

DEPARTMENT: Regulatory Compliance Support	POLICY DESCRIPTION: Coding References and Tools
PAGE: 1 of 2	REPLACES POLICY DATED: 3/6/98, 4/16/99, 8/1/00, 6/1/02, 3/1/04, 8/1/04 (HIM.COD.003), 3/6/06, 7/1/06, 12/1/07, 1/1/09, 2/1/10, 5/15/12, 3/1/13
EFFECTIVE DATE: October 1, 2015	REFERENCE NUMBER: REGS.COD.003
APPROVED BY: Ethics and Compliance Policy Committee	

<p>SCOPE: All personnel responsible for performing, supervising or monitoring coding of inpatient and outpatient services including, but not limited to:</p> <table border="0"> <tr> <td>Emergency Department</td> <td>Facility Health Information Management</td> </tr> <tr> <td>Radiology Department</td> <td>Ancillary Departments</td> </tr> <tr> <td>Corporate Regulatory Compliance Support</td> <td>Administration</td> </tr> <tr> <td>Case Management/Quality Resource Management</td> <td>Ethics and Compliance Officers</td> </tr> <tr> <td>Laboratory Department</td> <td>Supply Chain</td> </tr> <tr> <td>Human Resources Department</td> <td>Registration/Admitting/Scheduling/Patient Access</td> </tr> <tr> <td>Information Technology & Services</td> <td></td> </tr> <tr> <td>Shared Services Centers</td> <td></td> </tr> <tr> <td>Parallon Business Performance Group</td> <td></td> </tr> </table>	Emergency Department	Facility Health Information Management	Radiology Department	Ancillary Departments	Corporate Regulatory Compliance Support	Administration	Case Management/Quality Resource Management	Ethics and Compliance Officers	Laboratory Department	Supply Chain	Human Resources Department	Registration/Admitting/Scheduling/Patient Access	Information Technology & Services		Shared Services Centers		Parallon Business Performance Group	
Emergency Department	Facility Health Information Management																	
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Information Technology & Services																		
Shared Services Centers																		
Parallon Business Performance Group																		
<p>PURPOSE: To ensure that quality coding reference materials and tools are purchased, maintained and accessible to all coding personnel, in a consistent and timely manner.</p>																		
<p>POLICY: Corporate Regulatory Compliance Support (Regs), with assistance, as needed, from the Corporate Supply Chain, Corporate Legal, Parallon Business Performance Group and Corporate Information Technology & Services (IT&S) Departments, will approve and oversee the purchase of coding reference materials and tools.</p>																		
<p>PROCEDURE:</p> <ol style="list-style-type: none"> 1. Minimum required reference materials and tools are listed on Attachment A (acute medical/surgical facilities). The facility Health Information Management (HIM), Health Information Management Service Center (HSC) or Coding Director should ensure access to the references for all coding personnel. 2. Required reference materials according to job classification and responsibility (e.g., clinicals, oncology, radiology, E&M, etc.), must be made available at the coder's remote location either electronically or in hard copy as appropriate (reference Attachment A). 3. Required reference materials and tools, and electronic version of coding references are listed and must be purchased and updated on a concurrent basis, (i.e. quarterly, semi-annually, annually, or as required per the specific material/tool on Attachment A). 4. The rates for these products listed in Attachment A are included in the annual Budget Directives provided to the facility's CFO and/or the HSC leadership. 																		

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5. 3M grouper/MS-DRG or APC software product with the online electronic coding reference library (including coding reference plus) will be required for all acute medical/surgical facilities.
6. Purchase of additional on-line or electronic coding references is a facility/HSC decision.
7. If the HIM, HSC, or Coding Director or coder believes that an external reference should be included on the required or approved reference material and tool listing, the following protocol must be followed:
 1. The Director should prepare a memorandum to Regulatory Compliance Support Department, via the Regs Helpline at <http://trinisys.app.medicity.net/regshelpline>.
 2. The memorandum should include the name and description of the reference material or tool, brochure (if applicable), purpose, reason for recommending as a company resource and cost.
 3. Regs will determine whether the reference is a valuable resource for complete, accurate, and consistent coding.
 4. If approved, the reference will be added to the required or the approved reference materials and tools listings.
 5. If not approved, a response outlining the reasons will be completed by the Regs team and returned to the facility HIM, HSC, or Coding Director.
8. All required references and tools will be reviewed at least once per year during the annual policy and procedure review process and updated as appropriate.
9. Compliance with this policy, including the auditing and reporting of the availability and accessibility of the required reference materials and tools will be monitored by the Regs Department, Internal Audit, Parallon Business Performance Group, or other reviewers as appropriate.

ATTACHMENT A

REQUIRED INTERNAL/EXTERNAL CODING REFERENCE MATERIALS & TOOLS

ACUTE MEDICAL/SURGICAL HOSPITALS/HOSPITAL BASED PROGRAMS

INPATIENT/OUTPATIENT CODING

COMPANY PURCHASE/PRODUCE AND DISTRIBUTE

1. *DRG Grouper/Software*, current version, (3M), including online electronic coding reference package and coding reference plus (IP only)
2. *APC Grouper/Software*, current version, (3M), including online electronic coding reference package (OP only)

Online electronic coding references (including 3M coding reference plus) available in the 3M DRG Grouper/Software:

1. *AHA Coding Clinic for ICD-10-CM/PCS*
2. *AHA Coding Clinic for ICD-9-CM*
3. *CPT Assistant*
4. *AHA Coding Clinic for HCPCS*
5. *Medical Dictionary*
6. *Medical Acronyms and Abbreviation List*
7. *Drug Reference Tool, Clinical Pharmacology Drug Reference*
8. *Disease Process Manual, The Merck Manual*
9. *Coder's Desk Reference*
10. *MS-DRGs Definitions Manual*
11. *Dr. Z's Interventional Radiology Coding Reference*
12. *Elsevier's Anatomy Plate*
13. *Anesthesia Crosswalk*
14. *Manual of Diagnostic and Lab test*
15. *ICD-10-CM/PCS Integrated Code Book*
16. *ICD-10-CM and ICD-10-PCS Coding Handbook*

FACILITY/HSC PURCHASE

1. *International Classification of Diseases 10th Revision, Clinical Modification (ICD-10-CM)*, any edition, updated to current version, hardcopy and/or electronic (Non-HSC Facilities)
2. *International Classification of Diseases 10th Revision, Procedure Coding System (ICD-10-PCS)*, any edition, updated to current version, hardcopy and/or electronic (Non-HSC Facilities)
3. *Current Procedural Terminology (CPT)*, any edition, updated to current version, hardcopy and/or electronic (Non-HSC Facilities/OP only)
4. *Anatomy and/or Physiology Book/Information*, current version, hardcopy and/or electronic (Non-HSC Facilities)
5. *Healthcare Current Procedural Classification System (HCPCS) Level II National*, current version (OP only)
6. *DRG Expert*, current version, Ingenix (Coding Director and/or Manager)
7. *DRG Desk Reference*, current version, Ingenix (Coding Director and/or Manager)