Add Diagnosis Codes

Add a Diagnosis Code

Before adding a new code, we recommend checking your list to verify the code doesn't already exist. Follo
the steps below to add a Diagnosis Code.

1. Select **Customer Setup** > **Codes...** > **Diagnosis Codes**.

2. Click the **New Diagnosis** button.

3. Add the code (numbers and/or letters) in the **Code** field.

4. Use the **Code Type** drop-down menu to select the type of diagnosis code.

5. Write the code **Description.**

6. Select an **Effective/Termination Dates** for reporting and tracking purposes only.

7. *Optional*: Select any Default procedure codes that should automatically be added as a charge line with the corresponding procedure whenever a claim is created or with this diagnosis code or when the diagnosis code is manually entered.

8. *Optional*: Place a check in the **Print Code on Superbill** and add a **Superbill description**.

> 🪄 Superbill Options configured within this section only apply to **Text-Based** or **CMD Default** Superbills.

8. Click **Save**.

Add a Diagnosis Code from the Master List

Follow the steps below to add a Diagnosis Code from the master list.

1. Select **Customer Setup** > **Codes...** > **Diagnosis Codes.**

2. Click the **Add From Master List** button.

3. Once the **Master ICD Selection** window opens, enter your **Search Criteria.**

1. Use the **Select ICD version to display** drop-down to menu to select the diagnosis code version to display.

2. Use the **Select Range to display** drop-down menu to select the diagnosis code category you are looking for, or leave it set to All Codes.

3. **Enter Code to Search For:** Use this field to type in the code you would like to add, if known.

4. **Enter Keyword to Search For:** Use this field if you're unsure of the exact code, but **know what the description contains or a related keyword.**

5. Use the **Order Results By** drop-down menu to order your search results by **description** or **code**.

6. Click **Search**.

4. Place a check in the box(es) under the **Selected** column for the **code(s) you want to add.**

5. Click the **Add** button.

6. Click **OK** when the confirmation "**All records inserted**." displays.

Diagnosis Code Field Descriptions

Required fields are indicated in red.

- **Code**: Enter the ICD code (numbers and/or letters).

- **Code Type**: Select the type of diagnosis code (ICD-10 or ICD-9).

- **Effective Date**: Effective code date for reporting and tracking purposes only.

- **Termination Date**: Termination code date for reporting and tracking purposes only.

- **Superbill**: Configure Superbill options (Enable code to print on superbill and enter code description that will reflect on the superbill).