(A) Policy Statement

Whenever possible, standardized data sets, nomenclature and definitions will be used in the collection and abstraction of data within the HIM department.

(B) Purpose of Policy

To utilize standard data sets in order to enable comparative analysis of data.

(C) Procedure

1. ICD-9-CM and ICD-10-CM/PCS are the coding systems used in the HIM Department for coding inpatient records. ICD-9-CM and ICD-10-CM and CPT-4 are the coding systems used in the HIM Department for coding outpatient records.
2. UTMC and the HIM department follow the Uniform Hospital Discharge Data Set (UHDDS) in the abstraction of patient information during registration and during case abstraction.
3. The HIM Department follows the AHA’s Coding Clinic for ICD-9-CM guidelines for coding of cases using the ICD-9-CM and the ICD-10-CM/PCS coding system and follows the CPT-4 coding guidelines as stated in the CPT-4 Assistant publication.
4. For accurate coding, the HIM coding department’s procedures adhere to Medicare guidelines.
5. The 3M encoder and grouper is employed in the coding process and use of it is required when coding and abstracting a case. Only the HIM department codes records for billing and for data collection.

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.