€ ₩	HAWAII HEALTH SYSTEMS C O R P O R A T I O N "Touching Lives Everyday"	Quality Through Compliance	Policy No.: PAT 1005
			Revision No.: N/A
	Policies and Procedures	Issued by: Corporate Compliance Committee	Effective Date: September 15, 2000
	l Records: Coding nces and Tools	Approved by: Thomas M. Driskill, Jr. President & CEO	Supersedes Policy: N/A Page: 1 Of 1

- I. PURPOSE: To provide quality coding reference materials and tools to the employees in the coding and medical records department in order to assist them in proper coding. The reference material and tools will be maintained and accessible to all coding personnel in a consistent and timely manner.
- **II. POLICY:** It is the policy of Hawaii Health Systems Corporation (HHSC) that coding be done in a consistent manner throughout the system and that reference materials be uniform in order to achieve that goal.

III. PROCEDURE:

- A. Minimum required reference materials and tools are listed on Attachment A.
- **B.** The facility Medical Records Director can directly purchase any reference materials and tools on the approved reference list.
- **C.** The facility Medical Records Director, with assistance from facility Purchasing, must ensure that reference tools are purchased and available.
- **D.** The facility standard protocol must be followed to place the order, pay for the product and ensure receipt.
- **E.** A grouper/DRG software product will be required for all acute medical/surgical facilities.
- F. Approved, but not required, reference materials and tools are listed on Attachment B.
- **G.** The Corporate Compliance Officer will create and maintain a listing of all recommended references and tools and approved optional references and tools. These listings will be updated a minimum of once per year and sent to the facility Medical Records Director with a cover memo.
- **H.** Exceptions to use of the required tools must be approved by the Corporate Compliance Officer.

Attachments: A. Required Internal/External Coding Reference Materials and Tools

B. Approved External Coding Reference Materials and Tools

REQUIRED INTERNAL/EXTERNAL CODING REFERENCE MATERIALS AND TOOLS

- 1) International Classification of Diseases, 9th Edition, Clinical Modification (ICD-9-CM) any edition, updated to current year
- 2) Current Procedural Terminology (CPT-4) any edition, updated to current year
- 3) **Medical Dictionary** published within the last 5 years
- 4) Medical Acronyms and Abbreviations List updated within the last 3 years
- 5) Anatomy and Physiology Book published within the last 5 years
- 6) **Drug Reference Tool** including *MicroMedix* or a nursing drug book- published within the last year
- 7) **Disease Process Manual** (e.g., *Merck Manual* or *Current Medical Diagnosis and Treatment*) published within the last 3 years
- 8) HCFA Current Procedural Classification System (HCPCS) Level II National Codes and HCFA Current Procedural Classification System Level III Local Codes (obtain from local FI or carrier)
- 9) Diagnosis Related Group Definitions Manual current version
- 10) ICD-9-CM Coding Handbook with Answers
- 11) AHA Coding Clinic for ICD-9-CM 1984 to present
- 12) CPT Assistant 1990 to present
- 13) Coding Classification Update Newsletter/ASC Newsletter
- 14) Inpatient Coding Reference Manual
- 15) Outpatient Coding Reference Manual
- 16) **Medicare Keynotes** 1990 to present
- 17) **DRG Grouper/Software** current version

APPROVED EXTERNAL CODING REFERENCE MATERIALS AND TOOLS

- 1) Clinical Cardiology and Other Specialty Series (e.g., Appleton and Lange)
- 2) Clinical Laboratory Tests, Values and Implications (e.g., Springhouse)
- 3) **General Surgery Textbook** (e.g., W.B. Saunders Company, Little Brown & Company)
- 4) General Internal Medicine Textbook
- 5) CPT Specialty Books by Body System (e.g., *Medicode*)