

# *Accela*CAPTURE MD

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*Training for Providers*

**WHITE PLUME**



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## Intro & Overview

Welcome to training for *AccelaCAPTURE*, White Plume's intelligent, ICD-10 compliant electronic encounter form.



*AccelaCAPTURE* replaces your paper encounter forms and can be deployed on a tablet, laptop, or desktop PC. *AccelaCAPTURE* is used to mark procedure and diagnosis codes and capture other claim-related data. It allows access by different users within the clinic to enter and review notes and other information.

The encounter forms that appear in this training module are generic. Your electronic encounter form is designed to complement the work flow of your clinic and will likely resemble the layout of your current paper superbill.

## Opening *Accela*CAPTURE

To launch the application, go to <https://<yoursubdomain>.accelacapture.com>.

At the login screen, enter your username and your password and click **Login**. *Accela*CAPTURE requires that you have security permissions and a default form assignment, and that you belong to at least one business entity (or database) before you can use the application.

AccelaCAPTURE Log-In

User ID:

Password:

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## Appointment List Screen

The “Appointment List” screen displays when you log in to *AccelaCAPTURE*. The top of the screen shows your appointment filter criteria. You can specify filter criteria in this area to determine which appointments display on the Appointment List screen. *AccelaCAPTURE* remembers your filter preferences the next time that you log in to the application.

The screenshot shows the 'Appointment List' interface. At the top, there is a navigation menu with 'Menu', 'Configuration', 'Import', 'Reports', and 'View'. The main header area contains filter criteria: 'SHOW APPOINTMENTS FOR BUSINESS ENTITY' with a dropdown set to 'Test Business Entity', 'PROVIDER' with a dropdown set to 'TONY CARLTON - 007', and 'LOCATION' with a dropdown set to 'Select Location Code'. Below these are 'Start' and 'End' date fields, both set to '5/1/2015', and a 'Refresh' button. There are also 'Encounter Search' and 'New Encounter' buttons. The main content is a table with columns: Appointment Time, First Name, Last Name, Location, Provider, Encounter No., Status, and Action. The table lists three appointments for TONY CARLTON.

Appointment Time	First Name	Last Name	Location	Provider	Encounter No.	Status	Action
05/01/2015 12:00 PM	MINDY	MURPHY	WPB	TONY CARLTON	15118130	Appointment	Select
05/01/2015 02:00 PM	GENEVA	PAGE	Lake Street	TONY CARLTON	15118122	Appointment	Select
05/01/2015 04:00 PM	JOSEPHINE	FERNANDEZ	HBMA	TONY CARLTON	15118114	Appointment	Select

You can choose which appointments display in the Appointment List by selecting the statuses that you want to view from the **View** menu. For example, if you check **Complete**; only appointments with this status will display in the list.

This screenshot shows the 'Appointment List' screen with the 'View' menu open. The menu items are: Appointment, In Progress, Discharged, Deleted, In Lab, In Room, Complete, and Include Appointments Without Providers. The 'Complete' option is checked and highlighted with a red box. The table below shows the same three appointments as the previous screenshot.

Appointment Time	First Name	Last Name	Location	Provider	Encounter No.	Status	Action
05/01/2015 12:00 PM	MINDY	MURPHY	WPB	TONY CARLTON	15118130	Appointment	Select
05/01/2015 02:00 PM	GENEVA	PAGE	Lake Street	TONY CARLTON	15118122	Appointment	Select
05/01/2015 04:00 PM	JOSEPHINE	FERNANDEZ	HBMA	TONY CARLTON	15118114	Appointment	Select

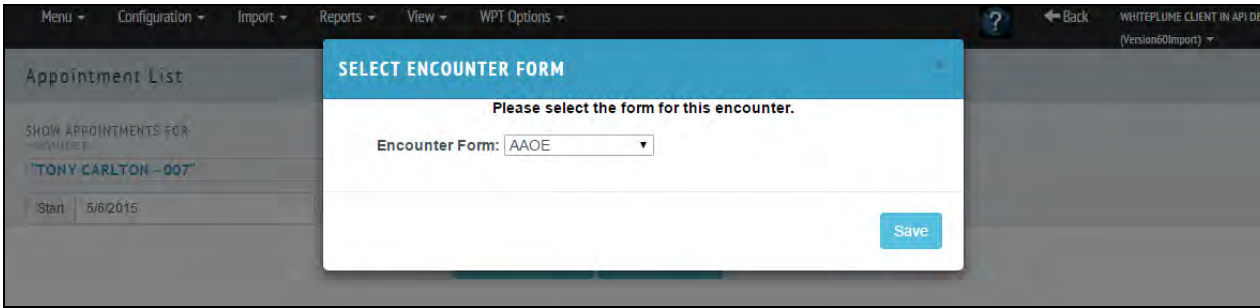
You can also change the status of an encounter by selecting a new status from the dropdown list in the **Action** column.

This screenshot shows the 'Appointment List' screen with the 'Action' dropdown menu open for the first appointment. The menu items are: Appointment, In Lab, In Progress, In Room, Print, and Properties. The 'Appointment' option is selected. The table below shows the same three appointments as the previous screenshots.

Appointment Time	First Name	Last Name	Location	Provider	Encounter No.	Status	Action
05/01/2015 12:00 PM	MINDY	MURPHY	WPB	TONY CARLTON	15118130	Appointment	Select
05/01/2015 02:00 PM	GENEVA	PAGE	Lake Street	TONY CARLTON	15118122	Appointment	Select
05/01/2015 04:00 PM	JOSEPHINE	FERNANDEZ	HBMA	TONY CARLTON	15118114	Appointment	Select
05/04/2015 09:00 AM	JUANA	FERNANDEZ	Roanoke	TONY CARLTON	15118186	Appointment	Select
05/04/2015 10:00 AM	CATHY	MYERS	Fairhope	TONY CARLTON	15118170	Appointment	Select
05/05/2015 09:00 AM	ETHEL	MERTZ	Lake Street	TONY CARLTON	15118212	Appointment	Select
05/05/2015 09:00 AM	GAY	REESE	Downtown	TONY CARLTON	15118202	Appointment	Select

To open a patient encounter form, click the appointment that you want to see.

NOTE: The first time an appointment is opened, the appointment will automatically open to the encounter form. However, if the user has access to two or more encounter forms, the user will be prompted to select the particular form to use for the appointment.



NOTE: It only takes a SINGLE CLICK to open an item on the appointment list.

## Encounter Form Overview

The Encounter Form indicates services rendered, diagnoses treated, and charges incurred during a patient encounter for the purpose of billing and claims submission.

The top of the “Encounter Form” screen displays the patient information. The information displayed here is imported from a file that you create. You can display different encounter information, such as procedure and diagnosis codes, as well as Rank and Link, by selecting the appropriate tab directly below the patient information. The information within each tab is specific to your practice.

Encounter Form - Patient: MINDY MURPHY

Restart Save Save & Close Save & Complete Code Search Print Status: In Progress

PATIENT: MINDY MURPHY	DOB: 12/2/1975	GENDER: N
SEARCH:	PATIENT ID: 1132	
APPT PROVIDER:	GUARANTOR:	
PROVIDER: TONY CARLTON - 007	INSURANCE:	
REF. DR.:	APPOINTMENT: 4/30/2015 9:35	
LOCATION:	ENCOUNTER ID: PT1132-30093555-3809	

Procedures | Diagnosis | Rank & Link

OFFICE VISITS - NEW				ENT / RESPIRATORY				LABS			
99201	Level 1	24 25 57	M	69210	Cerumen Removal (380.4)	M	80048	Basic Panel	M		
99202	Level 2	24 25 57	M	94640	Neb; Treatment	M	80053	BCL Panel	M		
99203	Level 3	24 25 57	M	94664	Neb/Inhaler Teaching	M	82248	Bili Direct	M		
99204	Level 4	24 25 57	M	94150	Peak Flow	M	82247	Bili Total	M		
99205	Level 5	24 25 57	M	94760	Pulse Oximetry, Single	M	87040	Blood Culture	M		
OFFICE VISITS - ESTABLISHED				94761	Pulse Oximetry, Multiple	M	85025	CBC, Complete	M		
99211	Level 1	24 25 57	M	92567	Tympanometry	M	82465	Cholesterol	M		
99212	Level 2	24 25 57	M	OFFICE PROCEDURES				85018	Hemoglobin	M	
99213	Level 3	24 25 57	M	51701	Cath. Simple	M	85025	Hemogram	M		
99214	Level 4	24 25 57	M	54150	Circumcision (A4550) (V50.2)	M	85018	HgB	M		
99215	Level 5	24 25 57	M	G0168	Dermabond	M	87804	Influenza (2 Units)	M		
99024	FOLLOW-UP (N/C) (V67.00)		M	17000	Destruction Premalignant	M	87220	KOH	M		
CONSULTATIONS				17003	2-14	M	83655	Lead (V20.2)	M		
99241	Level 1	24 25 57	M	17004	15+	M	80061	Lipid Panel	M		
99242	Level 2	24 25 57	M	17110	Destruction Benign lesion, up to 14	M	80076	Liver Panel	M		
99243	Level 3	24 25 57	M	17111	Destruction Benign lesion, 15+	M	86308	Monotest	M		
99244	Level 4	24 25 57	M	93000	ECG w/Interp & Rpt	M	82270	Occult Blood	M		
99245	Level 5	24 25 57	M	93005	Tracing Only	M	81025	Preg. Test Urine	M		
PREVENTIVE - NEW				93010	Interp & Rpt Dr.	M	85610	Protime	M		
99381	Child Under 1		M	69200	FB Removal of Ext. Auditory Canal (932)	M	85730	PTT	M		
99382	Child 1-4 Yrs		M	30300	FB Removal of Nose (932)	M	87425	Rotavirus	M		
99383	Child 5-11 Yrs		M	10120	FB Removal Sub Q. Simple (A4550)	M	87420	RSV	M		
99384	Adolescent 12-17 Yrs		M	62270	Lumbar Puncture	M	85652	Sedrate/ESR	M		
99385	Adult 18-39 Years		M	88142	Pap Smear	M	87880	Rapid Strep	M		
PREVENTIVE - ESTABLISHED				99000	Pap Handling	M	87081	Throat Culture	M		
99391	Child Under 1		M	24640	Nursemaid Elbow w/Manipulation (832)	M	84439	T4 Free	M		
99392	Child 1-4 Yrs		M	11200	Skin Tag 1-15 (A4550) (701.9)	M	84443	TSH	M		
99393	Child 5-11 Yrs		M	11201	Ea Additional 10+ (701.9)	M	81001	Urine w/micro	M		
99394	Adolescent 12-17 Yrs		M	17250	Umbilical Granuloma (701.5)	M	81002	Urine Manual w/o Micro	M		
99395	Adult 18-39 Years		M				81003	Urine Auto w/o micro	M		
							87086	Urine Culture	M		
							87210	Uret Mgmt	M		

# Marking an Encounter - Procedures

Select the procedures that you want to add to an encounter simply by clicking numeric codes, or descriptions, on the **Procedures** tab. Procedures added to an encounter are highlighted in yellow.

Encounter Form - Patient: MINDY MURPHY

Procedures | Diagnosis | Rank & List

NEW PATIENTS	ESTABLISHED PATIENTS	99999	PRN
99201 Initial E/M Level 1	99211 Established E/M Level 1	99241 Consult Lev 1	
99202 Initial E/M Level 2	99212 Established E/M Level 2	99242 Consult Lev 2	
99203 Initial E/M Level 3	99213 Established E/M Level 3	99243 Consult Lev 3	
99204 Initial E/M Level 4	99214 Established E/M Level 4	99244 Consult Lev 4	
99205 Initial E/M Level 5	99215 Established E/M Level 5	99245 Consult Lev 5	
99456 Work Disability	99455 Work Disability	99454 Post-Op Visit	
NC No Charge	99024 Post-Op Visit		

SPINE

UPPER BODY	LOWER BODY
72040 Cervical 2 or 3 View	73500 Hip Unilat 1 View
72050 Cervical 4 View	73510 Hip Minimum 2 View
72052 Cervical 6 View	73520 Hip Bilat w/AP/Peivs
72069 Scap-Thoracolumbr Standing	73540 Infant/Pelvis 2 View
72090 Scap 2V or 4 View Bending	73550 Femur 2 View
72070 Thoracic 2 View	73560 Knee 2 View
72100 Lubar 2 or 3 View	73562 Knee 3 View
72110 Lumbar 4 View	73564 Knee 4 View
72170 Pelvis 1 or 2V - AP Only	73565 Knee Bilat 1 View
72200 Sacroilac	73590 Tibia 2 View
72220 Sacrum/Coccyx	73600 Ankle 2 View
71010 Chest 1 View	73620 Foot 2 View
71100 Ribs 2 View	73630 Foot 3 View
71073 Bone Length Study	73650 Calcaneus 2 View
	73660 Toes 2 View

CASTING

INJECTION TENDON/MUSCLE	MEDICATIONS
29125 Apply Short Arm Splint	J0670 Marcaine
29075 Apply Short Arm Cast	J110 Dexamethasone/Decadron
29085 Apply Gaultlet Cast	J3301 Kenalog per 10 mg/Triamcinolone
29105 Apply Long Arm Splint	J7324 Orthocast
29065 Apply Long Arm Cast	
29515 Apply Short Leg Splint	
29405 Apply Short Leg Cast	
29425 Apply Short Leg Walking Cast	

Encounter Form - Patient: MINDY MURPHY

Procedures | Diagnosis | Rank & List

NEW PATIENTS	ESTABLISHED PATIENTS	99999	PRN
99201 Initial E/M Level 1	99211 Established E/M Level 1	99241 Consult Lev 1	
99202 Initial E/M Level 2	99212 Established E/M Level 2	99242 Consult Lev 2	
99203 Initial E/M Level 3	99213 Established E/M Level 3	99243 Consult Lev 3	
99204 Initial E/M Level 4	99214 Established E/M Level 4	99244 Consult Lev 4	
99205 Initial E/M Level 5	99215 Established E/M Level 5	99245 Consult Lev 5	
99456 Work Disability	99455 Work Disability	99454 Post-Op Visit	
NC No Charge	99024 Post-Op Visit		

SPINE

UPPER BODY	LOWER BODY
72040 Cervical 2 or 3 View	73500 Hip Unilat 1 View
72050 Cervical 4 View	73510 Hip Minimum 2 View
72052 Cervical 6 View	73520 Hip Bilat w/AP/Peivs
72069 Scap-Thoracolumbr Standing	73540 Infant/Pelvis 2 View
72090 Scap 2V or 4 View Bending	73550 Femur 2 View
72070 Thoracic 2 View	73560 Knee 2 View
72100 Lubar 2 or 3 View	73562 Knee 3 View
72110 Lumbar 4 View	73564 Knee 4 View
72170 Pelvis 1 or 2V - AP Only	73565 Knee Bilat 1 View
72200 Sacroilac	73590 Tibia 2 View
72220 Sacrum/Coccyx	73600 Ankle 2 View
71010 Chest 1 View	73620 Foot 2 View
71100 Ribs 2 View	73630 Foot 3 View
71073 Bone Length Study	73650 Calcaneus 2 View
	73660 Toes 2 View

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29065 Apply Long Arm Cast	
29515 Apply Short Leg Splint	
29405 Apply Short Leg Cast	
29425 Apply Short Leg Walking Cast	

Encounter Form - Patient: MINDY MURPHY

Procedures | Diagnosis | Rank & List

NEW PATIENTS	ESTABLISHED PATIENTS	99999	PRN
99201 Initial E/M Level 1	99211 Established E/M Level 1	99241 Consult Lev 1	
99202 Initial E/M Level 2	99212 Established E/M Level 2	99242 Consult Lev 2	
99203 Initial E/M Level 3	99213 Established E/M Level 3	99243 Consult Lev 3	
99204 Initial E/M Level 4	99214 Established E/M Level 4	99244 Consult Lev 4	
99205 Initial E/M Level 5	99215 Established E/M Level 5	99245 Consult Lev 5	
99456 Work Disability	99455 Work Disability	99454 Post-Op Visit	
NC No Charge	99024 Post-Op Visit		

SPINE

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72069 Scap-Thoracolumbr Standing	73540 Infant/Pelvis 2 View
72090 Scap 2V or 4 View Bending	73550 Femur 2 View
72070 Thoracic 2 View	73560 Knee 2 View
72100 Lubar 2 or 3 View	73562 Knee 3 View
72110 Lumbar 4 View	73564 Knee 4 View
72170 Pelvis 1 or 2V - AP Only	73565 Knee Bilat 1 View
72200 Sacroilac	73590 Tibia 2 View
72220 Sacrum/Coccyx	73600 Ankle 2 View
71010 Chest 1 View	73620 Foot 2 View
71100 Ribs 2 View	73630 Foot 3 View
71073 Bone Length Study	73650 Calcaneus 2 View
	73660 Toes 2 View

CASTING

INJECTION TENDON/MUSCLE	MEDICATIONS
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29405 Apply Short Leg Cast	
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Encounter Form - Patient: MINDY MURPHY

Procedures | Diagnosis | Rank & List

NEW PATIENTS	ESTABLISHED PATIENTS	99999	PRN
99201 Initial E/M Level 1	99211 Established E/M Level 1	99241 Consult Lev 1	
99202 Initial E/M Level 2	99212 Established E/M Level 2	99242 Consult Lev 2	
99203 Initial E/M Level 3	99213 Established E/M Level 3	99243 Consult Lev 3	
99204 Initial E/M Level 4	99214 Established E/M Level 4	99244 Consult Lev 4	
99205 Initial E/M Level 5	99215 Established E/M Level 5	99245 Consult Lev 5	
99456 Work Disability	99455 Work Disability	99454 Post-Op Visit	
NC No Charge	99024 Post-Op Visit		

SPINE

UPPER BODY	LOWER BODY
72040 Cervical 2 or 3 View	73500 Hip Unilat 1 View
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72069 Scap-Thoracolumbr Standing	73540 Infant/Pelvis 2 View
72090 Scap 2V or 4 View Bending	73550 Femur 2 View
72070 Thoracic 2 View	73560 Knee 2 View
72100 Lubar 2 or 3 View	73562 Knee 3 View
72110 Lumbar 4 View	73564 Knee 4 View
72170 Pelvis 1 or 2V - AP Only	73565 Knee Bilat 1 View
72200 Sacroilac	73590 Tibia 2 View
72220 Sacrum/Coccyx	73600 Ankle 2 View
71010 Chest 1 View	73620 Foot 2 View
71100 Ribs 2 View	73630 Foot 3 View
71073 Bone Length Study	73650 Calcaneus 2 View
	73660 Toes 2 View

CASTING

INJECTION TENDON/MUSCLE	MEDICATIONS
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29105 Apply Long Arm Splint	J7324 Orthocast
29065 Apply Long Arm Cast	
29515 Apply Short Leg Splint	
29405 Apply Short Leg Cast	
29425 Apply Short Leg Walking Cast	

If you decide that you want to remove a procedure that you selected, click again to deselect the procedure.

NEW PATIENTS	ESTABLISHED PATIENTS	99999	NON	M	
99201	Initial E/M Level 1	M	99211	Established E/M Level 1	M
99202	Initial E/M Level 2	M	99212	Established E/M Level 2	M
99203	Initial E/M Level 3	M	99213	Established E/M Level 3	M
99204	Initial E/M Level 4	M	99214	Established E/M Level 4	M
99205	Initial E/M Level 5	M	99215	Established E/M Level 5	M
99456	Work Disability	M	99455	Work Disability	M
NC	No Charge	M	99024	Post-Op Visit	M

NEW PATIENTS	ESTABLISHED PATIENTS	99999	NON	M	
99201	Initial E/M Level 1	M	99211	Established E/M Level 1	M
99202	Initial E/M Level 2	M	99212	Established E/M Level 2	M
99203	Initial E/M Level 3	M	99213	Established E/M Level 3	M
99204	Initial E/M Level 4	M	99214	Established E/M Level 4	M
99205	Initial E/M Level 5	M	99215	Established E/M Level 5	M
99456	Work Disability	M	99455	Work Disability	M
NC	No Charge	M	99024	Post-Op Visit	M

If you need to change the quantity, the box to the left of the procedure code is a field that can be modified.

1	99213	Established E/M Level 3	M
---	-------	-------------------------	---

2	99213	Established E/M Level 3	M
---	-------	-------------------------	---

### Modifiers

You can add modifiers to a procedure by selecting the modifier *after* you select the code or by selecting the modifier first. This automatically selects the corresponding procedure, allowing you to select a procedure and choose a modifier with just one click. To see a brief definition of any modifier, simply hover over the modifier.

99212	Level 2	24 25 57	M
-------	---------	----------	---

1	99212	Level 2	24 25 57	M
---	-------	---------	----------	---

99212	Level 2	24 25 57	M	OFFICE PROCEDURES
99213	Level 3	24		Sign. Sep E/M by Same Dr/Same Day

1	99212	Level 2	24 25 57	M
---	-------	---------	----------	---

If a modifier is not showing on your procedure line, double-click a procedure that has already been selected. A dialog box opens, allowing you to enter one or more modifiers to that procedure.

Encounter Form - Patient: MINDY MURPHY

Restart Save Save & Close Save & Complete Code Search Print Status: In Progress

PATIENT: MINDY MURPHY DOB: 12/2/1975 REFERENCE: 1132

DATE: 5/11/2015 12:00 PROVIDER: TONY CARLTON - 007

LOCATION: WPB - 888

Procedures Diagnosis Rank & Link

NEW PATIENTS			ESTABLISHED PATIENTS			OUTPT CONSULTATIONS		
99201	Initial E/M Level 1	M	99211	Established E/M Level 1	M	99999	PRN	M
99202	Initial E/M Level 2	M	99212	Established E/M Level 2	M	99241	Consult Lev 1	M
99203	Initial E/M Level 3	M	99213	Established E/M Level 3	M	99242	Consult Lev 2	M
99204	Initial E/M Level 4	M	99214	Established E/M Level 4	M	99243	Consult Lev 3	M

Appt List

Encounter Form

FOR: 99213 ESTABLISHED E/M LEVEL 3

Click to Select Modifiers Modifier To Add (One each time)

Close Save Modifier(s)

Procedures Diagnosis Rank & Link

NEW PATIENTS			ESTABLISHED PATIENTS			OUTPT CONSULTATIONS		
99201	Initial E/M Level 1	M	99211	Established E/M Level 1	M	99999	PRN	M
99202	Initial E/M Level 2	M	99212	Established E/M Level 2	M	99241	Consult Lev 1	M
99203	Initial E/M Level 3	M	99213	Established E/M Level 3	M	99242	Consult Lev 2	M
99204	Initial E/M Level 4	M	99214	Established E/M Level 4	M	99243	Consult Lev 3	M

Appt List

Encounter Form

FOR: 99213 ESTABLISHED E/M LEVEL 3

Click to Select Modifiers Modifier To Add (One each time)

25 x +

Close Save Modifier(s)

Procedures Diagnosis Rank & Link

NEW PATIENTS			ESTABLISHED PATIENTS			OUTPT CONSULTATIONS		
99201	Initial E/M Level 1	M	99211	Established E/M Level 1	M	99999	PRN	M
99202	Initial E/M Level 2	M	99212	Established E/M Level 2	M	99241	Consult Lev 1	M
99203	Initial E/M Level 3	M	99213	Established E/M Level 3	M	99242	Consult Lev 2	M
99204	Initial E/M Level 4	M	99214	Established E/M Level 4	M	99243	Consult Lev 3	M

FOR: 99213 ESTABLISHED E/M LEVEL 3

Click to Select

Modifiers

25 Separately identifiable E&M Same Dr. Same Day

Modifier To Add (One each time)

Close Save Modifier(s)

NEW PATIENTS			ESTABLISHED PATIENTS			OUTPT CONSULTATIONS		
99201	Initial E/M Level 1	M	99211	Established E/M Level 1	M	99241	Consult Lev 1	M
99202	Initial E/M Level 2	M	99212	Established E/M Level 2	M	99242	Consult Lev 2	M
99203	Initial E/M Level 3	M	99213	Established E/M Level 3	M	99243	Consult Lev 3	M
99204	Initial E/M Level 4	M	99214	Established E/M Level 4	M			

If for any reason you have opened or marked a new encounter in error, you may click **Restart**, which will clear any charges and notes added to the encounter, reset the encounter status, and return you to the Appointment List.

Encounter Form - Patient: MINDY MURPHY

Restart Save Save & Close Save & Complete Code Search Print Status: In Progress

PATIENT MINDY MURPHY DOB 12/2/1975 GENDER N

REASON PATIENT ID 1132

## Marking an Encounter - Diagnoses ICD-9

To add an ICD-9 code to an encounter, simply click the code or codes on the **Diagnosis** tab. To remove a diagnosis code from an encounter, click the code tag again. ICD-9 diagnoses added to an encounter are highlighted in yellow.

Encounter Form - Patient: MINDY MURPHY

Diagnosis

MISC	ARM AND ELBOW	HIPPELVIS CONT.
586.9 Local Infection Unspecified	715.33 OA Elbow	820.21 Interochanteric Hip Fx
714.0 Rheumatoid Arthritis	719.42 Pain in Joint Elbow	820.8 Fx Hip NOS
727.00 Synovitis/tenosynovitis Unspec.	726.31 Medial Epicondylitis	
727.41 Ganglion Joint	726.32 Lateral Epicondylitis	
727.42 Ganglion Tendon Sheath	726.33 Olecranon Bursitis	
727.81 Contracture Tendon (Sheath)	726.39 Enthesopathy Elbow-Other	
727.82 Calcium Deposits in Tendon/Bursa	812.21 Fx Humerus Shaft	
728.6 Foreign Body Soft Tissue	812.41 Fx Humerus Supracondylar	
732.7 Osteochondritis Dissecans	813.01 Fx Ulna - Olecranon	
733.81 Malunion Fracture	813.03 Fx Monteggia	
733.82 Non Union Fracture	813.05 Fx Radial Head	
781.2 Abnormality of Gait	813.06 Fx Radial Neck	
782.0 Burning, Numbness, Tingling Skin	832.02 Dislocation Elbow Posterior	
782.2 Localized Swelling, Mass, Lump	841.9 Sprain Elbow Unspec.	
996.47 Infection from Other Internal HW		
996.78 Other Complication Rel HW		

THIGH/KNEE	FOREARM AND WRIST	SPINE	HAND
711.06 Septic Arthritis Knee	858.0 Carpal Tunnel Syndrome	719.43 Pain in Joint Wrist	719.94 OA Hand
715.16 OA Knee	859.00 Other Complication Rel HW	727.04 DeQuervain's Disease	719.94 OA Hand
715.16 Post Traumatic Knee Arthritis		727.81 Contracture of Tendon	826.1 Lateral Menisc. Tear-Acute
717.40 Degen Tear Lat Meniscus		727.82 Calcific Tendinitis	826.2 Medial Menisc. Tear-Acute
717.5 Second Meniscus		728.61 Foreign Body Soft Tissue	
717.6 Loose Body in Knee		732.7 Osteochondritis Dissecans	
717.7 Chondromalacia Patella		733.81 Malunion Fracture	
717.83 Old Disruption ACL		733.82 Non Union Fracture	
717.9 Derangement Knee Unspec.		781.2 Abnormality of Gait	
718.36 Recurrent Disloc Knee		782.0 Burning, Numbness, Tingling Skin	
719.06 Effusion Knee		782.2 Localized Swelling, Mass, Lump	
719.06 Effusion Knee		996.47 Infection from Other Internal HW	
719.06 Effusion Knee		996.78 Other Complication Rel HW	

Encounter Form - Patient: MINDY MURPHY

Diagnosis

MISC	ARM AND ELBOW	HIPPELVIS CONT.
586.9 Local Infection Unspecified	715.33 OA Elbow	820.21 Interochanteric Hip Fx
714.0 Rheumatoid Arthritis	719.42 Pain in Joint Elbow	820.8 Fx Hip NOS
727.00 Synovitis/tenosynovitis Unspec.	726.31 Medial Epicondylitis	
727.41 Ganglion Joint	726.32 Lateral Epicondylitis	
727.42 Ganglion Tendon Sheath	726.33 Olecranon Bursitis	
727.81 Contracture Tendon (Sheath)	726.39 Enthesopathy Elbow-Other	
727.82 Calcium Deposits in Tendon/Bursa	812.21 Fx Humerus Shaft	
728.6 Foreign Body Soft Tissue	812.41 Fx Humerus Supracondylar	
732.7 Osteochondritis Dissecans	813.01 Fx Ulna - Olecranon	
733.81 Malunion Fracture	813.03 Fx Monteggia	
733.82 Non Union Fracture	813.05 Fx Radial Head	
781.2 Abnormality of Gait	813.06 Fx Radial Neck	
782.0 Burning, Numbness, Tingling Skin	832.02 Dislocation Elbow Posterior	
782.2 Localized Swelling, Mass, Lump	841.9 Sprain Elbow Unspec.	
996.47 Infection from Other Internal HW		
996.78 Other Complication Rel HW		

THIGH/KNEE	FOREARM AND WRIST	SPINE	HAND
711.06 Septic Arthritis Knee	858.0 Carpal Tunnel Syndrome	719.43 Pain in Joint Wrist	719.94 OA Hand
715.16 OA Knee	859.00 Other Complication Rel HW	727.04 DeQuervain's Disease	719.94 OA Hand
715.16 Post Traumatic Knee Arthritis		727.81 Contracture of Tendon	826.1 Lateral Menisc. Tear-Acute
717.40 Degen Tear Lat Meniscus		727.82 Calcific Tendinitis	826.2 Medial Menisc. Tear-Acute
717.5 Second Meniscus		728.61 Foreign Body Soft Tissue	
717.6 Loose Body in Knee		732.7 Osteochondritis Dissecans	
717.7 Chondromalacia Patella		733.81 Malunion Fracture	
717.83 Old Disruption ACL		733.82 Non Union Fracture	
717.9 Derangement Knee Unspec.		781.2 Abnormality of Gait	
718.36 Recurrent Disloc Knee		782.0 Burning, Numbness, Tingling Skin	
719.06 Effusion Knee		782.2 Localized Swelling, Mass, Lump	
719.06 Effusion Knee		996.47 Infection from Other Internal HW	
719.06 Effusion Knee		996.78 Other Complication Rel HW	

If for any reason you have opened or marked a new encounter in error, you may click **Restart**, which will clear any charges and notes added to the encounter, reset the encounter status, and return you to the Appointment List.

## Marking an Encounter - Diagnoses ICD-10

ICD-10 codes are projected to replace ICD- 9 codes in October 2015. With *AccelaCAPTURE*, you will continue to use your familiar ICD-9 encounter forms until the mandated transition to ICD-10.

Add ICD-10 diagnoses to an encounter from the **Diagnosis** Tab just as you did for ICD-9 codes. Simply click to select each diagnosis to add. Click the ICD-10 diagnosis again to remove it from the encounter.

ICD-10 diagnoses added to an encounter are highlighted in green, instead of the yellow highlighting used for ICD-9 diagnoses. This serves as a visual cue that a diagnosis is an ICD-10 code and not an ICD-9 code.

Encounter Form - Patient: MINDY MURPHY

Restart Save Save & Close Save & Complete Code Search Print Status: In Progress

PATIENT: MINDY MURPHY APPOINTMENT: 5/1/2015 12:00 PROVIDER: TONY CARLTON - 007  
 DOB: 12/2/1975 REF. DR. LOCATION: WPB - 888  
 PATIENT ID: 1132 PERSON

Procedures **Diagnosis** Rank & Link

MISC	ARM AND ELBOW	HIP/PELVIS CONT.
686.9 Local Infection Unspecified	715.33 OA Elbow	820.21 Intertrochanteric Hip Fx
714.0 Rheumatoid Arthritis	719.42 Pain in Joint Elbow	820.8 Fx Hip NOS
727.00 Synovitis/tenosynovitis Unspec	726.31 Medial Epicondylitis	HIGH/KNEE
727.41 Ganglion Joint	726.32 Lateral Epicondylitis	711.06 Septic Arthritis Knee
727.42 Ganglion Tendon Sheath	726.33 Olecranon Bursitis	715.16 OA Knee
727.81 Contraction Tendon (Sheath)	726.39 Enthesopathy Elbow-Other	716.16 Post Traumatic Knee Arthritis
727.82 Calcium Deposits in Tendon/Bursa	812.21 Fx Humerus Shaft	717.3 Degen Tear Med Meniscus
729.6 Foreign Body Soft Tissue	812.41 Fx Humerus Supracondylar	717.40 Degen Tear Lat Meniscus
732.7 Osteochondritis Dissecans	813.01 Fx Ulna - Olecranon	717.5 Discoid Meniscus
733.81 Malunion Fracture	813.03 Fx Monteggia	717.6 Loose Body in Knee
733.82 Non Union Fracture	813.05 Fx Radial Head	717.7 Chondromalacia Patella
781.2 Abnormality of Gait	813.06 Fx Radial Neck	717.83 Old Disruption ACL
782.0 Burning, Numbness, Tingling Skin	832.02 Dislocation Elbow Posterior	717.9 Derangement Knee Unspec
782.2 Localized Swelling, Mass, Lump	841.9 Sprain Elbow Unspec	718.36 Recurrent Disloc Knee
996.67 Infection from Other Internal H/W	FOREARM AND WRIST	719.06 Effusion Knee
996.78 Other Complicatoin Ret H/W	354.0 Carpal Tunnel Syndrome	719.46 Pain in Joint Knee
V67.4 Exam After Fx Treatment Misc	715.13 OA Wrist	726.64 Patellar Tendinitis
SPINE	719.43 Pain in Joint Wrist	726.65 Prepatellar Bursitis
720.1 Spinal Enthesopathy	727.04 DeQuervain's Disease	727.81 Contracture of Tendon
722.0 HNP Cervical	813.23 Fx Both Bone Forearm	727.83 Plica Syndrome
722.10 HNP Lumbar/Thoracic	813.41 Colles Fx	733.43 AVN Med Femoral Condyle
723.0 Spinal Stenosis Cervical	813.42 Fx Radius Distal Alone	733.92 Chondromalacia NOS
723.1 Pain in Neck	813.44 Fx Distal Radius and Ulna	821.23 Fx Supracondular Femur
723.4 Cervical Radiculopathy	842.00 Wrist Sprain	822.0 Fx Patella
723.8 Cervical Syndrome	842.11 CMC Sprain	823.00 Fx Tibia Upper End
723.9 Cervical Disorder NOS	HAND	836.0 Medial Menisc Tear-Acute
724.1 Pain Thoracic Spine	715.94 OA Hand	836.1 Laterl Menisc Tear-Acute
724.02 Spinal Stenosis Lumbar	719.44 Pain in Joint Hand	836.3 Dislocation Patella
724.2 Pain Low back	727.03 Trigger Finger Acquired	844.1 Sprain MCL Ligament
724.79 Coccygodynia	727.05 Tenosynovitis Hand	844.2 Sprain Cruciate Ligament Knee
733.13 Path Fx Vertebrae	727.63 Ruptured Ext Tendon Hand	LOWER LEG/ANKLE
738.4 Spondylolisthesis	727.64 Rupture Flexor Tendon Hand	715.17 OA Ankle
805.4 Fx Lumbar Vertebrae Acute	728.6 Dupuytren's Contracture	716.17 Post Traumatic Arthropathy Ankle
SHOULDER	815.03 Fx Metacarpal Shaft	719.47 Pain in Joint - Ankle
715.11 OA Shoulder	816.00 Fx Phalanx Unspec	727.67 Achilles Rupture Nontraumatic
718.31 Recurrent Dislocation Shoulder	816.01 Fx Mid-Prox Phalanx Hand	733.16 Pathologix Fx Tib or Fib
718.81 Instability Shoulder Joint	816.02 Fx Distal Phalanx Hand	823.20 Fx Tibia - Shaft

If there is a one-to-one match between an ICD-9 and ICD-10 code, the diagnosis is selected with one click. For example, when you click **Pain in Neck**, you'll notice that **Cervicalgia** is selected and becomes highlighted in green.

Appt List

Encounter Form - Patient: MINDY MURPHY

Restart Save Save & Close Save & Complete Code Search Print Status: In Progress

PATIENT: MINDY MURPHY APPOINTMENT: 5/1/2015 12:00 PROVIDER: TONY CARLTON - 007

DOB: 12/2/1975 REF DR: LOCATION: WPB - 888

PATIENT ID: 1132 REASON: INSURANCE: INSURANCE 2:

Procedures Diagnosis Rank & Link

MISC	ARM AND ELBOW	HIP/PELVIS CONT.
686.9 Local Infection Unspecified	715.33 OA Elbow	820.21 Intertrochanteric Hip Fx
714.0 Rheumatoid Arthritis	719.42 Pain in Joint Elbow	820.8 Fx Hip NOS
727.00 Synovitis/tenosynovitis Unspec	726.31 Medial Epicondylitis	THIGH/KNEE
727.41 Ganglion Joint	726.32 Lateral Epicondylitis	711.06 Septic Arthritis Knee
727.42 Ganglion Tendon Sheath	726.33 Olecranon Bursitis	715.16 OA Knee
727.81 Contraction Tendon (Sheath)	726.39 Enthesopathy Elbow-Other	716.16 Post Traumatic Knee Arthritis
727.82 Calcium Deposits in Tendon/Bursa	812.21 Fx Humerus Shaft	717.3 Degen Tear Med Meniscus
729.6 Foreign Body Soft Tissue	812.41 Fx Humerus Supracondylar	717.40 Degen Tear Lat Meniscus
732.7 Osteochondritis Dissecans	813.01 Fx Ulna - Olecranon	717.5 Discoid Meniscus
733.81 Malunion Fracture	813.03 Fx Monteggia	717.6 Loose Body in Knee
733.82 Non Union Fracture	813.05 Fx Radial Head	717.7 Chondromalacia Patella
781.2 Abnormality of Gait	813.06 Fx Radial Neck	717.83 Old Disruption ACL
782.0 Burning, Numbness, Tingling Skin	832.02 Dislocation Elbow Posterior	717.9 Derangement Knee Unspec
782.2 Localized Swelling, Mass, Lump	841.9 Sprain Elbow Unspec	718.36 Recurrent Disloc Knee
996.67 Infection from Other Internal H/W	FOREARM AND WRIST	719.06 Effusion Knee
996.78 Other Complicatoin Ret HW	354.0 Carpal Tunnel Syndrome	719.46 Pain in Joint Knee
V67.4 Exam After Fx Treatment Misc	715.13 OA Wrist	726.64 Patellar Tendinitis
SPINE	719.43 Pain in Joint Wrist	726.65 Prepatellar Bursitis
720.1 Spinal Enthesopathy	727.04 DeQuervain's Disease	727.81 Contracture of Tendon
722.0 HNP Cervical	813.23 Fx Both Bone Forearm	727.83 Plica Syndrome
722.10 HNP Lumbar/Thoracic	813.41 Colles Fx	733.43 AVN Med Femoral Condyle
723.0 Spinal Stenosis Cervical	813.42 Fx Radius Distal Alone	733.92 Chondromalacia NOS
M54.2 Cervicalgia	813.44 Fx Distal Radius and Ulna	821.23 Fx Supracondular Femur
723.4 Cervical Radiculopathy	842.00 Wrist Sprain	822.0 Fx Patella

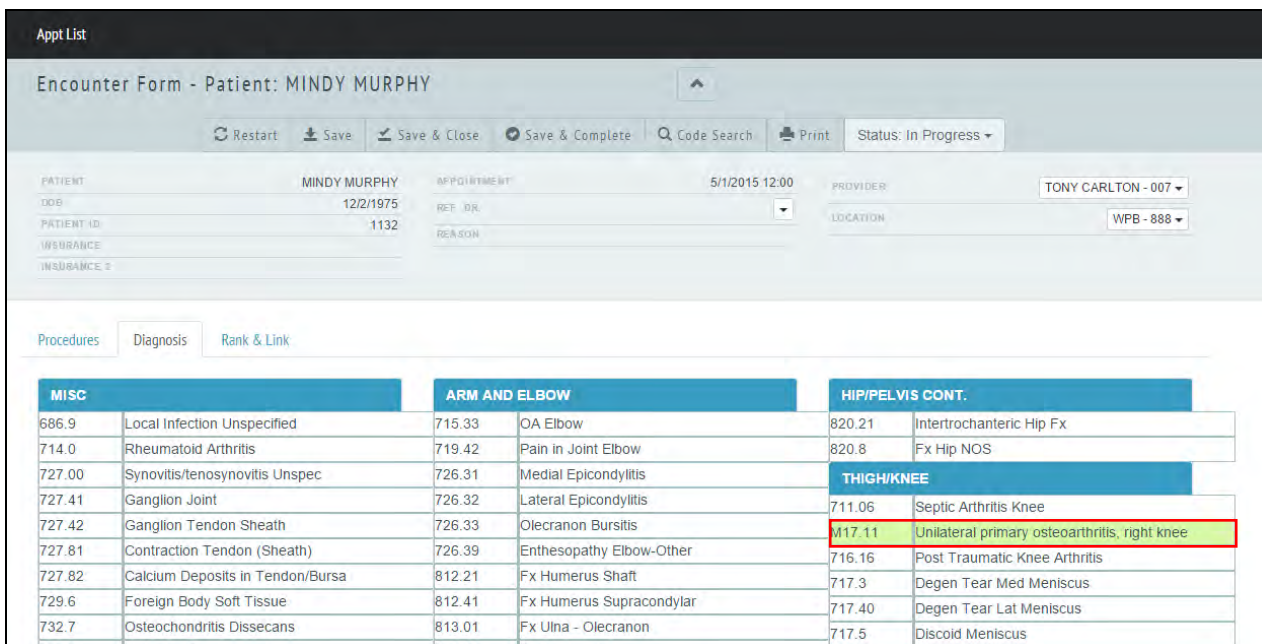
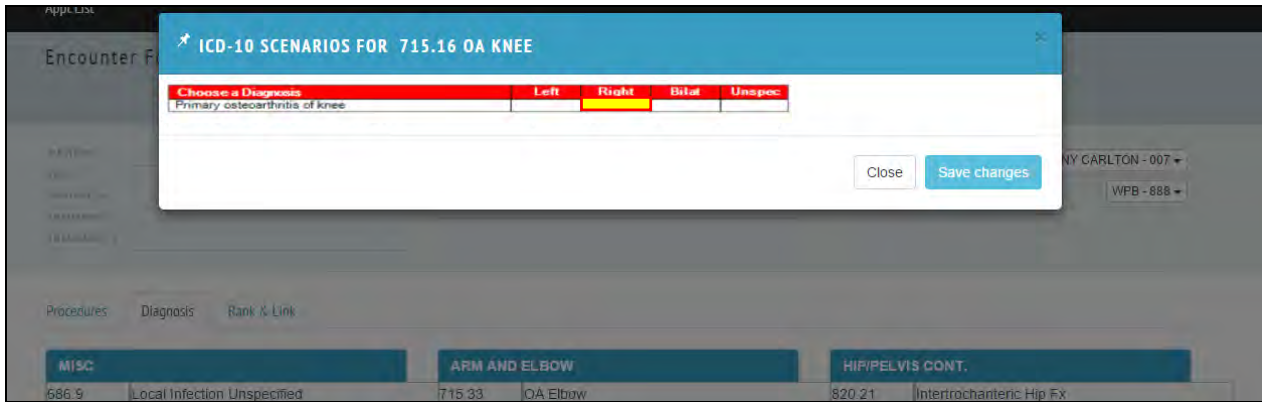
If you select an ICD-9 diagnosis code that maps to multiple ICD-10 codes, *AccelaCAPTURE* displays a custom list, called a scenario, allowing you to select the appropriate ICD-10 code. These custom scenarios were created to provide a productive, organized, and visually appealing way to select the right ICD-10 code from an ICD-9 code on your electronic encounter form. For example, when you click the diagnosis for **715.16 Osteoarthritis of Knee**, an ICD-10 pop-up selection box displays four options.

ICD-10 SCENARIOS FOR 715.16 OA KNEE

Choose a Diagnosis	Left	Right	Bilat	Unspec
Primary osteoarthritis of knee				

Close Save changes

Click to select the appropriate ICD-10 code, and your selection replaces **715.16 Osteoarthritis of Knee** on the encounter form and is highlighted in green.



For an ICD-9 diagnosis with a large number of associated ICD-10 codes, *AccelaCAPTURE* organizes the choices in a logical order to help you make the right selection. For example, when you click **813.42 Radius Distal Alone**, an ICD-10 selection box shows the *type* of fracture on the *vertical* axis and the *laterality* on the *horizontal* axis, which quickly allows you to recognize the pattern and choose the correct type of fracture and laterality. Click to select the appropriate ICD-10 combination, and your selection replaces **813.42 Fx Radius Distal Alone** on the encounter form and is highlighted in green.

Appnt List

Encounter F

ICD-10 STACKED SCENARIOS FOR 813.42 FX RADIUS DISTAL ALONE

Diagnosis Stage: Initial

Choose a Diagnosis	Left	Right	Unspec
Disp fx of radial styloid process			
Nondisp fx of radial styloid process			
Barton's fx of radius			
Smith's fx of radius			
Stir-haris Type I physeal fx of lower end of radius			
Stir-haris Type II physeal fx of lower end of radius			
Stir-haris Type III physeal fx of lower end of radius			
Stir-haris Type IV physeal fx of lower end of radius			
Oth extrartic fx of lower end of radius			
Oth intartic fx of lower end of radius			
Oth fx of lower end of radius			
Oth physeal fx of lower end of radius			
Unspec fx of lower end of radius			
Unspec physeal fx of lower end of radius			

Close Save changes

NY CARLTON - 007  
WPB - 888

686.9 Local Infection Unspecified  
714.0 Rheumatoid Arthritis  
727.00 Synovitis/tenosynovitis Unspec  
727.41 Ganglion Joint  
727.42 Ganglion Tendon Sheath  
727.81 Contraction Tendon (Sheath)  
727.82 Calcium Deposits in Tendon/Bursa  
729.6 Foreign Body Soft Tissue  
732.7 Osteochondritis Dissecans  
733.81 Malunion Fracture  
733.82 Non Union Fracture  
781.2 Abnormality of Gait  
782.0 Burning, Numbness, Tingling Skin  
782.2 Localized Swelling, Mass, Lump  
996.67 Infection from Other Internal H/W  
996.78 Other Complicatoin Ret H/W  
V67.4 Exam After Fx Treatment Misc

728.33 Olecranon Bursitis  
M17.11 Unilateral primary osteoarthritis, nrm knee

Procedures Diagnosis Rank & Link

MISC	ARM AND ELBOW	HIP/PELVIS CONT.
686.9 Local Infection Unspecified	715.33 OA Elbow	820.21 Intertrochanteric Hip Fx
714.0 Rheumatoid Arthritis	719.42 Pain in Joint Elbow	820.8 Fx Hip NOS
727.00 Synovitis/tenosynovitis Unspec	726.31 Medial Epicondylitis	
727.41 Ganglion Joint	726.32 Lateral Epicondylitis	THIGH/KNEE
727.42 Ganglion Tendon Sheath	726.33 Olecranon Bursitis	711.06 Septic Arthritis Knee
727.81 Contraction Tendon (Sheath)	726.39 Enthesopathy Elbow-Other	M17.11 Unilateral primary osteoarthritis, right knee
727.82 Calcium Deposits in Tendon/Bursa	812.21 Fx Humerus Shaft	716.16 Post Traumatic Knee Arthritis
729.6 Foreign Body Soft Tissue	812.41 Fx Humerus Supracondylar	717.3 Degen Tear Med Meniscus
732.7 Osteochondritis Dissecans	813.01 Fx Ulna - Olecranon	717.40 Degen Tear Lat Meniscus
733.81 Malunion Fracture	813.03 Fx Monteggia	717.5 Discoid Meniscus
733.82 Non Union Fracture	813.05 Fx Radial Head	717.6 Loose Body in Knee
781.2 Abnormality of Gait	813.06 Fx Radial Neck	717.7 Chondromalacia Patella
782.0 Burning, Numbness, Tingling Skin	832.02 Dislocation Elbow Posterior	717.83 Old Disruption ACL
782.2 Localized Swelling, Mass, Lump	841.9 Sprain Elbow Unspec	717.9 Derangement Knee Unspec
996.67 Infection from Other Internal H/W		718.36 Recurrent Disloc Knee
996.78 Other Complicatoin Ret H/W	FOREARM AND WRIST	719.06 Effusion Knee
V67.4 Exam After Fx Treatment Misc	354.0 Carpal Tunnel Syndrome	719.46 Pain in Joint Knee
	715.13 OA Wrist	726.64 Patellar Tendinitis
SPINE	719.43 Pain in Joint Wrist	726.65 Prepatellar Bursitis
720.1 Spinal Enthesopathy	727.04 DeQuervain's Disease	727.81 Contracture of Tendon
722.0 HNP Cervical	813.23 Fx Both Bone Forearm	727.83 Plica Syndrome
722.10 HNP Lumbar/Thoracic	813.41 Colles Fx	733.43 AVN Med Femoral Condyle
723.0 Spinal Stenosis Cervical	S52.541A Smith's fracture of right radius, int for cl	733.92 Chondromalacia NOS
M54.2 Cervicalgia	813.44 Fx Distal Radius and Ulna	821.23 Fx Supracondular Femur
723.4 Cervical Radiculopathy	842.00 Wrist Sprain	822.0 Fx Patella



## Marking an Encounter: Adding Return Visit Information

You have the option to include Return Visit options on your encounter form. Including return visit options provides a quick and easy way for providers to mark when a patient needs to return for a follow up appointment.

Encounter Form - Patient: GENEVA PAGE

Restart Save Save & Close Save & Complete Code Search Print Status: In Progress

ENCOUNTER ID: 15118122 PATIENT ID: 1124 BALANCE: \_\_\_\_\_  
 PATIENT: GENEVA PAGE GENDER: N EXPECTED COPY: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ SSN: \_\_\_\_\_  
 REF. DR. DOB: 9/28/1977  
 GUARANTOR: \_\_\_\_\_ AGE: 37  
 INSURANCE: \_\_\_\_\_ REASON: \_\_\_\_\_  
 APPT TYPE: \_\_\_\_\_  
 PROVIDER: TONY CARLTON - 007

Procedures Diagnosis Rank & Link

RETURN VISIT				HOSPITAL CONSULTS				SURGERY				
	COE	COE Visit	<input type="checkbox"/>	99281	ER	24 25	M	66984	Cataract Surgery	R L	79	M
	OC	OC Visit	<input type="checkbox"/>	99282	ER	24 25	M	66982	Cataract Sx, Complex	R L	79	M
	DIL OC	DIL OC Visit	<input type="checkbox"/>	99283	ER	24 25	M	Toric	Toric Lens			M
	CLCK	CLCK Visit	<input type="checkbox"/>	99284	ER	24 25	M	Crystale	Crystalens			M
	DIL PO	DIL PO VISIT	<input type="checkbox"/>	99285	ER	24 25	M	ORA	ORA			M

To select a return visit option, click in the box for the desired visit type. The following pop up will appear:

SELECT RETURN VISIT / ORDER TIME FRAME FOR OC VISIT

Days: 1 2 3 4 5 6 7  
 Weeks: 1 2 3 4 8  
 Months: 1 2 3 4 5 6 7 8 9 10 11 12 18 24

Close

Click on the number of days/weeks/months for the return visit. You will be routed back to the encounter and you will see the amount of time listed in the box.

RETURN VISIT			
	COE	COE Visit	<input type="checkbox"/>
1	OC	OC Visit	4W
	DIL OC	DIL OC Visit	<input type="checkbox"/>
	CLCK	CLCK Visit	<input type="checkbox"/>
	DIL PO	DIL PO VISIT	<input type="checkbox"/>

NOTE: The display will list the number selected followed by D (days), W (weeks) or M (months).

Return Visit information will be listed on the Encounter Summary and the Encounter Charge Data report. It will NOT be listed on the Rank & Link tab.

## Rank & Link

Before you complete an encounter, use the **Rank and Link** tab to verify the procedure and diagnosis codes and to link each diagnosis to the appropriate procedures. This tab ensures that each diagnosis supports the procedures that were performed according to payer reimbursement requirements. Think of this screen as a summary of all the procedure and diagnosis codes for an encounter and the place where you can associate or “link” the diagnosis codes to procedures.

AccelaCAPTURE automatically ranks diagnoses in the order that they were selected on the encounter form. If you want to change the ranking order, select a diagnosis and click the Up or Down arrow accordingly.

You can also use this tab to link one or more diagnoses to a procedure by clicking the check boxes next to a diagnosis. The order (primary, secondary, tertiary, etc.) of the linkage is dependent on the order/sequence you select each check box.

NOTE: The codes displayed in the examples below are in ICD-10; the ICD-9 functionality will work the same.

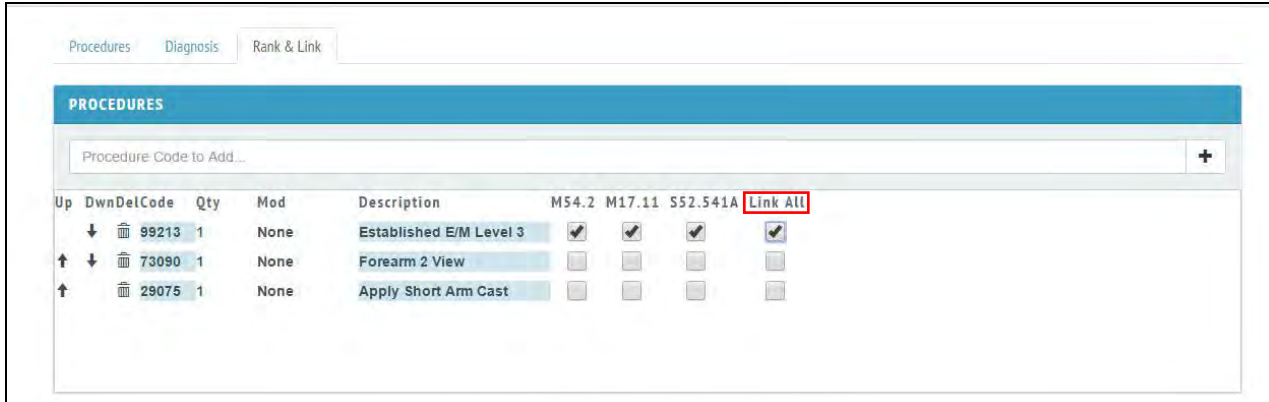
The screenshot shows the 'Rank & Link' interface with the following data:

Up	Down	DelCode	Qty	Mod	Description	M54.2	M17.11	S52.541A	Link All
↓	↑	99213	1	None	Established E/M Level 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
↑	↓	73090	1	None	Forearm 2 View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
↑	↓	29075	1	None	Apply Short Arm Cast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

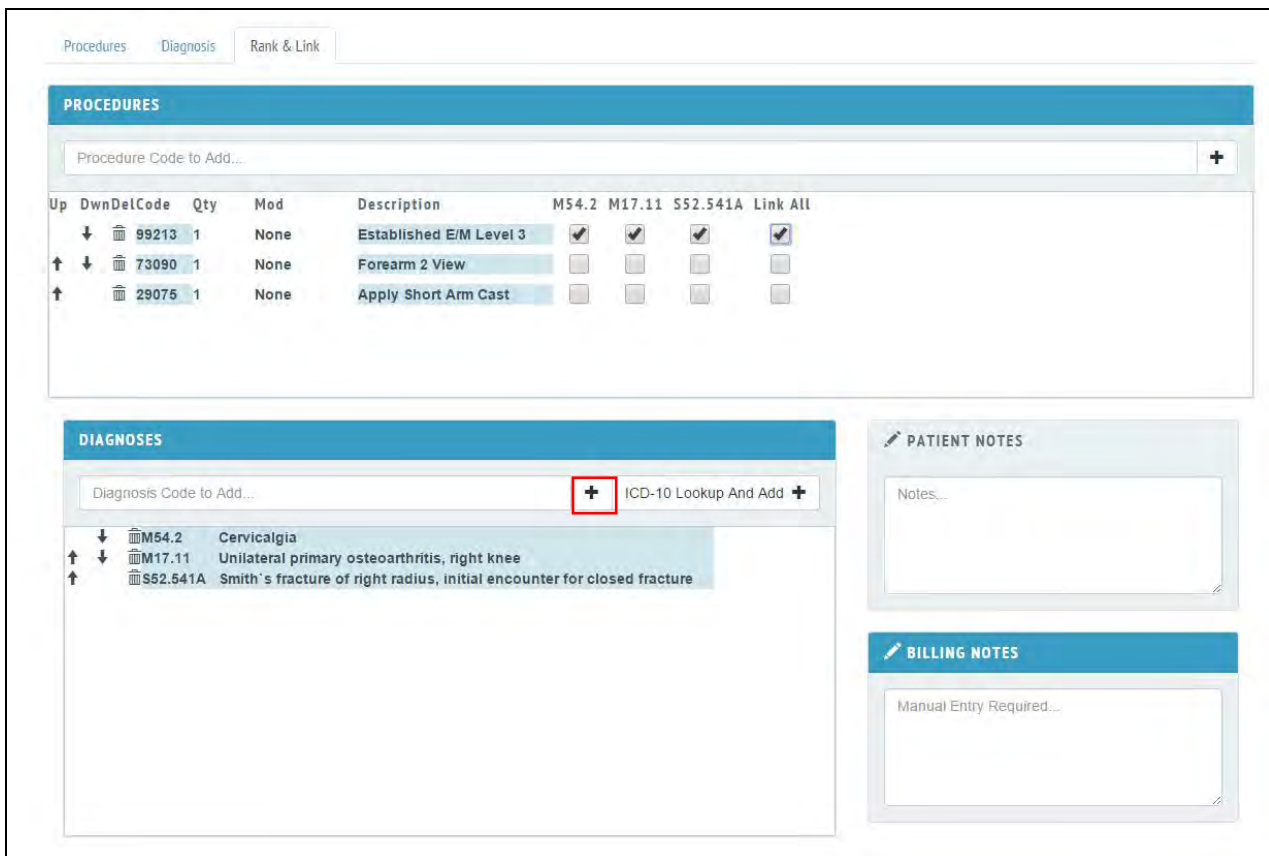
  

Up	Down	DelCode	Description
↓	↑	M54.2	Cervicalgia
↑	↓	M17.11	Unilateral primary osteoarthritis, right knee
↑	↓	S52.541A	Smith's fracture of right radius, initial encounter for closed fracture

If you select the **Link All** box, you can assign a maximum of four diagnoses selected in the encounter to a procedure with one click.



If a desired procedure or diagnosis is not listed on the encounter form, but you know the exact ICD, CPT, or HCPCS code, type the code into the text box above your selected codes and click the first **plus sign (+)** to add the code. Under Diagnoses, you have an additional lookup option.



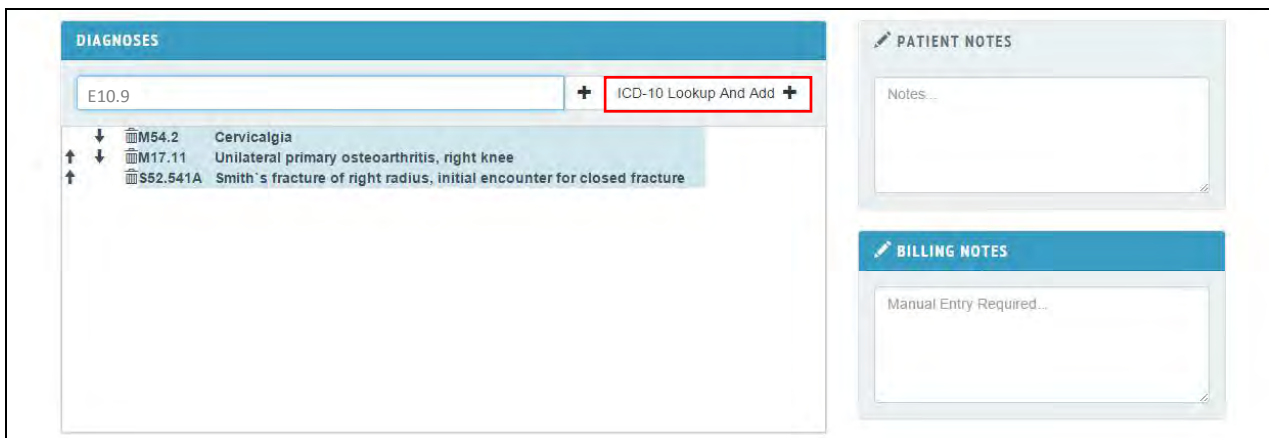
You can utilize the **ICD-10 Lookup And Add +** option if you know your ICD-9 code and need to convert it to an ICD-10 code. If your ICD-9 code translates to numerous ICD-10 options, an ICD-10 selection box will appear. NOTE: If the encounter is ICD-10, then the ICD-10 Lookup And Add + option will display on the ICD grid; if the encounter is ICD-9, then the ICD-10 Lookup And Add + option will *not* display on the ICD grid.

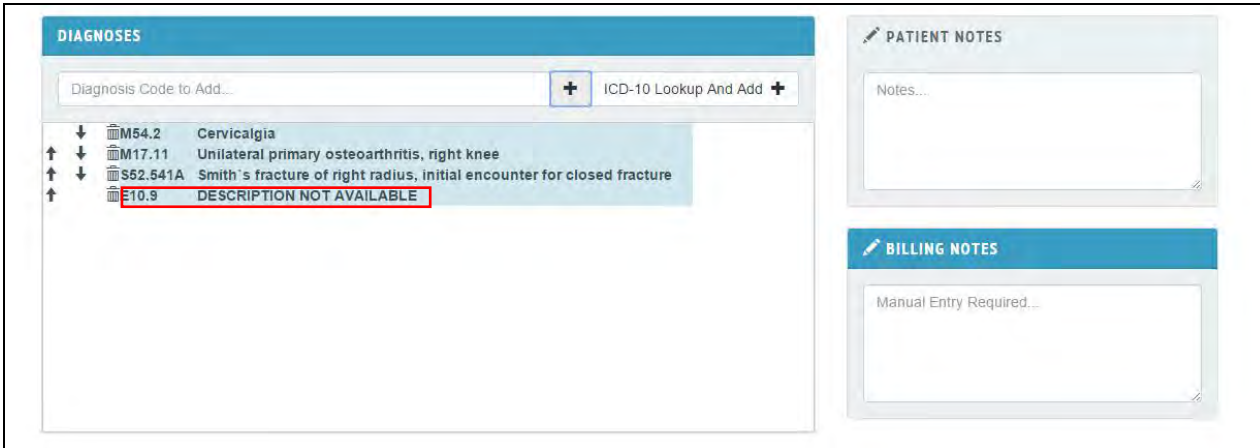


If the code that you entered exists on your encounter form, the corresponding code description will appear.

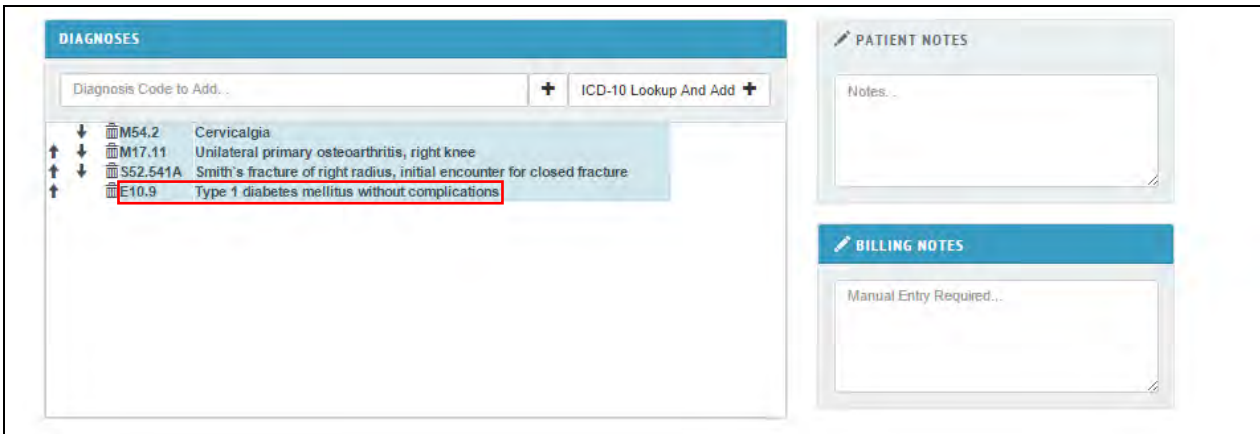


If not, the description field displays "Description not available". If you see this message, it simply means that the code does not exist in your database. It does not indicate whether or not a code is valid or invalid.





NOTE: once you **Save** your encounter, the description will populate with AMA’s diagnosis description if it is a valid code.

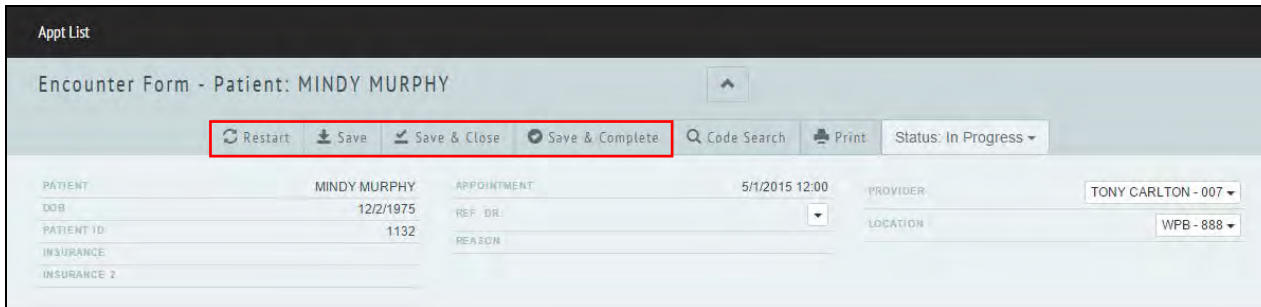


You can also type notes in the **Notes** sections at the bottom right corner of the **Rank and Link** tab. You have 2 options: **Patient Notes** and **Billing Notes**. These notes can be viewed in the encounter by all, but patient notes are the only ones that will print on the form, while billing and patient notes will print on the Encounter Charge Data Report.

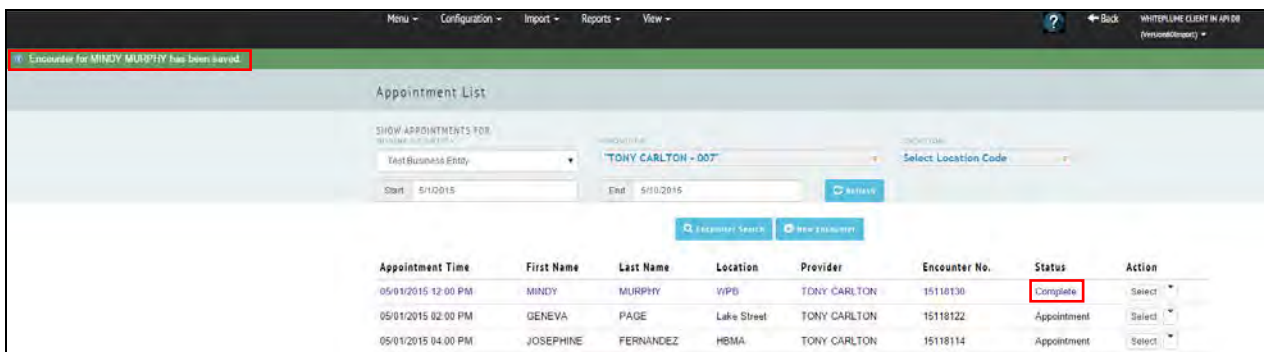


## Restart / Saving / Closing / Printing an Encounter

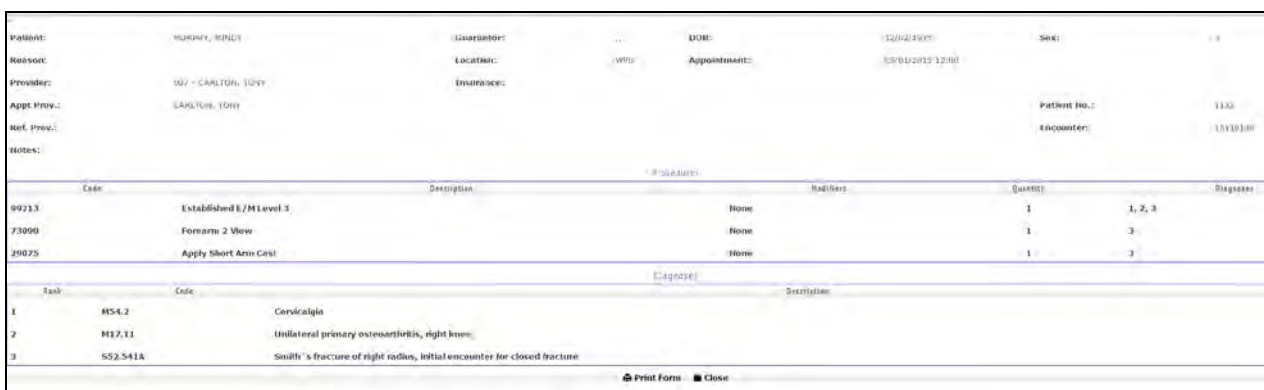
After you update an encounter form, you have options at the top of the screen to save or print your work.



- Click **Restart** to clear any charges and notes added to the encounter, reset the encounter status, and return you to the “Appointment List” screen.
- Click **Save** to save the encounter without closing, allowing you to continue making changes.
- Click **Save and Close** to save the encounter in the current status and return to the “Appointment List” screen.
- Click **Save and Complete** to save the encounter with a status of “Complete” and return to the “Appointment List” screen.



- Click **Print** to view an image of a printable copy.



- Then click **Print Form** to select your printer, and click **OK** to print the form.

The screenshot displays the AccelaCAPTURE MD software interface. On the left is a sidebar with various tool options. The main window shows patient details for MURPHY, MINDY, including their date of birth (12/02/1975) and appointment date (05/01/2015). Below this, there are sections for 'Procedures' and 'Diagnoses'.

**Procedures Table:**

Code	Description	Modifiers	Quantity	Diagnoses
99213	Established E/M Level 3	None	1	1, 2, 3
73090	Forearm 2 View	None	1	3
29075	Apply Short Arm Cast	None	1	3

**Diagnoses Table:**

Rank	Code	Description
1	M54.2	Cervicalgia
2	M17.11	Unilateral primary osteoarthritis, right knee
3	S52.541A	Smith's fracture of right radius, initial encounter for closed fracture

## Closing / End

AccelaCAPTURE provides you with a seamless ICD-10 compliance solution using a familiar ICD-9 superbill format that you can customize specifically for your practice to suit the requirements and needs of your payers. For more information on using AccelaCAPTURE, send an email to [support@whiteplume.com](mailto:support@whiteplume.com).

