ICD-10 Transition:
Double Coding using the 3M Encoder

3M Setup and Reconciliation Process

Note: Please follow the Rule Based Security (RBS) walkthrough for the UBL security necessary to double-code before attempting the instructions below.

In order to use the 3M Encoder for double-coding, some settings must be enabled in the 3M configuration utility. This setup will need to be completed on each computer for employees that need to double-code (or on the network if you do not install 3M locally) and any questions concerning this setup should be directed to 3M support.
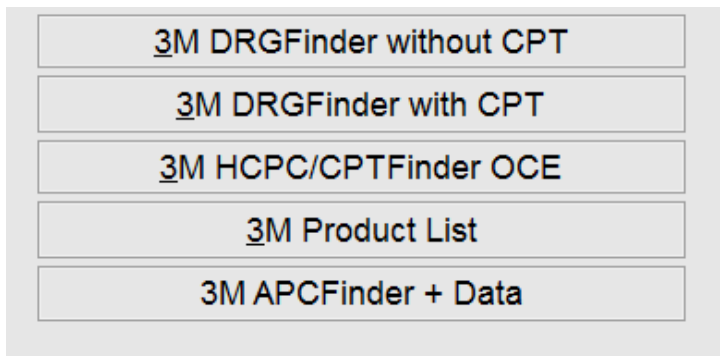
Based on information we have received from some 3M users, the configuration tool is located via *C: drive > 3MHIS Folder > Windcoder > crsconfig.exe* (not exf).

Please note that a behavior must be selected from the ICD-10 Readiness Tool that is appropriate (use drop-down for all options) for your facility. This will provide an option to use a translation table or use only the ICD-9 and ICD-10 tabs. Be sure to choose one of the two options for "data included in interface output", otherwise your ICD-10 codes will not be included in the transaction that crosses to the Thrive EHR.

It is also important to verify that double-coding is enabled with a check mark.

Once these settings have been defined within 3M, please proceed with the following steps in order to double-code your first account in the Thrive EHR:

Access a patient's account, go to Medical Rrecords, and then choose any of the following options:

If you chose not to use the translation tab, you will have separate tabs/screens where you can add ICD-9s and ICD-10s.
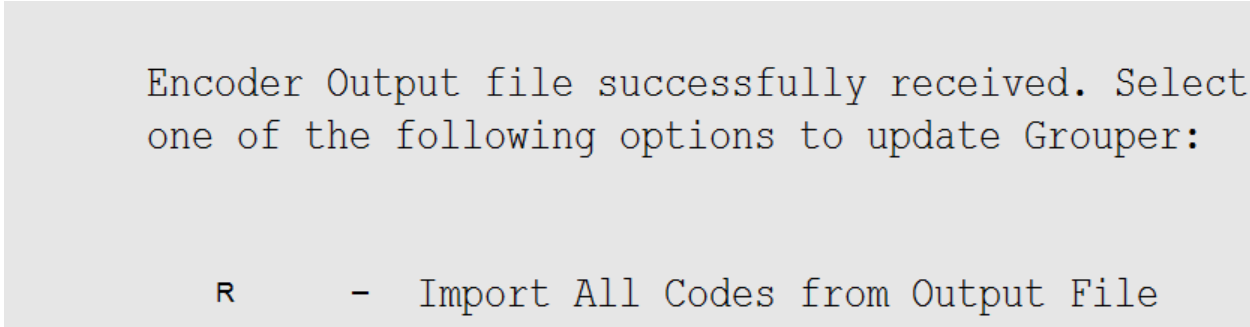
Note: If you choose to use the translation tab within the 3M configuration utility, you will see those tabs as well as a 'translation' tab in the middle. If you have this tab you can code your ICD-9s and then hit the 'Translation' tab and click on the appropriate ICD-10s for each ICD-9 you have used. This will highlight it in green and add the code to the ICD-10 tab. Any questions on this feature should be directed to 3M customer support.

In order for codes to successfully interface, an Admit Diagnosis and a Principal Diagnosis are required. You will need to double-code with both ICD-9s and ICD-10s as ICD-10s cannot be used alone until the October transition. We also recommend making sure you use a "one to one" association of ICD-9 and ICD-10 codes.
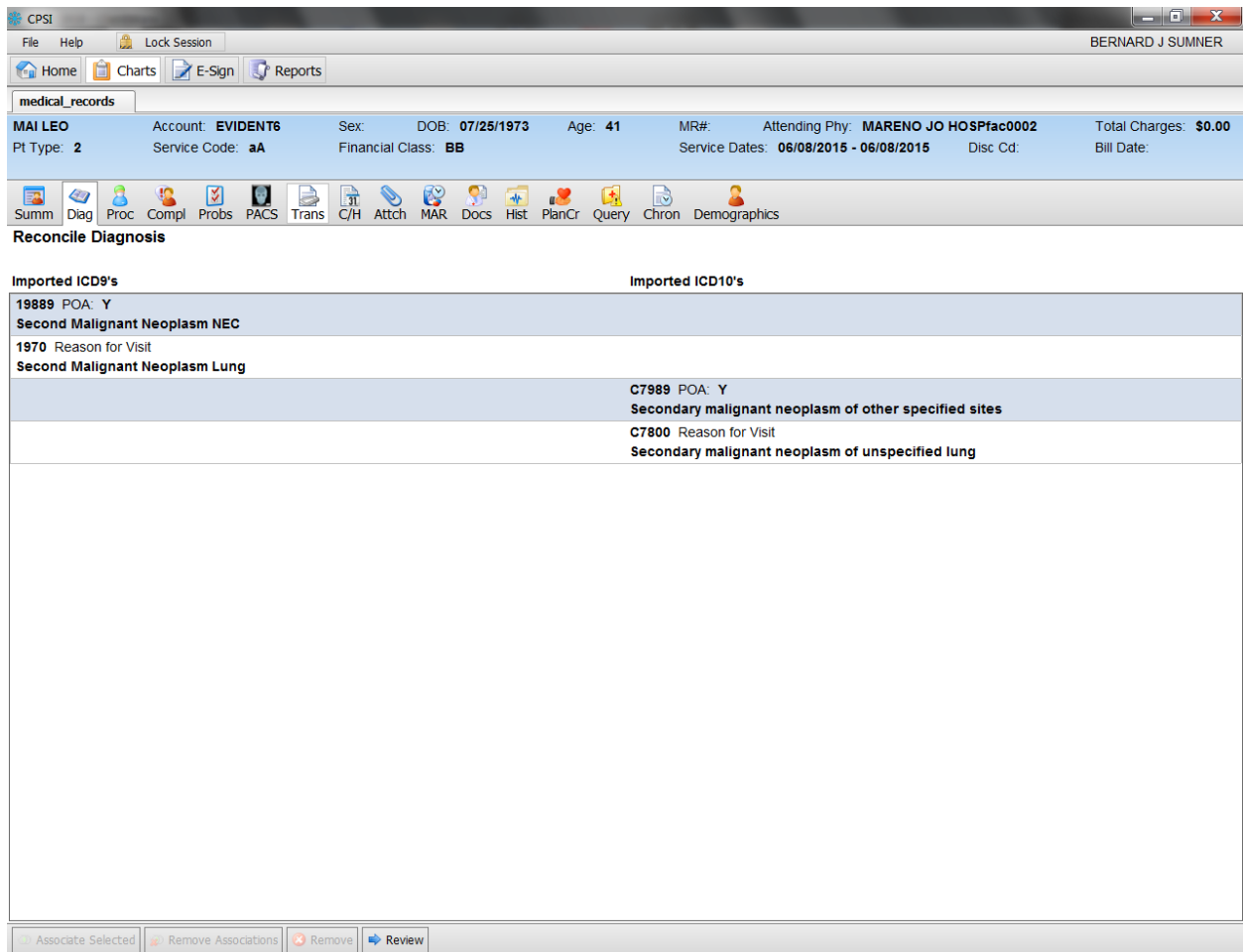
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After entering all necessary coding for the account, you will compute on both the ICD-9 tab and the ICD-10 tab, add POAs if necessary, and then complete in 3M. When returned to the Thrive software, choose "R" to import.

Encoder Output file successfully received. Select one of the following options to update Grouper:

R   -   Import All Codes from Output File

The following screen should display as a window pop-up. It is within this menu that you must link the appropriate ICD-9s with the ICD-10s to which they correspond. Additionally, procedure codes applied in 3M will need HCPCs reconciled with the ICD-9 and ICD-10 procedures.

To perform the reconciliation, hold down Ctrl and select an ICD-9 code and then while still holding Ctrl, select the corresponding ICD-10 code. Both codes should highlight in blue as seen below.

You then need to select the button titled 'Associate Selected'. This will allow those two associated codes to go to the top. Continue to associate the rest of the codes in the same manner.

Once all the ICD-9 codes have been associated to all ICD-10 codes, you can choose the "Review" button at the bottom of the screen.

Once codes are reviewed, select "Reconcile" at the bottom of the screen.

Close the CW5 windows and both sets of codes now display in the grouper. If you have any questions with this process, please contact Evident Interface Support for assistance.

If you have further questions about the new grouper, manipulating/adding/editing any codes once they are in the CW5 grouper, or other issues regarding the codes once they have successfully crossed over into Thrive, please contact Evident Client Services.