Diagnoses

ADT/ Face Sheet	Demographic	Face Sheet	Diagnoses	Census	Documents	Other
Marketing Menu	Add/ Update Client	Admission	Add Diagnoses	Daily Census	Admission Agreement (e-Sig)	Write Internal Memo
Department Menu		Re-Admission	View/ Edit Diagnoses	Statistics Calendar	Scan Documents	Schedule
		Discharge/ Transfer/ LOA	Diagnosis List (history)	Room / Bed List	View Scanned/ Signed Documents	
		Room Change	Diagnosis List (archived)	Admission/ Discharge		
		View/ Edit Face Sheet	View Inactive Diagnoses			
		Face Sheet Report	Diagnoses Report			

Enter Diagnoses

1. From the ADT/Face Sheet Access menu, click onto **Add Diagnoses**, select a name, and click **OK**.
2. A Write screen will load. Document the desired diagnosis by first selecting one of the Diagnosis Type words (ADMISSION, PRIMARY, SECONDARY, OTHER, or HISTORICAL).
    a. Only one admission and one primary diagnosis can be entered with the same effective date. The system will not allow more than one and will present the user with an error if they attempt to add an additional one with the same effective date.
    b. The admission and the primary diagnosis can be the same code.
    c. If the facility does not differentiate between the admission and primary diagnosis code, one can be moved and only one needs to be utilized.
    d. The UB04 can only electronically transmit up to 12 secondary diagnosis, so it is recommended to not enter more than 12 secondary codes. This ensures that all codes entered are transmitted.
    e. Use Other or Historical for remaining diagnosis codes.
3. Once you have selected a heading, a Diagnosis menu will appear. Begin typing the diagnosis name or ICD-10 code in the **Search** field (do not click Enter, the system searches automatically, but it may take a moment to begin the search). A list of matches will appear.

4. Select a diagnosis from the list and click **OK**. Do not select a red code (these are invalid codes).
5. Select the onset date of the condition (or the admission date if the onset date is unknown) and click **OK**.
6. The charting screen will display the diagnosis and date that was selected. The ICD-10 code will appear to be blank and will not appear until after save (do not type this in manually).
7. Repeat above steps for each diagnosis code.
8. Click **Sign** to save your entry(s) and return to the ADT/Face Sheet Access menu.

View/Edit Diagnoses

1. From the ADT/Face Sheet Access menu, click onto **View/Edit Diagnoses**.
2. The diagnosis name, ICD-10 code, and effective date will appear.
3. Click **Exit** to close the screen and return to the ADT/Face Sheet Access menu.

Edit Diagnoses

Example 1: A part of a diagnosis entry/entries is charted incorrectly (e.g., wrong effective date, wrong code, wrong heading, charted codes on incorrect name)

1. Follow instructions for *View/Edit Diagnoses*.
2. Click the incorrect entry to turn it red. This is called 'tagging' the entry. You may tag multiple entries if all are incorrect.
3. Click the **Edit** button.
4. Select **Archive**. A box will pop up and ask: "Are you sure you want to archive all selected entries?" Click **Yes**.
5. The entry or entries will turn gray to show the edit is complete.
6. Click **Go** to refresh the screen and see your changes.

Example 2: A diagnosis or multiple diagnoses are resolved (e.g., urinary tract infection or skin ulcer is healed)

1. Follow instructions for *View/Edit Diagnoses*.
2. Click the incorrect entry to turn it red. This is called 'tagging' the entry. You may tag multiple entries if all have resolved.
3. Click the **Edit** button.
4. Select **Discontinue and Append** to resolve a single diagnosis or **Discontinue All and Append All** to resolve multiple diagnoses at the same time. A box will pop up and ask: "Are you sure you want to DC selected entry?" Click **Yes**.
5. A Write screen will appear, with "(discontinued)" in the text box. Click onto **DISCONTINUE DATE** and select the date the diagnosis is considered to no longer be current. Specify whether the code is Inactive or Resolved.
6. Click **Next** to save the DC date and return to the View screen.
7. The entry or entries will appear gray to show the edit is complete.

8. Click Go to refresh the screen and see your changes.

Example 3: Update a diagnosis heading (e.g., a current primary diagnosis becomes a secondary or historical diagnosis)

1. Follow instructions for *View/Edit Diagnoses*.
2. Click the incorrect entry to turn it red. This is called 'tagging' the entry.
3. Click the Edit button.
4. Select Discontinue and Append. A box will pop up and ask: "Are you sure you want to DC selected entry?" Click Yes.
5. A Write screen will appear, with "(discontinued)" in the text box. Click onto DISCONTINUE DATE and select the date the diagnosis is considered to no longer be current. Specify whether the code is Inactive or Resolved.
6. Click Save to save the DC date.
7. In the Write screen, click onto the new appropriate heading. Follow instructions for *Enter Diagnoses*.
8. Click Next to save the new entry and return to the View screen.
9. Click Go to refresh the screen and see your changes.

Diagnoses Reports/View Tasks

Additional buttons are available for viewing different forms of Diagnoses. To run a specific task, click onto the button, select name(s), and click OK. Below is a detailed description of each button.

- Diagnosis List (history) – This button loads a View screen that displays all current diagnoses as well as any discontinued diagnoses. Click Control if wanting to narrow down entries that were only made during a specific date range. Then click Go to refresh the screen.
- Diagnosis List (archived) – This button loads a View screen which displays only archived diagnoses. Keep in mind that an archived diagnosis indicates that it was made in complete error. However, this task may be useful if attempting to find a diagnosis that you are unsure as to where it went. Click Control if wanting to narrow down entries that were only made during a specific date range. Then click Go to refresh the screen.
- View Inactive Diagnoses – This button loads a View screen which displays diagnosis codes that were once active (when they were originally entered in) but have since been made inactive. This will help to eliminate pulling inactive codes to the MDS or the UB04, which make cause a rejection. We recommend running this task at least 1-2 times a month.
- Diagnoses Report – This button loads a report which displays all diagnoses codes broken out by each category.