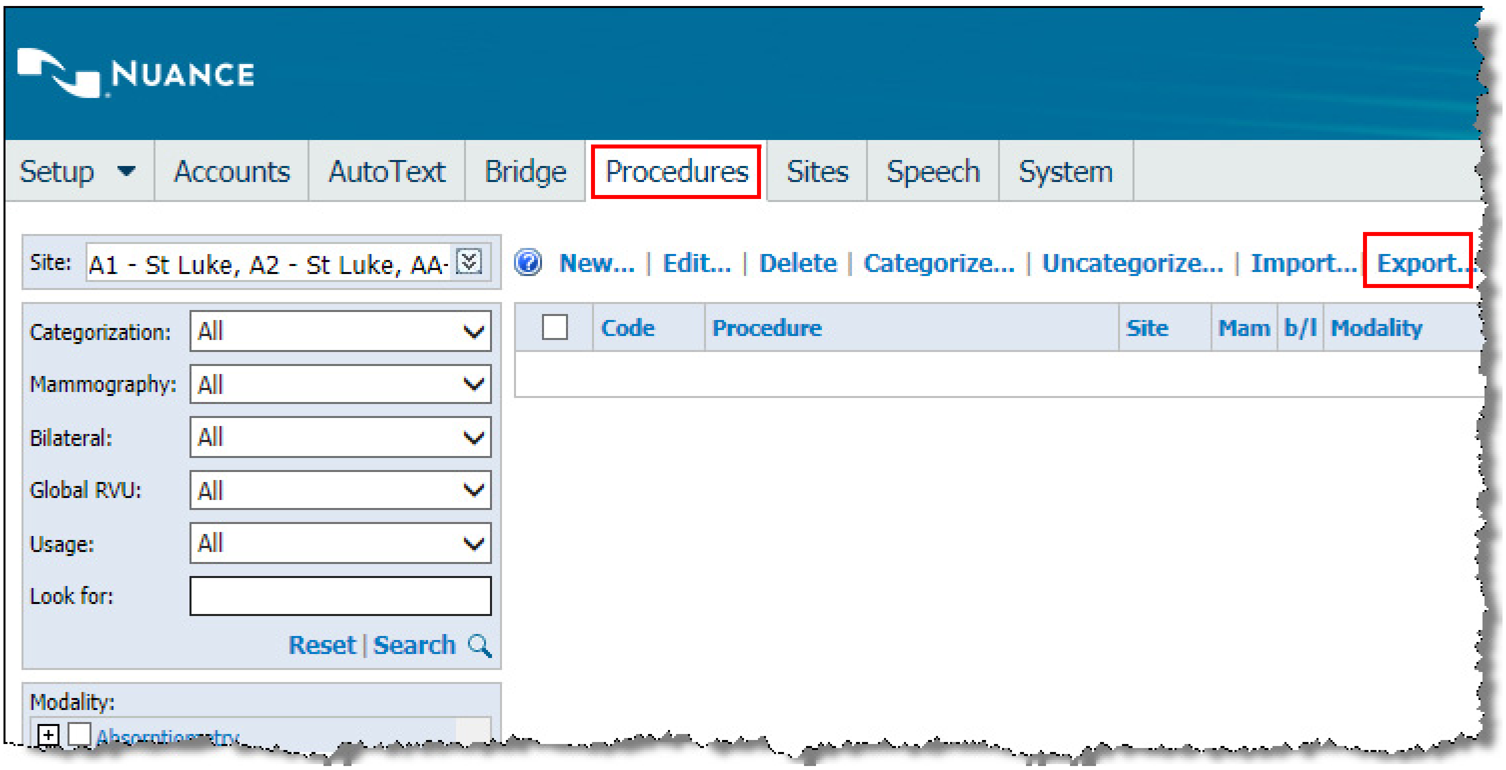


Export Procedure Codes, Diagnosis Codes, Anatomy/Modality, and Section Data

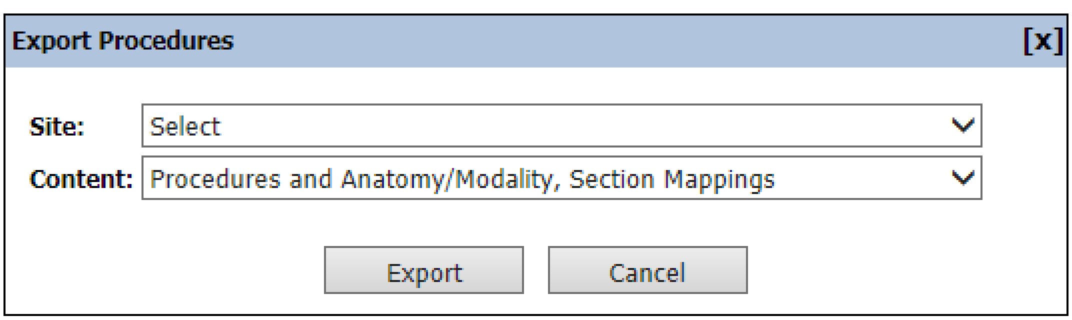
Use the Export link to send a site's procedure code, diagnosis code, anatomy/modality, and section data to an Excel spreadsheet. You can use the spreadsheet to import this information into another site, or just keep it for reference purposes.

To export procedure codes and other data:

1. In the **Setup** group, select the **Procedures** tab.
2. Click the **Export** link.

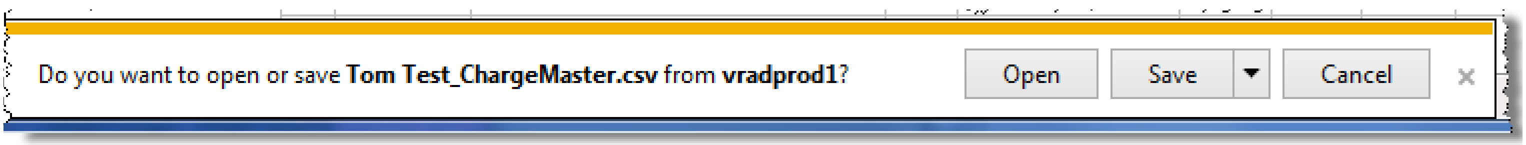


The **Export Procedures** dialog box opens.



3. From the **Site** drop-down list, select the site whose data you want to export.

4. From the **Content** drop-down list, select the type of data you want to export from the site you selected to an Excel spreadsheet. Choose one of the following selections:
   - Procedures
   - Procedures and Anatomy/Modality, Section Mappings
   - Procedures and Diagnosis Code Mappings
   - Procedures and Anatomy/Modality, Section, Diagnosis Code Mappings
   - ICD-9 Diagnosis Codes
   - ICD-10 Diagnosis Codes
5. After making your selection, click **Export**. A standard Windows Save/Open bar opens at the bottom of the window.



- **Save**: Saves the file to your Windows **Downloads** folder.
- **Save As**: Opens a standard Windows save dialog box from which you can select a location to save the file.
- **Save and Open**: Saves the file to Downloads and opens the file in Excel for viewing.
- **Open**: Opens the data file in Excel as a comma separated values (CSV) file. The content of the file is determined by the selection you made in the Content drop-down list. An example of exporting the Procedures content selection is shown below.