

Diagnosis Review/Discontinue

View/Edit Diagnoses

1. From the **ADT/Face Sheet Access screen**, click **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.

View Invalid Diagnoses

1. From the **ADT/Face Sheet Access screen**, click **View Invalid 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 may cause a rejection. We recommend running this task at least 1-2 times a month.

Discontinue Diagnoses

1. Click the incorrect entry to turn it red. This is called 'tagging' the entry. You may tag multiple entries if needed.
2. Click the **Edit** button.
3. Select **Discontinue and Append** to discontinue a single diagnosis or **Discontinue All and Append All** to discontinue multiple diagnose codes at the same time.
4. 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 **DISCONTINUE DATE** and select the date the diagnosis is considered inactive.
6. Specify whether the code is **Inactive** or **Resolved**.
7. Click **Next** to save the DC date and return to the View screen.
8. The entry or entries will appear gray to show the edit is complete.
9. If needing to enter a replacement diagnosis, right click on the grayed-out entry and click "new" to enter a new diagnosis. Or click **Go** to refresh the screen and see your changes.