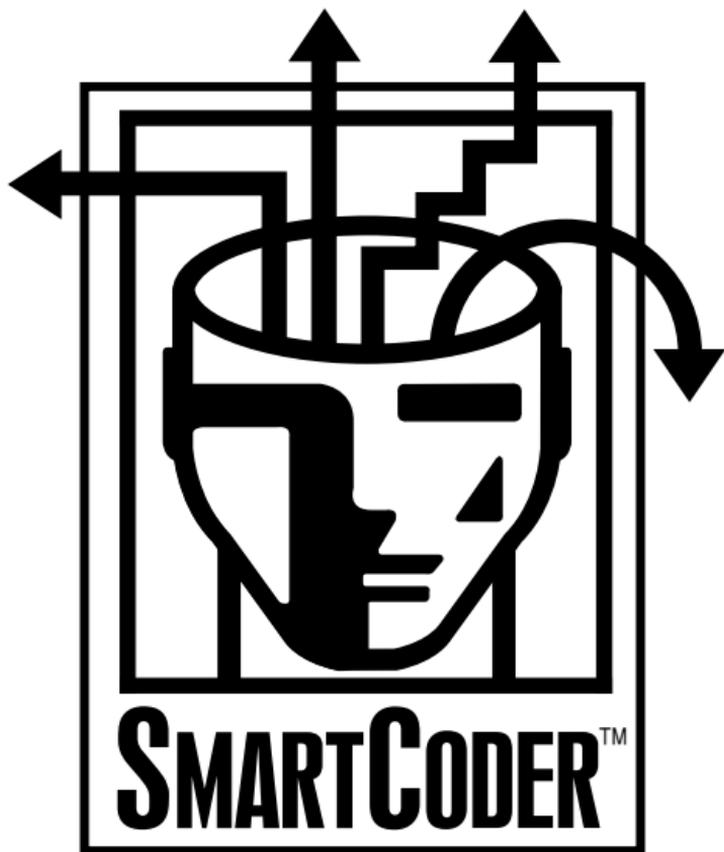


IC-150



DIGITAL BOOK



User's Manual

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Introduction

Congratulations! This SMARTCODER™ digital book provides you with a revolutionary new way to code medical procedures and diagnoses for health insurance and Medicare forms in less time and with less effort. SMARTCODER™ combines the three coding references you use most often:

- 1995 *Physicians' Current Procedural Terminology*, 4th Edition (CPT);
- 1995 *International Classification of Diseases*, 9th Revision, *Clinical Modification*, 4th Edition (ICD-9-CM);
- 1995 *Health Care Financing Administration Common Procedure Coding System*, 7th Edition (HCPCS).

Using SMARTCODER™, you'll be able to quickly locate CPT, ICD-9, and HCPCS codes simply by entering the words and topics that you find in the medical chart and other medical records. Once you've identified a CPT code, powerful Crosswalks help you find the ICD-9 and HCPCS codes most frequently related to that code. Easy-to-view notes help you pinpoint the correct codes when multiple options apply. And, for quick reference, you can even place your own notes at the codes you use again and again.

✓ About the Screen Illustrations

Some screen illustrations in this User's Manual may vary slightly from what you see on screen. These variations do not mean that this digital book or your Digital Book System is malfunctioning.

Key Guide

Function Keys

- CLEAR** Clears to the Default State.
- MENU** Displays the main menus.
- GAMES** Has no function in this digital book.
- MORE** Finds more matches after a word search.
- LIST** Displays your note list from descriptions.
- SPEC** Displays the outline and goes up outline levels from descriptions.
- CARD** Exits the digital book.
- ON/OFF** Turns the Digital Book System on or off.

Direction Keys

-  Scroll, or move the cursor or highlight.
- DN/UP** Page down or up.
-  ¹ +   At menus, go to the first or last item.
At descriptions, go to the next or previous code.
-  ¹ + **DN/UP** At descriptions, go to the next or previous code. After word searches, display the next or previous outline location of a match.

Other Keys

- BACK** Erases a typed letter, or displays the previous screen.
- ENTER** Selects a menu item, enters search word(s), or starts the highlight at descriptions.
- HELP** Displays an appropriate help message.
- SHIFT** Shifts keys to type capitals .

¹The gold key at the bottom left of the keyboard.

Key Guide

Other Keys (cont'd.)

- SPACE** Types a space or pages down.
- ?*** At menus, displays a highlighted item.
At descriptions, displays Outline location.
- SHIFT** + **?*** Types an asterisk to stand for unknown letters in a search word.

Gold Key Combinations²

- + **BACK** At an outline level or index entry, go to the Outline or Index menu.
- + **CARD** Sends a word between installed digital books in order to look it up.
- + **ENTER** At any outline level, goes to codes and descriptions. At codes and descriptions, highlights the top note symbol.
- + **N** Places a note at codes and descriptions.
- + **Q** etc. On the DBS-1 or DBS-2, types numbers.

Quick Keys³

- A** Displays all the instructions for a code.
- D** Displays a Crosswalk to ICD9 codes.
- E** Displays an Exclude instruction.
- G** Displays a Guideline.
- H** Displays a Crosswalk to HCPCS codes.
- I** Displays an Include instruction.

² Hold the gold key while pressing the other key.

³ Quick Keys can be used only when codes and their descriptions are on screen.

Getting Started

If you're using this digital book for the first time, read this section.

You'll learn how to get started and become acquainted with its main features.

Installing the Digital Book

You must install this digital book in your Digital Book System before you can use it.

WARNING: Never install a digital book when the Digital Book System is on. If you do, information that you entered in any other installed digital book may be erased.

1. Turn off the Digital Book System.
2. Install the digital book into a slot on the back.
3. Press **ON/OFF**.
4. If needed, turn the wheel on the side of the Digital Book System to adjust the screen contrast.
If the screen is still blank, check the batteries.
5. Press **CARD**.
6. Press **→** or **←** to highlight the appropriate icon.



7. Press **ENTER** to select it.

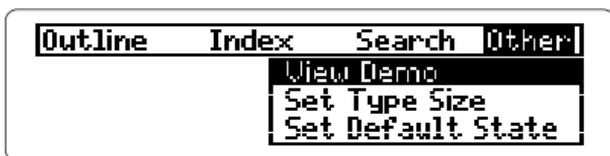
✓ Resuming Where You Left Off

Should you forget to turn off the Digital Book System while using this digital book, the Digital Book System will shut off automatically after a few minutes. When you turn the Digital Book System on again, the screen that you last viewed appears.

Viewing a Demonstration

Before you start using this digital book, you may want to view a demonstration of what it can do.

1. Press **CLEAR**.
2. Press **MENU**.
3. Press the arrow keys to highlight *View Demo* on the *Other* menu.



4. Press **ENTER** to start the demonstration.
5. If you want to stop the demonstration, press **CLEAR**.

✓ Using the Menus

- The flashing arrows at the bottom right of the screen show which arrow keys you can press to move through menus or text.
- Slanted arrows to the right of menu items indicate that submenus exist.
- To view the full text of a menu item that is only partially visible, highlight the item and then press **?**.

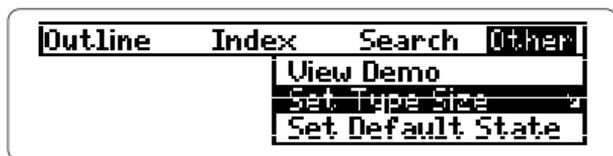
✓ Help is Always at Hand

You can view an appropriate help message at virtually any screen by pressing **HELP**. Then press **↓** or the DN key to read it. Press **BACK** to exit help.

Changing Settings

You can change the Type Size, Default State, and Shutoff Time of this digital book.

1. Press **(MENU)**.
2. Press the arrow keys to highlight *Set Type Size*, *Set Default State*, or *Set Shutoff* on the *Other* menu.



3. Press **(ENTER)** to view the settings.
A check marks the current setting.
4. Highlight a setting.
5. Press **(ENTER)** to select it.
Or press **(BACK)** to keep the current setting.

✓ Understanding Settings

- The *Type Size* sets how large letters and other characters appear on screen.
- The *Default State* sets the screen that appears whenever you press **(CLEAR)**. If you select *Word Search* as the Default State, the search screen appears. If you select *Outline menu* or *Index menu*, that menu is highlighted.
- The *Shutoff Time* sets how long the Digital Book System stays on if you forget to turn it off.

Finding Codes

This section explains
how to locate
CPT, ICD-9, and HCPCS codes
using the indexes,
word searches, and the outlines.

To fine-tune your coding,
refer to the next section,
“Viewing Codes and Notes.”

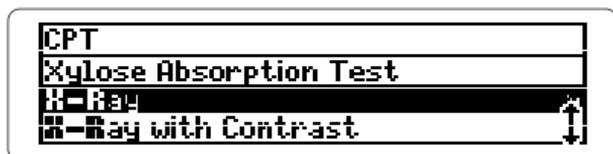
Using the Indexes

The fastest way to find codes is to use the indexes.

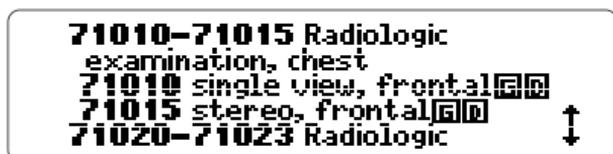
Entering Topics

If you want to find a code for a procedure, condition, or topic, enter the word at an index. Try this example.

1. Press **(MENU)**.
2. Highlight a book on the Index menu (e.g., *CPT*).
3. Press **(ENTER)**.
4. Start typing a topic (e.g., *X-Ray*).



5. When the topic is highlighted, press **(ENTER)**.
6. Highlight a subtopic (e.g., *Chest*) and then press **(ENTER)**.
To highlight it, scroll down or type the subtopic.
7. Highlight a sub-subtopic (e.g., *71010-71022*) and then press **(ENTER)**.



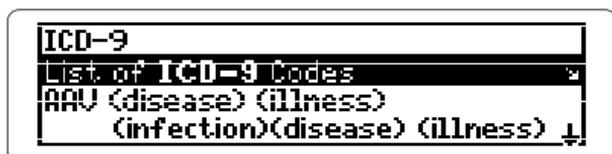
To view the Outline location of the top code on screen, press **(?)**. Then press **(BACK)** to go back to the code.

8. Press **(CLEAR)** when done.

► Entering Codes

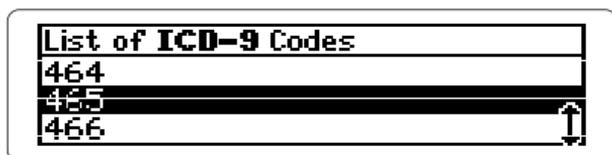
If you already know a code number and want to view its description, use the list of codes at the top of each index. Here is an example.

1. Press **MENU**.
2. Press the arrow keys to highlight a book on the Index menu (e.g., *ICD-9*).
3. Press **ENTER**.



4. Press **ENTER** to select *List of ICD-9 Codes*.
5. Type a code (e.g., 465).

If you're using a DBS-1 or DBS-2 model Digital Book System, hold **○** and press the numbered keys to type numbers.



6. When the code is highlighted, press **ENTER**.
To go back to the list of codes, press **BACK**.
7. Press **CLEAR** when done.

Using Word Searches

You can also find codes by searching for words in their descriptions. Word searches are useful when you're not sure of the full name of a procedure or condition.

After a word search, only outline menu items and index entries with matches (i.e., occurrences of the search words) are listed on the menus. The numbers in the menu titles show how many matches are in each menu.

Note also that you can't type numbers in a word search. To learn how to find codes by entering their numbers, read the "Using the Indexes" chapter.

1. Press **MENU**.
2. Press the arrow keys to highlight **Word Search** on the Search menu.
3. Press **ENTER**.
4. Type one or more words (e.g., *amniocentesis*).
You don't need to type capitals. To erase a letter, press **BACK**. To move the cursor, press **←** or **→**.

Type words to find and then press **ENTER**. Or press **HELP**.

amniocentesis

Press **MENU** for other options.

5. Press **ENTER** to search for matches.

Outline location:

00800-00884 Lower Abdomen

00840-00855 Intraperiton...

00842 amniocentesis

This is the location of the first match.

Using Word Searches

After you enter a word search, matches in the outlines are displayed first.

6. Hold **(O)** and press the DN key repeatedly to view the locations of other matches in the outlines.

You can view the match in a code description by pressing **(ENTER)**.

To view a menu item that is only partially visible (i.e., is followed by ellipses), press **(?^)**.

7. When *Remaining Matches in Index* appears, press **(MENU)** to view the matches on the Index menu.



8. Press the arrow keys to highlight an Index entry.
9. Press **(ENTER)** repeatedly to view the item, subitems, and codes.
To return to the menus, press **(MENU)**.
10. Press **(CLEAR)** to clear your search.

✓ If You Misspell a Search Word

Don't worry. A list of corrections automatically appears after you enter the word. Simply highlight a correction and then press **ENTER** to search for it.

✓ Searching for Completions

If you're not sure which form of a word to search for, type an asterisk in place of a series of letters (e.g., *bacter**). To type an asterisk, hold **SHIFT** and press **?***.

Type words to find and then press **ENTER**. Or press **ENTER**.

Press **ENTER** for other options.

Press **ENTER** to view its completions. Then select a completion to search for its matches.

✓ Highlighting Search Words

When codes and descriptions are on screen, you can also search for words by highlighting them. First, press **ENTER** to start the highlight. Then press the arrow keys to highlight the word for which you want to search.

575.0 Acute cholecystitis **IE**

Synonyms:

Abscess of **gallbladder** without
mention of calculus

Angiocholecystitis without



Then press **ENTER** to search for its matches.

Narrowing Your Searches

If your word search finds too many matches, it's easy to narrow your search by adding more search words. Try this example.

1. Press **(MENU)**.
2. Press the arrow keys to highlight **Word Search** on the Search menu and then press **(ENTER)**.
3. Enter a word (e.g., *kidney*).
This search finds too many matches to read.
4. Press **(BACK)**.
Or press **(MENU)**, highlight *Change Search Query* under *Search*, and then press **(ENTER)**.
5. Type a space and another word (e.g., *dialysis*)

Type words to find and then press **(ENTER)**. Or press **(MENU)**.

kidney dialysis

Press **(MENU)** for other options.

6. Press **(ENTER)** to search for the phrase.
This search finds only one match.
7. Press **(ENTER)** repeatedly to view it.

✓ Expanding Your Searches

You can also expand your word searches by pressing **(MORE)** up to five times (or until *No more* appears). Each time that you press **(MORE)**, the previous matches are discarded and new matches of synonyms and similar words are found.

Using the Outlines

The Outline menu lists the tables of contents (i.e., outlines) for the CPT, ICD-9, HCPCS. If you know which chapter contains a code that you want, you can use the outlines to find it.

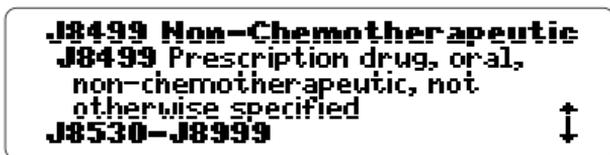
1. Press **CLEAR**.
2. Press **MENU**.
3. Press the arrow keys to highlight a book on the Outline menu (e.g., *HCPCS*).



4. Press **ENTER**.
5. Highlight a chapter (e.g., *11 Drugs Administered Orally*) and then press **ENTER**.

To highlight a chapter, scroll down to it or type its number (e.g., *11*). To go to the last or first chapter, hold **○** and press **↓** or **↑**. To go directly a chapter title to codes and descriptions, hold **○** and press **ENTER**.

6. Highlight a section (e.g., *Non-Chemotherapeutic*) and then press **ENTER**.



7. To back up through outline levels, press **BACK**.
8. Press **CLEAR** when done.

✓ Viewing CPT Modifiers

CPT modifiers are listed as the last item on the CPT outline. To view them, first highlight *CPT* on the Outline menu and then press **ENTER**. Then press **M** (for modifiers) and **ENTER** to select *M CPT Modifiers*. Then highlight a modifier and press **ENTER** to view it.

✓ Viewing ICD-9 V Codes

The codes for Supplementary Classification of Factors Influencing Health Status and Contact with Health Services (V01-V82) are listed as the last item on the ICD-9 outline. To view them, select *ICD-9* on the Outline menu and then press **V** (for V codes). Then highlight a V code and press **ENTER** to view it.

✓ Viewing Complete Menu Items

To view the full text of a menu item that is only partially visible, highlight the item and then press **?***.



```
V70-V82 PERSONS WITHOUT  
REPORTED DIAGNOSIS ENCOUNTERED  
DURING EXAMINATION AND  
INVESTIGATION OF INDIVIDUALS
```

Viewing Codes and Notes

This section shows you how to fine-tune your coding to determine the correct code.

You'll learn how to scan codes and their descriptions, use Crosswalks to quickly find related codes, and view instructions and other notes that provide important information about the codes.

Viewing Descriptions

Once codes and their descriptions are on screen, it's easy to scan and read them.

1. Find a code and its description

(e.g., CPT code 59400 (*Routine obstetric care*)).

Use the Outline menu or the Index menu to find it.

To learn how, read "Finding Codes."

59400 Routine obstetric care including antepartum care, vaginal delivery (with or without episiotomy, and/or forceps) and postpartum care

2. Use these Direction Keys to view adjacent codes and descriptions:

To . . .

Scroll down or up

Page down or up

Page down

View the next or previous code and description

Press . . .

 or 

the **UP** or **DN** key



 + **UP** or **DN**

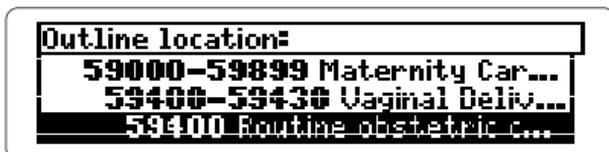
 +  or

59409-59410 Vaginal delivery only (with or without episiotomy and/or forceps)
59409 not otherwise specified

3. Press when done.

✓ Where in the Book Are You?

Whenever a code and its description is on screen, you can view its location in the outline of the appropriate book by pressing **(?*)**.



To go back to the codes and descriptions, press **(BACK)**.

Please note that when you press **(?*)**, you do not go to the Outline menu itself but to a snapshot of your current location in the outline of the appropriate book. To learn how to use the outlines to change locations when you're viewing codes and descriptions, read the note below.

✓ Changing Your Outline Location

You can change the Outline location when codes and descriptions are in view by pressing **(SPEC)**. Then you can press **(SPEC)** repeatedly to move up through the levels of the outline to select another code.

Viewing Guidelines

Many CPT, ICD-9, and HCPCS codes have Guidelines that provide useful coding information. Try this example.

1. Find CPT code 63012 (*Laminectomy*).

To learn how, read “Finding Codes.”

63012 Laminectomy with removal of abnormal facets and/or pars inter-articularis [G] with decompression of cauda equina

The [G] in the description indicates a Guideline.

2. Press [G] to view the Guideline.

INSTRUCTIONS FOR 63012
When 63001-63042 [XREF] are followed by arthrodesis, see 22590-22650 [XREF].

To learn how to view the cross-references in Guidelines, read “Viewing Figures and References.”

3. Press [BACK] to go back to the code.

✓ Another Way to View Guidelines

As shown above, one way to view a Guideline is to press [G] when the code that you’re interested in is at the top of the screen.

To view a Guideline for a code not at the top of the screen, press [ENTER] and then the arrow keys to highlight [G] on screen. Then press [ENTER] to view its Guideline.

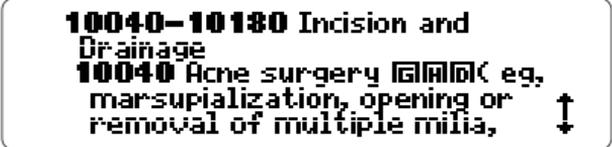
Using Crosswalks

As shown in the example below, Crosswalks are cross-references that take you directly from CPT codes to related ICD-9 or HCPCS codes. Each Crosswalk lists up to 15 ICD-9 or HCPCS codes.

Please note that Crosswalks are based upon studies showing which ICD-9 and HCPCS codes are used most often with various CPT codes. Crosswalks don't provide a complete list of related codes, so you may need to find another code to meet your needs.

1. Find CPT code 10040 (*Acne Surgery*).

To learn how, read "Finding Codes."



10040-10180 Incision and Drainage
10040 Acne surgery [C][A][K] (eg, marsupialization, opening or removal of multiple milia, ↑ ↓

The [C] and the [A] indicate Crosswalks.

2. Press (H) for HCPCS codes or (D) for ICD-9 codes.



Crosswalk for 10040
680.0 Face - Carbuncle and furuncle
686.0 Pyoderma - Other local ↓

These ICD-9 codes are related to CPT code 10040.

3. Press (↓) to highlight a code and then press (ENTER) to view it.

4. To go back to the Crosswalks, press (BACK).

5. To go back to the CPT code, press (BACK) again.

Viewing Instructions

Many ICD-9 codes have special instructions that you should view before coding a disease or injury.

- **Fourth-and-Fifth-Digit (F)** instructions tell you when an ICD-9 code needs a fourth or fifth digit.
- **Exclude (E)** instructions tell you about conditions that cannot be included in an ICD-9 code.
- **Include (I)** instructions tell you about conditions that may be included in an ICD-9 code.

Try this example.

1. Find ICD-9 code 685 (*Pilonidal cyst*).

To learn how, read “Finding Codes.”

685 Pilonidal cyst (F) (E) (I)
685.0 With abscess (E) (I)
685.1 Without mention of abscess
(E) (I)
686 Other local infections of skin

2. Press (F) to view the Fourth-and-Fifth-Digit, (E) the Exclude, or (I) the Include instructions.

Or press (ENTER) and then the arrow keys to highlight an icon. Then press (ENTER) again.

INSTRUCTIONS FOR 685
Excludes:
certain infections of skin classified
under “Infectious and Parasitic
Diseases,” such as:

This is the Exclude instruction.

3. Press (↓) to scroll down.

4. Press (BACK) to go back to the code.

Viewing Instructions

✓ Viewing All the Instructions

Rather than viewing the instructions, Guidelines, and other notes for a code one at a time, you can view them all at once by scrolling down until the desired code is at the top of the screen and then pressing **A** (for all instructions).

INSTRUCTIONS FOR 685
4th or 5th digit required; see
subcategories.
Excludes:
certain infections of skin classified

The instructions appear as a single message, with their various titles in boldface type. Scroll down to read them and then press **BACK** to go back to the code and its description.

Viewing Figures and References

Many codes, Guidelines, and instructions have additional notes such as bibliographic references (**[BIB]**), figures (**[FIG]**), general footnotes (**[FOOT]**), and cross-references (**[XREF]**). You view these notes by highlighting and selecting their symbols, as shown below.

1. Find the Exclude instruction for ICD-9 code 001 (*Cholera*).

To learn how, read “Finding Codes” and “Viewing Instructions.”

2. Hold **[O]** and press **[ENTER]**.

```
INSTRUCTIONS FOR 001
Excludes:
acute respiratory infections (460-
466[XREF])
carrier or suspected carrier of
```

Notice that the **[XREF]** is highlighted. You could have also highlighted it by pressing **[ENTER]** and then the arrow keys.

3. Press **[ENTER]** to view the cross-reference.

```
460 Acute nasopharyngitis
[common cold] [E] [E]
Synonyms:
Coryza (acute)
Nasal catarrh, acute
```

Cross-references take you directly to the relevant code or note.

4. Press the Direction Keys to read.

5. To go back to the highlighted symbol, press **[BACK]**.

6. To turn off the highlight, press **[BACK]**.

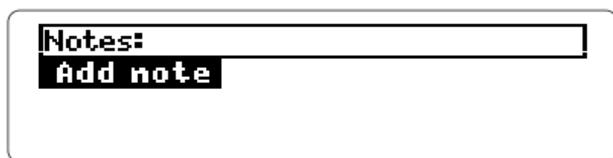
Using Your Own Notes

You can place your own notes at codes and their descriptions. Then you can use your notes as bookmarks to quickly find the codes that you use most often.

► Placing Notes

The number of notes you can place depends upon the number of characters entered in each note.

1. When codes and their descriptions are on screen, press **LIST**.

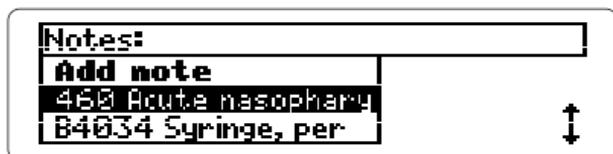


2. Press **ENTER** to select *Add note*.
3. Type a note of your own and then press **ENTER**. Or press **ENTER** to add the note already typed. The **NOTE** marks the placement of the note.

► Finding and Removing Notes

To view or remove a note, you must first find it.

1. At any codes and descriptions, press **LIST**.
2. Press **↓** to highlight a note.



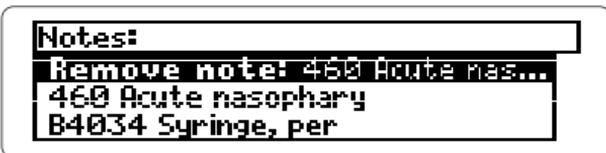
Using Your Own Notes

Type its first few letters or scroll to it.

3. Press **ENTER to view the placement of the note.**

You can view the note itself now by holding **○** and pressing **ENTER** and then pressing **ENTER**. To go back to the codes and descriptions, press **BACK**.

4. To remove the note, press **LIST and then press **ENTER** to select *Remove note*.**



✓ A Quick Way to Place Notes

You can quickly place a note at a code and its description by holding **○** and pressing **N**. Then either press **ENTER** to place the pre-typed note or enter your own note.

✓ Removing All Your Notes

You can remove all your notes at one time by resetting the Digital Book System when this digital book is installed. To learn how to reset the Digital Book System, read "Using the Digital Book System."

WARNING: Resetting the Digital Book System erases information that you have entered in any installed digital books. So remove other digital books before resetting your Digital Book System.

Appendixes

This section reviews
general functions
of the Digital Book System
and digital books.

Looking Up Words in Other Books

You can send words between this digital book and certain other installed digital books in order to look up the words. For example, you might see a condition listed in the *Pocket PDR™* (IC-151) that you want to look up in the *SMARTCODER™*.

In order to look up words from or in another installed digital book, both books must be able to send and receive words. To learn if they can, read their User's Manuals.

- 1. Install both books in your Digital Book System.**
- 2. Press  and select the sending digital book.**
- 3. Highlight a word in the sending digital book.**
To learn how, read the appropriate section of its User's Manual.
- 4. Hold  and press .**
- 5. Select the receiving digital book.**
The word that you highlighted appears in the initial screen of the receiving digital book.
- 6. Press  to search for the word.**
If a match is found for the word, you can view text using the Direction Keys.
- 7. To return to the sending digital book, press  and then select its symbol.**

Using the Digital Book System®

► Resetting the Digital Book System

To reset the Digital Book System, hold **CLEAR** while pressing **ON/OFF**. Or press the recessed reset button on the back of the Digital Book System. (Read its Basic Operating Guide for details.)

WARNING: Resetting the Digital Book System may permanently erase information, such as notes, that you have entered in the installed digital books.

If the keyboard fails to respond or if the screen performs erratically, you can press **CLEAR** and then press **ON/OFF** rather than resetting the Digital Book System. If nothing happens, then reset.

► Protecting and Cleaning

- Do not bring statically charged objects in touch with the metal contacts on the back of digital books or the rubber contacts on the Digital Book System. Statically charged objects may erase information that you entered in the digital books.
- Do not put excessive weight on digital books or the Digital Book System or expose them to extreme or prolonged heat, cold, or other adverse conditions.
- To clean digital books, apply isopropyl alcohol with a cotton swab. To clean the Digital Book System, apply a mild household cleaner with a soft cloth.
CAUTION: Spraying liquids on digital books or the Digital Book System may damage them.

► Replacing the Batteries

The DBS-1 and DBS-2 use four 3-volt, CR2032 lithium batteries. The DBS-2D uses four 1.5-volt, AA batteries.

- 1. Have new batteries ready.**
- 2. Turn the Digital Book System off.**
- 3. Slide the battery cover off the back.**
- 4. Remove all the batteries.**
- 5. Place new batteries in the cavities, with their pluses oriented correctly.**

In the DBS-1 and DBS-2 the pluses should face you.

- 6. Replace the battery cover.**

✓ Battery Precautions

When you replace batteries, follow these precautions to avoid erasing information in any installed digital books.

- Replace the batteries before they lose all power.
- Never remove the batteries while the Digital Book System is on.
- Once the batteries have been removed, install new ones within two minutes.
- Never mix old and new batteries.

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Customer Service

If you have a problem with this digital book, refer to the limited warranty information. If you purchased this digital book outside the United States, contact the place of purchase to obtain warranty or repair information.

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