

# FOCUS

*The Quarterly Newsletter for Physician Office Staff*

**Route to:**


Volume 6, Number 3  
July, 1997

## Ordering Outpatient Services

As insurance companies begin to compare hospital and physician claims for similar information prior to payment based on appropriateness and medical necessity, hospital coders and physician office coders must work more closely together to ensure that the ICD 9 CM and CPT codes assigned by each match.

A special thanks to those of you who have provided accurate information to the hospital for outpatient services ordered by the physicians.

Following are some key points which should be helpful to you when determining which codes to assign or diagnosis to report.

### Diagnosis - Signs/Symptoms

A diagnosis and/or signs and symptoms are required in order to code outpatient claims.

Example: Rheumatoid Arthritis/hematuria  
Diabetes/hypothyroidism  
Abdominal pain  
Chest pain

Probable, suspected, rule out, questionable diagnoses are not valid as chief complaints. Signs and symptoms would be required in these cases.

Example: Leg pain - R/O fracture  
Shortness of breath/probable pneumonia

Cough, nasal congestion - R/O  
viral syndrome  
Urinary frequency - R/O UTI

## Acceptable V Codes

### Long Term Use of Anticoagulants:

V58.61 + diagnosis code  
Coumadin therapy is acceptable followed by a diagnosis to reflect why the patient is on coumadin.

Example: Coumadin Therapy/Atrial  
fibrillation  
Coumadin Therapy/S/P AVR

### Long Term Drug Use: V58.69 + diagnosis code

Medication level checks should be followed by a diagnosis to reflect why the patient is on the medication.

Example: Steroid level/Rheumatoid  
arthritis

**Screenings:** V73.0 through V73.99  
V74.0 through V74.9  
V75.0 through V75.9  
V76.0 through V76.9  
V77.0 through V77.9  
V78.0 through V78.9  
V79.0 through V79.9  
V80.0 through V80.3  
V81.0 through V81.6  
V82.0 through V82.9

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Screenings are acceptable, however, if signs or symptoms exist, then it is no longer a "screening" and the signs and symptoms should be listed as the chief complaint.

Example: Routine PSA  
Thinprep Paps  
Screening Mammography  
Cholesterol Screening

**Normal Pregnancy/Maternity:**

V22.0 through V22.1

Pregnancy/maternity is acceptable, however, if signs or symptoms are involved, they should be included in the chief complaint.

Example: Pregnancy/Urinary frequency -  
R/O UTI

**Status/Post Transplants:**

V42.0 through V42.9

**Special Investigation and**

**Examinations:** V72.0 through V72.7

This includes routine examinations of specific body systems. However, if a sign or symptom is present, this should be the chief complaint.

Example: Hearing Evaluation  
Dental Exam  
Vision Evaluation

**Pre-Admission Testing:** V72.81 through  
V72.85 + diagnosis

PAT is acceptable, followed by the diagnosis for the reason for the surgery.

Example: PAT/Cholelithiasis  
PAT/Coronary Artery Disease

**Organ or Tissue Replaced by Other**

**Means:** V43.0 through V43.89

Example: S/P AVR      S/P TKR  
                 S/P MVR      S/P THR

**Radiotherapy/Chemotherapy:**

V58.0/V58.1

**Follow-up Surgery, Radiotherapy or  
Chemotherapy:** V67.0 through V67.2

**Follow-up Completed Treatment with  
High-Risk Medication, Not Elsewhere  
Classified:** V67.51

**Personal History of Disease of the  
Blood and Blood Forming Organs:**  
V12.3

**Personal History of Surgery to Heart  
and Great Vessels, Presenting Hazards  
to Health:** V15.1

**ICD-9-CM Codes:** If the chief complaint is listed as an ICD-9-CM code, it needs to be a valid code.

If 4th and/or 5th digit subclassifications exist, they must be assigned. A code is considered invalid if it has not been coded to the full number of digits required for that code.

Example: 599.0 (599 is not a valid code)  
                 250.00, 250.01 (250 is not a  
   valid code)  
                 428.0, 428.1, 428.9 (428 is not  
   a valid code)  
                 401.9 (401 is not a valid code)

E-codes are not acceptable as a chief complaint.

If you have any questions or concerns regarding this issue, please contact either Darina Kutish, Team Leader, Coding, at 402-8384, or Arlene Lampart, Manager, Medical Records Technical Area, at 402-5035. A log will be maintained with questions that arise, and updates will be issued to keep you informed of requirements and changes.



## New Chemistry Panels

Recently, the Health Care Financing Administration (HCFA), with the approval of the American Medical Association (AMA), has released four new chemistry panels. HCFA has strongly encouraged laboratories to begin using the new panels as soon as possible.

Therefore, effective July 1, 1997, Health Network Laboratories will begin using the chemistry panels listed below. Tests previously contained in the chemistry panels may be ordered individually if, in your medical judgment, they are necessary for the treatment or diagnosis of your patient.

Please order only those tests necessary and appropriate for the diagnosis and treatment of your patient. Profiles will be billed to the payer using CPT codes assigned to each profile. Additional tests will be billed separately.

With the implementation of the new chemistry panels, the Inpatient Chem 13, Outpatient Chem 12, and the Chem 6 panels will no longer be orderable. A listing of the discontinued panels has been included for comparison purposes.

Health Network Laboratories will continue to work with the Medical Staff and clients to ensure a smooth transition of the change. If you have any questions, please feel free to call David G. Beckwith, PhD, Vice President, Network Laboratory Services, and Clinical Director, Health Network Laboratories, at 402-8150; John J. Shane, MD, Chairperson, Department of Pathology, at 402-8141; Jan Gushen, Manager, Lab-Client Services, at 402-4436; or Lisa Anthony, Coordinator, Lab-Client Services, at 402-5658.

### New Chemistry Panels Effective July 1, 1997

<i>Comprehensive Metabolic Panel (CPMP)</i>	<i>Basic Metabolic Panel (BMP)</i>	<i>Electrolytes (ELEC)</i>	<i>Liver Function Panel (LFP)</i>
Glucose	Glucose		
BUN	BUN		
Creatinine	Creatinine		
Sodium	Sodium	Sodium	
Potassium	Potassium	Potassium	
Chloride	Chloride	Chloride	
Total Calcium	CO <sub>2</sub>	CO <sub>2</sub>	
Total Protein			
Albumin			Albumin
T-Bilirubin			T-Bilirubin
			Direct Bilirubin
Alkaline Phosphatase			Alkaline Phosphatase
AST			AST
			ALT
AGAP (CALC)	AGAP (CALC)	AGAP (CALC)	

### Discontinued Chemistry Profiles

<i>Outpatient Chem 12 Profile</i>	<i>Inpatient Chem 13 Profile</i>	<i>Chemistry 6 Profile</i>
Glucose	Glucose	Glucose
Creatinine	Creatinine	Creatinine
	Sodium	Sodium
Potassium	Potassium	Potassium
	Chloride	Chloride
	CO <sub>2</sub>	CO <sub>2</sub>
Total Calcium	Total Calcium	
Total Protein	Total Protein	
Albumin	Albumin	
T-Bilirubin	T-Bilirubin	
Uric Acid	Uric Acid	
Triglycerides		
Cholesterol		
ALT	ALT	
GGTP	GGTP	
	AGAP (CALC)	AGAP (CALC)

## LVH Radiology Network

In response to numerous requests from offices for information about radiology services at Lehigh Valley Hospital, following is a table which lists all the services available, the locations of each, hours of operation, and telephone numbers.

LOCATION	TELEPHONE NUMBERS	HOURS	SERVICES
Lehigh Valley Hospital Cedar Crest & I-78	Scheduling: 402-8080 Fax: 402-1690 File Room: 402-8070 CT Scan: 402-8637 Ultrasound: 402-5232 VIR: 402-8077 Nuclear Medicine: 402-8383	24 hours a day	All Services except Mammography and MRI/MRA
Lehigh Valley Hospital 17th & Chew	Scheduling: 402-2214 Fax: 402-9690 File Room: 402-2449 CT Scan/ Ultrasound: 402-2450	24 hours a day	All Services except Mammography and MRI/MRA
Lehigh Valley Diagnostic Imaging 1230 S. Cedar Crest Blvd. Allentown, PA 18103	Phone: 435-1600 Fax: 435-8329 File Room: 402-1011	Monday - Thursday 7 a.m. to 8 p.m. Friday 7 a.m. to 5:30 p.m. Saturday 8 a.m. to noon	CT Scan Ultrasound Fluoroscopy IVP Arthrograms Bone Densitometry General X-ray
Lehigh Magnetic Imaging Center 1220 S. Cedar Crest Blvd. Allentown, PA 18103	Phone: 740-9500 or 1-800-525-9950 Fax: 740-0288	Monday - Friday 6 a.m. to midnight Saturday 7 a.m. to 4:30 p.m. (On Call for After Hours Emergencies)	MRI/MRA
Allentown Diagnostic Center 401 N. 17th Street Allentown, PA 18104	Phone: 402-2790 Fax: 402-9685 File Room: 402-2756	Monday - Friday 7:30 a.m. to 5:30 p.m.	General X-ray Clinical Lab
Breast Health Services (CC) 1240 S. Cedar Crest Blvd. Suite 203 Allentown, PA 18103	Phone: 402-2791 Fax: 402-0695 File Room: 402-0776	Monday - Friday 7:30 a.m. to 4:30 p.m. Saturday and Evening Hours Available	Mammography Breast Ultrasound Breast Needle Loc. Stereotactic Biopsy
Breast Health Services (17) 401 N. 17th Street Suite 108 Allentown, PA 18104	Phone: 402-2791 Fax: 402-9685 File Room: 402-2756	Monday - Friday 7:30 a.m. to 5:30 p.m. Saturday and Evening Hours Available	Mammography Breast Ultrasound Breast Needle Loc.

If you have any questions or need more information for any of the above services, please contact the Customer Service/Marketing Representative for the appropriate service as follows:

Lehigh Valley Hospital - Valerie Hunsicker, 402-0393  
 Lehigh Valley Diagnostic Imaging - Amanda Hauck, 770-1472  
 Lehigh Magnetic Imaging Center - Sandra Cray, 740-9733  
 Allentown Diagnostic Center - Dorothy Kurinec, 402-8238  
 Breast Health Services - Elisabeth Crago, 402-0620



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## Get the "Fax" for the RMS

The implementation of a Radiology Management System (RMS) is scheduled for August 26, 1997. The RMS will significantly reduce the turnaround time for the delivery of imaging reports from Lehigh Valley Hospital as well as Lehigh Magnetic Imaging Center and Lehigh Valley Diagnostic Imaging.

An informational letter and survey regarding the implementation of the RMS were mailed to medical offices on June 20. The letter outlined the benefits of the RMS for referring physician offices including improved report turnaround time, fewer phone calls to request report results, and improved physician and patient satisfaction.

An automatic fax capability is one of the key features of the RMS that will expedite delivery of imaging reports. Medical offices have the opportunity for imaging reports to be sent directly to their fax machines immediately after

a report is verified by the radiologist. The faxed report serves as the final and legal document for the patient's record. Office which have printers connected to the hospital's fiber optic network can have reports routed to the network printer.

If you haven't done so already, please be sure that the survey for your practice is completed and returned to the imaging center representative designated in the letter no later than July 7. Adhering to this time frame will ensure your practice's fax preference is set prior to the RMS implementation date.

If you have any questions regarding the survey, or if you did not receive one, please contact Valerie Hunsicker, Operations Coordinator, at 402-0393.

Thank you for your time and consideration.

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## VRE Policy Refinements

On June 2, the Infection Control Department instituted changes in the VRE isolation policy at LVHHN. The refinements to the policy are aimed at enhancing patient care by emphasizing and targeting proven measures with the highest yield to prevent the spread of infection.

Patients with VRE will be placed in a PRIVATE ROOM on CONTACT ISOLATION ONLY if they meet the following criteria:

- Patient has an OPEN, DRAINING WOUND
- Patient is INCONTINENT OF URINE OR FECES
- Patient has DIARRHEA

Patients readmitted with a history of VRE will only be placed in a private room on Contact Isolation if they meet the above criteria.

NO room changes or delays in admissions will be made in the early morning or late evening to accommodate isolation.

Patient's medical condition always takes PRECEDENCE over isolation placement.

Patients with VRE who are NOT assigned to a private room will be on Standard Precautions. Compliance with Standard Precautions will be strictly enforced and monitored. This includes glove use for ALL patient contacts and handwashing before and after contact with the patient (even when gloves are worn).

Educational brochures are available for the health care workers, patients and families, and the admitting department.

If you have any questions or concerns regarding the policy refinements, please contact Infection Control at 402-0680.

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## Register to Save Time (and your Seat)!

Due to the low number of registrants, the last POPS Forum, which was scheduled for June 10, was canceled. However, all those who had called to register were notified of the Forum cancellation.

The importance of registration became evident when members of the Physician Relations staff received phone calls from physicians' office staff members who had not registered for the Forum but attempted to attend anyway and were dismayed to find that it had been canceled.

In order to save you valuable time, we urge you to register for these events so that we can notify you in case of cancellation. Registration is also

important in order to provide the correct number of seats and the appropriate room size for the comfort of all those who attend.

In addition, registration will ensure the success of the event -- in this case, the Forum would not have been canceled if all those who were interested had registered.

***Therefore, in order to save valuable time and ensure your comfort during POPS Forums, please register for these events even if you are not certain you will be able to attend. Thank you.***

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## SportsFest Assures Fun and Games July 12-13

Whether you're a sports fan, an amateur athlete, or a community supporter, chances are you and your Nikes will head for SportsFest, July 12-13, in eight venues in the Allentown Parks System. LVHHN is a major sponsor of the event, which is a new amateur competition and exhibition festival featuring team and solo performances. Spectator admission is free; however, there is a registration fee to compete in most events to defray award costs.

An estimated 5,000 athletes of all ages and spectators from around Pennsylvania are expected to attend this year's event -- the debut year in Allentown -- which could be the Commonwealth's largest next to the Keystone Games. Teams will compete in basketball, baseball, soccer, and volleyball. Individual events include archery, boxing, canoeing, cycling, golf,

handball, horseshoes, martial arts, racquetball, running, swimming, and tennis.

The major event sites are Cedar Beach Park, Allentown Municipal Golf Course, Alton Park, Jordan Park, and Mack Pool. Food will be sold, and family entertainment will be provided at most festival sites.

With only a short time left before SportsFest kicks off, there are still many opportunities to compete, volunteer, and sponsor individual sports or the entire event.

To learn more about them, call Rob Behler, Quality Assurance Manager, Revenue Cycle Department, at 402-9421, or at home, 868-0760.



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## Upcoming Seminars and Educational Programs

**How to Overcome Negativity in the Workplace** (#03686) will be held on Tuesday, July 15, at the Allentown Hilton, 904 Hamilton Mall, Allentown, Pa. This one-day seminar will help you identify and control the effects of negativity in your organization, your team, and in yourself. The many faces of negativity -- how many do you see every day? Odds are, you know all these negative types -- and work with many of them. Some are funny. Others are pathetic. All are potentially destructive. And you can probably add a few of your own. As a result of this training, you'll be in a better position to cope with characters like these whenever you encounter them in a professional or personal situation. For more information, please call CareerTrack at 1-800-334-6780.

**How to Lead a Team** (#03613) will be held on Tuesday, July 22, at the Holiday Inn Bethlehem, U.S. Routes 512 and 22, Bethlehem, Pa. This one-day seminar gets right down to business. It's a "here's what to do -- and the best way to do it" crash course for new team leaders. Critical skills you will learn include getting off on the right foot with a new team, making sure team meetings are worthwhile -- and not just time-wasting get-togethers, understanding the leader's role when conflicts erupt or there's infighting on your team, knowing the best place to invest your time for the biggest payback, keeping your team members focused and enthused -- especially in the early stages when everything's confusing, and much more. For more information, call CareerTrack at 1-800-334-6780.

**Communication Skills for Women** (#2970148) will be held on Thursday, August 7, at the Days Inn, Route 22 and 309, Allentown, Pa. In a single day, you'll

learn four negotiating strategies that guarantee you'll get what you need from anyone, in any situation; what to do when you're interrupted...you'll keep "the floor" and your composure; how to say "I don't know" and avoid clumsy bluffing and faking; 10 super tips that will have you speaking at meetings, presentations, before large groups -- with a new capability and confidence, plus much, much more. For more information, call the Institute for Professional Businesswomen at 1-800-255-6139.

**How to Develop and Administer a Budget** (#1250148) will be held on Wednesday, August 13, at the Sheraton Jetport Lehigh Valley, 3400 Airport Road, Allentown, Pa. This fast-paced, one-day seminar will show you how to make budgeting your most powerful and reliable management tool. You'll learn how to develop and administer a budget that vastly improves performance and results in your department or organization, and helps you consistently meet and exceed your financial expectations and goals. For more information, call Fred Pryor Seminars at 1-800-255-6139.

### Upcoming PAHCOM Meetings

July 15 - 7:30 a.m., Lucent Technologies  
Roundtable Discussions: Marketing, Personnel,  
Managed Care, Reducing Overhead  
August 19 - 5:30 p.m., Spice of Life  
Dana Gleason, Pennsylvania Medical Society  
Topic: HMO's  
September 16 - 7:30 a.m., Lucent Technologies  
Jan Rader, Risk Management Issues  
October 21 - 5:30 p.m., Spice of Life  
Ray Andrusko, Malpractice Issues

**Congratulations to Colleen Burgess who was elected President-elect of PAHCOM National. Elections were held at the national meeting which was held May 7-10 in Buffalo, NY.**

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# **LEHIGH VALLEY**

**HOSPITAL**

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