Important Dates in 2014

January 6th, 2014
Payers have to start accepting the new CMS1500 Version 02/12 Form. Payers should be able to receive either the old/new form until 3/31/2014.

April 1st, 2014
Providers can no longer send the old CMS1500 Form. Payers should only be accepting the new form.

October 1st, 2014
Providers must begin coding using ICD-10 codes for claims with DOS 10/1/2014 or later.
Office Ally Readiness

All Office Ally applications and services:

- Clearinghouse Transactions
- Print Claims Service
- Claim Form Views
- Code Search Tool
- Online Entry Tool
- Claim Fix Tool
- Practice Mate
- EHR 24/7

Have been or are currently being updated to meet both requirements. Updates are scheduled for completion in Dec 2013.
The most significant changes are in boxes 21 and 24. There is room for 12 diagnosis codes in box 21. In box 24E (diagnosis pointer), these are now letters instead of numbers. 1,2,3,4 has been changed to A,B,C,D,E,F,G,H,I,J,K,L.
ICD-10 Look Up Tool

Office Ally has created a look up tool based on the General Equivalency Mapping (GEM) files available from CMS, to assist users with transitioning to ICD-10 coding by displaying the possible relationships between ICD-9 and ICD-10 codes.

**NOTE:** This tool is intended as an aid in becoming familiar with ICD-10 and to provide access to the GEM mappings in an easy to use lookup tool.

1. Go to [www.officeally.com](http://www.officeally.com)

2. Hover over “Login” and click “Office Ally” to log into the Service Center

3. Click on Code Search

5. To search by ICD-9 code, select **Begins With** from the third drop down. Enter the first 3-4 characters of your ICD-9 code and click on **Search**.

In this example we used 25053.

**NOTE:** If the tool is not displaying correctly and you are using IE10, please turn on **Compatibility View**. If you are using any other browser, please use IE/Chrome.
6. The ICD-9’s (red) are listed on the left. To the right of each ICD-9 is an ICD-10 code (green) that is related to the ICD-9. As you can see in this example, there are five ICD-10’s related to this one ICD-9.

7. Each ICD-10 should be evaluated to determine whether it applies for this patient’s diagnosis. Include all that apply to the diagnosis.

   In this case, if the patient had **Type 1 diabetes mellitus with diabetic cataract and hyperglycemia**, then ICD-10 codes: E1036 and E1065 would apply and should be used.

**NOTE:** In many cases, there can be a 1-to-Many/Many-to-1 relationship.
ICD-10 Look Up Tool

Not all ICD-9 to ICD-10 relations are 1-to-Many. Some can be 1-to-1, for example **ICD-9: 460** is an exact match to **ICD-10: J00**

<table>
<thead>
<tr>
<th>ICD-9 Code</th>
<th>ICD-9 Description</th>
<th>ICD-9 Billable</th>
<th>ICD-9 HCC</th>
<th>ICD-10 Code</th>
<th>ICD-10 Description</th>
<th>ICD-10 Billable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) 460</td>
<td>ACUTE NASOPHARYNGITIS (COMMON COLD)</td>
<td>Y</td>
<td>N</td>
<td>J00</td>
<td>Acute nasopharyngitis [common cold]</td>
<td>Y</td>
</tr>
</tbody>
</table>

Also keep in mind that there are some ICD-10’s that don’t relate to any former ICD-9, so the only way to view these in the lookup tool would be to search by the actual ICD-10 code, or by its description. Searching for the diagnosis codes you use by **ICD-10 Description** will help you find these.

Here are some examples:

<table>
<thead>
<tr>
<th>ICD-9 Code</th>
<th>ICD-9 Description</th>
<th>ICD-9 Billable</th>
<th>ICD-9 HCC</th>
<th>ICD-10 Code</th>
<th>ICD-10 Description</th>
<th>ICD-10 Billable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) A0109</td>
<td>Typhoid fever with other complications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>2) A0105</td>
<td>Typhoid osteomyelitis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>3) A0104</td>
<td>Typhoid arthritis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>4) A0103</td>
<td>Typhoid pneumonia</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>5) A0102</td>
<td>Typhoid fever with heart involvement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>6) A0101</td>
<td>Typhoid meningitis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
</tr>
</tbody>
</table>
The **ICD-9/ICD-10 Lookup Tool** is useful in the same way as an English-to-Spanish dictionary. You can use it to look up English words you are familiar with and what their Spanish equivalent is. However, that does not mean that all Spanish words have an English equivalent, and the translation isn’t always exactly the same in every context.

The **ICD-9/ICD-10 Lookup Tool** can be used to do direct translations but should also be used to familiarize yourself with the new ICD-10 codeset. The ultimate goal is to find and use the code(s) that completely describe each patient’s specific diagnosis.
1. Will ALL payers be accepting ICD-10 on October 1st, 2014?  
   **NO**, not necessarily. Although all covered entities (payers, health plans, and providers) are supposed to use ICD-10 as of October 1, 2014, it is possible that some may still only be able to accept ICD-9 for some time after the transition. In addition, exceptions to the ICD-10 requirement are Workman’s Compensation and Property and Casualty payers, because they are not defined as ‘covered entities’ under HIPAA.

2. Will my software need to be able to handle both ICD-10 and ICD-9 codes?  
   **YES**, since the switch is based on DOS, claims for DOS before 10/1/2014 will still need to be billed using ICD-9 codes, even if they are billed after the transition occurs. In addition, it is possible that not all payers will be able to accept ICD-10 codes, so the provider will have to submit the correct codes to the payers depending on the payer’s requirements.
3. If I’m using Office Ally Practice Mate is there anything I need to do to be ready to start using ICD-10 codes?
   **NO**, Office Ally software will be capable of sending both ICD-9 and ICD-10 codes. You will, however, need to begin coding claims using ICD-10 when required.

4. If I’m only using Office Ally as my clearinghouse, can I continue to send the same format I’m sending now?
   **YES**, however your format must be able to include ICD-10 codes on claims that require them, otherwise you would need to update to ICD-10 codes via ClaimFix for every claim. If your format is **not** capable of sending ICD-10 and you aren’t upgrading your software, Practice Mate is a free option that will be ICD-10 ready.
5. If I send a text image of the old paper form to Office Ally will it be accepted? **YES**, however, since the new CMS form allows up to 12 diagnosis codes as opposed to only 4 on the old form, if you need to send over 4 diagnosis codes, you will have to work with Office Ally Technical Support to include the additional codes in reserved fields. Also, you will need to ensure your format allows for the longer length of ICD-10 codes in Box 21. If your format is **not** capable of sending ICD-10 and you aren’t upgrading your software to be able to, Practice Mate is a free option that will be ICD-10 ready.

6. If I send NSF format will I have to change anything? **YES**, since ICD-10 is not defined in NSF, you will need to let Office Ally Technical Support know where you will be sending your ICD-10 codes, so that we can update your account mapping as needed. If your software vendor cannot support ICD-10, Practice Mate is a free option that will be ICD-10 ready.
7. If I send ANSI X12 4010 format, will I have to change anything?  
   Yes, since 4010 does not natively support ICD-10 you will need to check with your software vendor about how you can submit ICD-10 codes. If your software vendor cannot support ICD-10, Practice Mate is a free option that will be ICD-10 ready.

8. If I send ANSI X12 5010 format, will I have to change anything?  
   No, you only need to send ICD-9 or ICD-10 codes on claims as needed/required.

9. How are the ICD-9 to ICD-10 relationships in the ICD-10 Look Up tool determined?  
   The relationships are based on the General Equivalence Mapping (GEM) files available from CMS to display the general equivalence of ICD-9 to ICD-10.
10. Can I start billing ICD-10 codes as soon as I start using the new CMS1500 paper form? **NO**, ICD-10 codes should only be used on claims with DOS of 10/1/2014 or later. Claims with DOS of 9/30/2014 or earlier should still be billed using ICD-9 codes, even on the new form. The new form gives the ability to bill ICD-10’s in preparation for the upcoming transition.

11. Will Office Ally reject the claim if I bill the wrong version of code for the DOS? **YES**, Office Ally will have edits in place to reject claims for DOS before 10/1/2014 that are billed with ICD-10 codes and claims with DOS 10/1/2014 or later that are billed with ICD-9 codes (unless the payer has other specific requirements).

12. Does the ICD-10 Transition affect Inpatient (Institutional/837I/UB04) claims also? **YES**, in addition to the ICD-9 Diagnosis Codes being replaced by the ICD-10-CM codeset, the ICD-9 Volume 3 Procedure codes are also being replaced by the ICD-10-PCS codeset. We do not yet have a code lookup tool for this codeset, but it is something we are planning to release in the future.
13. How long will the ICD-9/ICD-10 Lookup Tool be available?

Since ICD-9 could still be used for as long as 1 year after the transition (some payers have 1 year timely filing limits), the tool will remain available for at least 1 year after the transition (until ~10/1/2015).

14. Will Office Ally stop taking number pointers?

NO, Office Ally will continue to accept number pointers as well as the new letter pointers. The only number pointers we cannot take would be for J,K,L as they represent 2 digit numbers 10,11,12 and can’t be properly translated. As “12” could be “12” or “1” and “2”. So you could use ABCDEFGHIJKL or 123456789JKL.

15. After October 1, 2014, will Office Ally provide a listing of the top errors and problem areas related to the ICD-10 transition?

Yes, we will post notices on our website, as well as keep Support Suite updated with new payer rejections we receive and what you need to do to resolve them. The link to Support Suite is available under the Contact Us or Help links from anywhere in Office Ally’s applications or by clicking here.
16. How can I find help for ICD-10 and my specific specialty?

We recommend that you consult the provider’s professional or specialty organizations and their websites for specific ICD-10 code change information related to the exact specialty.

There are also many specialty-driven ICD-10 training programs available. The American Health Information Management Association (AHIMA) offers specialty specific ICD-10 training courses. The American Academy of Professional Coders (AAPC) also has specialty based code set training.

**NOTE:** The organizations listed above are in no way affiliated with or sponsored by Office Ally and are provided only for the purpose of suggesting training programs available out there. Please do your own research before paying for any training program.
Additional Information

• National Uniform Claim Committee (new claim form): [www.nucc.org](http://www.nucc.org)


• For more information on **Practice Mate** or **EHR 24/7** contact an Enrollment Specialist at: **(360) 975-7000 option 3**

• For additional questions regarding ICD-10 that are not answered here, please email us at: [icd10@officeally.com](mailto:icd10@officeally.com)
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