

ICD-10 Codes — Instructions for Loading Codes

1. Open DA and see which version you have:
2. You must have Version 62.288 or 62.289 to continue



Version 62.289

Office:

User ID:

Password:

Login

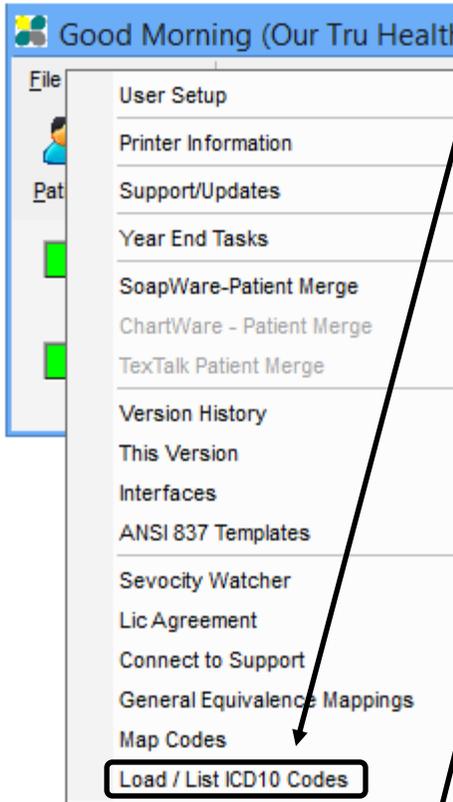
Exit

Utilities

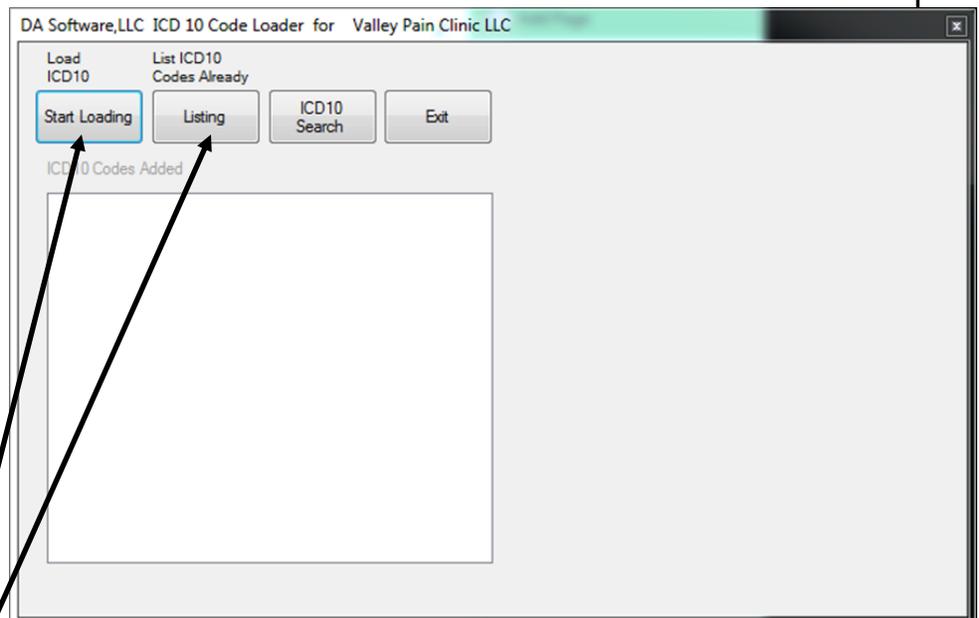
DA Support

Version 62.289

3. Once DA is open go to the Menu
Click File, go to the Bottom of the List,
click Load /List ICD 10 Codes



4. Click and you will see this: The Code Loader



5. Click the Start Loading Button . The loader will add ICD 10 codes based upon the ICD9 codes that have ever been used in your system. Once loading is complete, a popup will appear to let you know how many codes were added to your system.

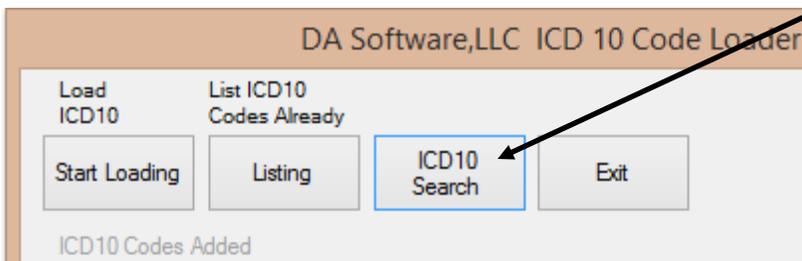
6. Click the Listing Button to see a list of all the ICD 10 codes loaded into your database

ICD 10 Codes Loading Instructions Continued

Loading Extra Codes as Needed

To minimize the database we designed the ICD10 loader to utilize your current ICD9 database and loading the specific codes that correlate to codes your office has used in the past. However, we realize there will be times you will need to add specific ICD10 codes to your system when you need them for specific patient claims. This is the procedure to complete that task:

1. Go to the Menu on the main bar of DA, (see diagram on previous page)
Click File, go to the Bottom of the List, click Load /List ICD 10 Codes
2. Click the third button on the ICD 10 Loader, it says **ICD10 Search**

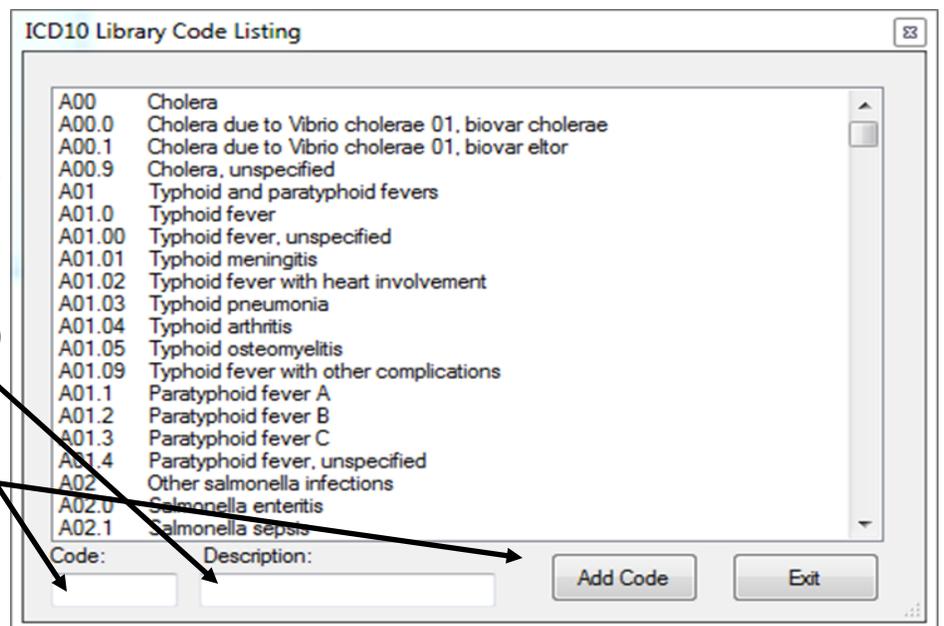


3. This window will open:

You can find the code you are looking for by browsing all codes, or use the **Code** or **Description** boxes at the bottom.

Once you have located the code(s) you want to add, simply click to highlight them, then press the **Add Code** button.

This will add the codes to your database.



DA SOFTWARE, LLC

SALES: 855-DOC-ACCESS Sales@DoctorsAccess.com Support@DoctorsAccess.com