

# Preparing for ICD-10 Updates in OfficeMate/ExamWRITER 8.0

For more information about ICD-10 updates, go to the [Eyefinity ICD-10 Resource Center](#) and [www.cms.gov/ICD10](http://www.cms.gov/ICD10).

Each year, CMS makes minor changes to the ICD-10-CM code set. Changes are effective October 1 of the preceding year. For example, the 2018 ICD-10 changes are effective on October 1, 2017. In some cases, CMS adds new codes and retires others. In other cases, only the description associated with the code is changed. The updated codes apply only to claims with a service date of October 1 or later. Claims with a service date of September 30 or earlier should continue to use the current codes.

*Administrators* should ensure that any new or modified eyecare-related ICD-10 codes that the practice plans to use are added to or updated in OfficeMate/ExamWRITER prior to October 1. *Billers* should familiarize themselves with the changes and verify that the correct codes are appearing on claims.

For more detailed information on how to use the ICD-10 features in OfficeMate/ExamWRITER 8.0.25, watch the "[Coding ICD-10](#)" training video and schedule additional training with [Training & Education](#).

This document instructs you on how to review and add new eyecare-related ICD-10 codes to OfficeMate/ExamWRITER version 8 and below and how to prepare for the annual updates.

## NOTES

- Because Eyefinity no longer provides updates for OfficeMate/ExamWRITER 8.0, we highly recommend that you upgrade to the latest version of OfficeMate/ExamWRITER at [Eyefinity.com](http://Eyefinity.com). Older versions of ExamWRITER will *not* auto-code exams with ICD-10 codes and you will have to be extremely vigilant about manually selecting the appropriate ICD-10 codes in ExamWRITER exams and OfficeMate fee slips so that your insurance claims are not rejected. To ensure that you are properly auto-coding and billing exams, upgrade to the latest version of OfficeMate/ExamWRITER.
- This document was last updated on September 22, 2017.

## In this document:

- [Reviewing ICD-10 Updates, 2](#)
- [Adding Diagnosis Codes to OfficeMate/ExamWRITER, 2](#)
- [Preparing for the ICD-10 Updates, 3](#)
  - [On September 30, 3](#)
  - [On October 1, 4](#)

## Reviewing ICD-10 Updates

For help in determining which ICD-10 codes to use on fee slips and insurance claims, view the [AOA ICD-10 resources](#) and [ICD10Data.com](#).

## Adding Diagnosis Codes to OfficeMate/ExamWRITER

Prior to adding any new ICD-10 codes to OfficeMate/ExamWRITER, review the annual changes from CMS.

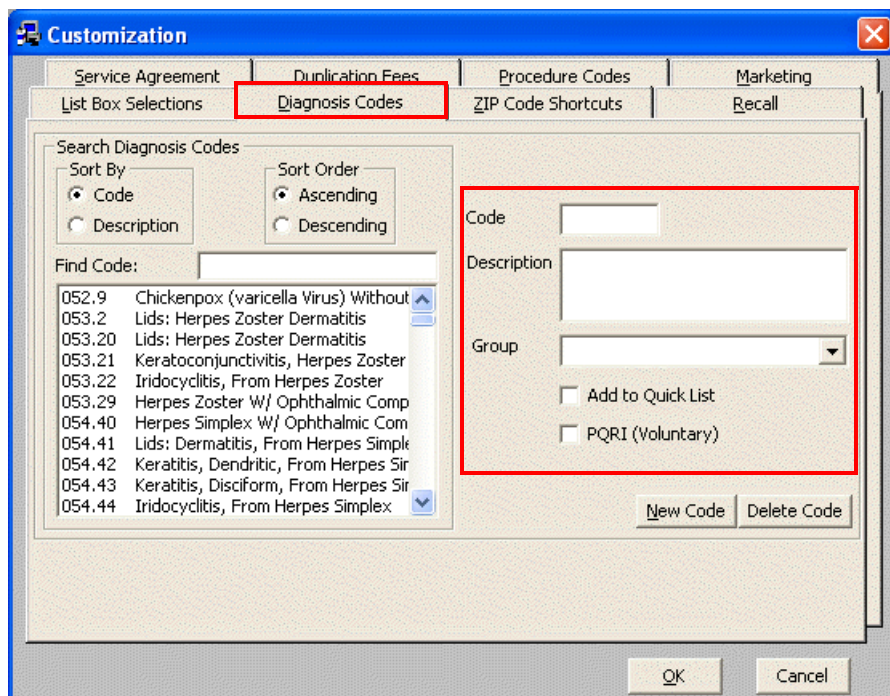
1. Go to the [Eyefinity ICD-10 Resource Center](#) and review the annual updates. The [2018 ICD-10 Updates](#) document lists all of the eyecare-related code changes for the current year.
2. Determine which ICD-10 codes your practice plans to use and will therefore need to be added to or modified in OfficeMate/ExamWRITER.

### NOTES

- If you have determined that you are not going to upgrade to the latest version of OfficeMate/ExamWRITER, but you are not using OfficeMate/ExamWRITER 8.0.25 with the 2017 ICD-10 updates, you must first upgrade to this version. For information on upgrading to this version, log into the [Eyefinity Support Community](#) and view article #000012641.
- You can only delete retired diagnosis codes if they are *not* linked to fee slips.
- To modify the description of existing ICD-10 codes, search for it and edit only the **Description**.

1. On the OfficeMate main window, click **Setup** and select **Customization**. If you are using the standalone version of ExamWRITER, on the ExamWRITER main window, click **Tools** and select **Customization**.  
The Customization window opens.
2. Click the **Diagnosis Codes** tab.
3. Click **New Code**.
4. Type one of the new ICD-10 diagnosis code numbers that you want to add to OfficeMate/ExamWRITER in the **Code** text box.
5. Type the diagnosis code description in the **Description** text box.

6. Select a diagnosis group from the **Group** drop-down menu.



7. Select the **Add to Quick List** check box if you want to add the new diagnosis code to your Quick List.
8. Click **New Code** to enter another diagnosis code until all of the new ICD-10 codes that you want to add to OfficeMate/ExamWRITER are added.

OR

Click **OK** to save the new diagnosis code and exit the Customization window.

## Preparing for the ICD-10 Updates

For more information about tasks to complete prior to using the latest ICD-10 updates, read the [Preparing for ICD-10 Updates](#) document.

Eyefinity recommends that you complete the following tasks to prepare for the latest ICD-10 updates:

- [On September 30, 3](#)
- [On October 1, 4](#)

### On September 30

At the end of business on September 30 (or the last business day prior to October 1), complete the following tasks:

1. In ExamWRITER, close or finalize all open exams.
2. In OfficeMate, process all existing insurance claims.

## On October 1

On October 1 (or the first day of business after October 1), complete the following tasks:

1. In ExamWRITER, record patient exams using the latest ICD-10 codes. You must manually select the appropriate ICD-10 codes so that your insurance claims are not rejected.
2. In OfficeMate, record fee slips with the latest ICD-10 codes. You must manually select the appropriate ICD-10 codes so that your insurance claims are not rejected.