

# Introducing MD Coder v5.0 2004

At Mobile Design Technologies we pride ourselves on the ease of use of our applications both on the handheld and the PC. If you're familiar with your handheld device and PCs, you'll find this document helpful for getting up and running in just a few minutes. It will guide you through the setup and answer any questions you might have about our icons, functionality and features including customizations, report generation, synchronization and how to reach us. We pride ourselves in developing intuitive best of breed application and we strongly feel that anyone using our software will be up and running within minutes of installing our program. On the bottom of each page, you'll find quick links that will take you to the particular subject matter that is of interest.

We do offer personalized installation services, should this be of interest, please email us at [support@mobiledesigntech.com](mailto:support@mobiledesigntech.com) to setup an appointment. We expect any user of MD Coder to be capturing charges within minutes of installing our program.

If you are looking for highly specific and detailed documentation of our Palm and/or PC application, please refer to the HELP guide on the PC application, or email [support@mobiledesigntech.com](mailto:support@mobiledesigntech.com) and request a copy.

MDT would like to thank you for installing our Products. We feel that our application is a best of breed Charge Capture application and our personalized customer service goes unmatched in the industry. If you have any questions, concerns, or simply would like to send us a note of praise, please feel free to email me directly at [spiegel@mobiledesigntech.com](mailto:spiegel@mobiledesigntech.com)

Cheers!

Damon N. Spiegel, CEO  
Mobile Design Technologies, Inc.



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Welcome to the MD Coder Quick Start Guide. As the name implies, our goal is to get you up and running as quickly as possible. The following few pages should assist you in the installation and implementation of our MD Coder Charge Capture Product.

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\*\*Please note that this quick start guide is intended for MD Coder Physician v5.0 users with PC support

## Installing MD Coder on the Handheld from the MD Coder PC application

- Go to the Start menu - program files - MD Coder on your PC. Click on the "Install Handheld Specialty"
- A dialogue box will appear.
- If you are installing the Palm version of MD Coder please select your Hotsync username from the first dropdown list. From the second dropdown list, choose your specialty.
- If you are installing the Pocket PC version of MD Coder please select your specialty from the dropdown list.
- Press the Ok button.
- Please note that the MD Coder application must be installed on the handheld. MD Coder will not run when installed onto a memory stick.

The next time you synchronize, MD Coder and the specialty database you downloaded will be installed. Please note: MD Coder MUST be installed and opened one time on the handheld before you can begin synchronizing patients from within the MD Coder PC application. If not, you may see some strange behaviors.

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## Create New Patients

Before you can capture charges you must create at least one patient by entering a first & last name, and a patient account number. This can be done on either the PC or the handheld. Our recommendation, especially if you share patients between physicians, is to create the patient and visit on the PC first and synchronize to the handheld. If you go the other way, it will work just fine, but you may (under certain conditions) end up with more than one of the same patient.

### Create a Patient on the PC and Synch to the Handheld

- Press the +Patient button and fill out the Last Name, First Name, and Patient Account at minimum.
- Save the Patient.
- Add a Visit to the patient (if you'd like more specific information about the patient).
- Save the visit.
- Close the window.
- On the Patient List Screen, click the Synch checkbox next to the Patient.
- You can synch just the patient and/or the patient and their respective visit information.
- Drop a handheld in the cradle and press the Hotsync button.
- All patients with a checkmark on the PC will be synced to the Palm.

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MDCoder - Physician v3.5.0

File View Tools Reports Help

Records to be Synch  
 Inactive Records

| Synch                    | PT Acct     | Last Name | First Name | DOB       | Gender | Phone          | Charging Physician | PCP        |
|--------------------------|-------------|-----------|------------|-----------|--------|----------------|--------------------|------------|
| <input type="checkbox"/> | UNV-0089212 | Smith     | David      | 9/22/1959 | Male   | (555) 555-1212 |                    | Wood, Tom  |
| <input type="checkbox"/> | UNV-0071828 | Belkin    | Marge      |           | Female | (555) 555-0098 |                    | Burke, Jim |

**Details**

Patient  1 of 2  Inactive  Last Update: 9/10/2002 9:58:55 AM

|   |            |                   |  |                           |  |
|---|------------|-------------------|--|---------------------------|--|
| <b>Last Name</b>                                |            | <b>First Name</b> |  | <b>Patient Acct</b>       |  |
| Smith   |            | David             |  | UNV-0089212               |  |
| <b>Gender</b>                                   | <b>DOB</b> | <b>Phone</b>      |  | <b>PCP</b>                |  |
| Male  | 9/22/1959  | (555) 555-1212    |  | Wood, Tom                 |  |
| <b>Allergies</b>                                |            |                   |  | <b>Charging Physician</b> |  |
| Contrast DYE <input type="button" value="Add"/> |            |                   |  |                           |  |

Visits  1 of 1  Inactive  Last Update: 9/10/2002 10:00:09 AM

|   |  |                            |            |                       |
|---|--|----------------------------|------------|-----------------------|
| <b>Location</b>                                       |  | <b>Room Num</b>            | <b>DOA</b> | <b>Discharge Date</b> |
| University  |  | 6355                       | 9/9/2002   |                       |
| <b>Visit Type</b>                                     |  | <b>Referring Physician</b> |            | <b>Assistant</b>      |
| OutPatient  |  | Cooper, Gary               |            | Garrett, Michelle     |
| <b>Medications</b>                                    |  |                            |            |                       |
| Lovenox, Metformin <input type="button" value="Add"/> |  |                            |            |                       |
| <b>Chief Complaint</b>                                |  |                            |            |                       |
| <br>  |  |                            |            |                       |
| <b>Notes</b>  |  |                            |            |                       |
| <br>  |  |                            |            |                       |

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## Create a Patient on the Handheld

- Open MD Coder by clicking on the MD Coder icon on your Palm.
- The application will ask you to set an optional password.
- You will first come to a patient list screen that is empty.
- Press  within MD Coder on the handheld.
- In order to add a new Patient you must at least enter the Patient's full name and Account number.
- For your information, all Palm version fields designated with a down arrow are customizable lists. Simply tap the field with the arrow and hit edit. You can make your own lists here and avoid having to retype the same information over and over again.
- For your information, all Pocket PC version fields designated with the ellipse icon (the icon with the three dots) are customizable lists.
- Once a patient is added, you have three options.
-  If you tap on this icon it will bring you back to your patient list.
-  If you tap on this icon it will bring you straight to the Codes to start adding charges.
-  If you tap this icon, it will go back and not save any information



**Patient**

Last Name: Woods  
First Name: Tiger  
Patient Account: 3456  
Date of Birth:  
▼ Complaint: Didn't win the Slam  
D.O.A.: 8/30/2002  
Discharge Date:  
▼ Location: TCH  
Room #: 33  
▼ PCP: Dr. Els

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|  |  |  |
|--|--|--|
|  |  | <p>Once a new patient is added, your patient list screen will look like the picture to the left. You can sort your patients by date, location or room number by tapping on the Date field and simply changing it. You can filter your patients by location by tapping on the drop down in the upper right hand corner "MD Anderson". At the bottom you have five choices</p> |
|  | Adds a new patient                                     |  |
|  | Edits the selected/highlighted patient                 |  |
|  | Deletes the patient                                    |  |
|  | Adds charges for the highlighted / selected patient    |  |
|  | Exports highlighted / selected patient to the memo pad |  |

## Capturing Charges

With the patient either synchronized to the handheld from the PC or created on the handheld itself, press the Codes button from within MD Coder on the handheld and begin adding charges. If more than one physician captures charges for a particular patient, all of the captured charges will be aggregated on the PC under that patient's visit. To start adding codes, simply tap on one of the categories. Once you add your CPT code , you can add a modifier by pressing the MODS button . Then you'll come to your ICD-9 list, simply checkmark up to 4 ICD-9 codes that you would like added, and hit the add button. It really is this simple.

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## E&M Codes & ICD9 codes

Your procedure codes and E&M codes have been separated for easy access. Want to add an E&M Code? Simply tap the E&M button . Once added, you'll come to an ICD-9 list known as "My Favorite ICD-9", in which you can edit, delete and add codes. More importantly, you can add ICD-9 codes from the PC to the Handheld with one sync. Simply open up the PC application and go to Tools - ICD-9 Codes. Find the codes you're looking for highlight them and press the send to ICD-9 favorites. When done, go to Tools, ICD-9 Favorite and hit the sync all button. Sync your Handheld with the PC and all the ICD-9 codes you want will be on your Handheld.

## Customizing Your Favorites list on the Handheld

One of the new features of v4.0 is the ability to customize your favorite CPT codes as well as your Favorite ICD-9 Codes on the handheld or on the PC. We will first discuss how to add codes to your favorites list and accessing the favorites lists on the handheld. Once you arrive at a screen with a list of CPT codes, you'll see four options. To add the code, to add a modifier, to go back and a new option, the big thumbs up,  which when pressed will added the highlighted CPT code to "MY FAVORITE CPT CODES" Simply highlight the code you often use and hit the  and it will be added to your favorite list. How do I access this list? When you hit  the very  line item in the drill down will be "MY FAVORITE CPT CODES" your codes will be found at the very top. You can also pencil in codes here as well as edit any codes. This same logic applies to your favorite ICD-9 Codes. However, with ICD-9 codes, you can select up to four codes at a time to be add to your "FAVORITE ICD-9" codes. Once a CPT code is added, you'll arrive at our ICD-9 list. Within this list, you can choose up to 4 ICD-9 codes and add them to your favorites list, by selecting them and hitting the big thumbs up. To access "Your Favorite ICD-9 Codes", simply press the  button.

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## Customizing Your Favorites list on the PC

To sync your favorite CPT or ICD-9 codes from the PC to the Palm is very easy. Launch the MD Coder PC application and go to Tools. In this menu you will see, CPT Codes and ICD-9 Codes. Go to CPT codes first, find the codes you need; highlight them and press the "SEND TO CPT FAVORITES" button. It's that easy. Then quickly go to tools, CPT Favorites and hit the sync all button. Sync your handheld to send all your new codes to the handheld. For ICD-9 codes, simply go to the MD Coder PC application – tools – ICD Codes. Find the codes you're looking for, press the "SEND TO ICD-9 FAVORITES" button. Go back to Tools – ICD-9 Favorites and press the sync all button and sync your handheld. Yes, it really is this easy. Remember, any codes you add on your handheld, will by default be added to the PC, so you'll never lose your Favorites list.

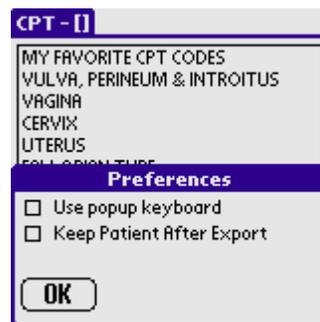
## Synchronize

At any time you can synchronize your handheld with your PC to send any captured charges or changes to patients or visits to the PC. Also, any changes to the patient on the PC or by other physicians will be propagated to your handheld. The sync is easy and fast. If you know you're going to see a patient again the following day for perhaps a follow-up visit, simply CHECKMARK the patients name before you sync. The checkmark will keep the patient active on the palm. Don't worry though, every time you sync, you'll still get a complete copy of everything you've charged to date for that patient on the PC. If you are currently using in Palm Print software, you can at anytime highlight the patients name and press the  export to memo icon, and the patient will be exported along with their demographic

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information, notes and charges to the memo pad. If you would like to keep a copy of the patient after the export to memo go to the preferences tab on the handheld within the MD Coder application and check mark the "Keep Patient After Export". This will enable you to sync your patients to the PC application as well.



## Reports

Once you've synchronized captured charges, you can print reports out for that patient from the PC. Open up that patient's details by highlighting a patient and clicking the Details button at the top of the screen. At the bottom of the details screen you'll see a button for printing out the details of that patient's visit including all capture charges. Or, go to REPORTS at the top of the screen on the PC, choose a custom report, or maybe just a report for one patient. Whatever report you want, you'll get it and yes, it is that easy!

## Export Reports

MD Coder v5.0 allows you to export your reports to your favorite applications. Once a report is run, look to the top of the screen and you'll see a small mail envelope. Press this button, and from there you can export to just about any documents, PDF, Word, Excel, Access, you name it. You can also email your reports from here as well as save them to disk. The options truly are limitless.

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## Anything else I should know???

Are you done with a particular patient? Make sure the patient doesn't have a checkmark before you sync, so the patient will be removed from the Handheld.

Want to add a charge for a patient on the PC? No problem, simply view the details for the patient and hit charges. Add a charge and you'll find every CPT code and your specialty ICD-9 codes to choose from.

Too many patients on your PC master list? Archive them! Simply highlight a patient and press inactive. Go to the tool menu and checkmark, hide inactive patients. It's a great way to clean up the patient list without ever losing patient data.

Concerned about HIPPA? Make sure you set your password settings to "use password". If you forget your password, the only way to access the patient info is, well, you can't. If you forget your password, and have to reset it, you'll lose all of your patient data on the palm.

At any time, you're lost or confused, call us, email us, use instant messenger, we're always around and guarantee we can get your problem answered quickly. Don't ever get frustrated, we can help!

For the Palm version users there is a help menu on the main tool bar. Simply take your stylus and press the upper left hand corner, and the menu will drop down. Go to HELP or PREFERENCES and you should find your answer.

## Support

MD Technologies is committed to providing world-class customer support. All MDT customers receive free technical support through our web site, email ([support@mobiledesigntech.com](mailto:support@mobiledesigntech.com)), phone, and AOL Instant Messenger (Login ID: MDT Support). Please send us your questions, comments and suggestions. We use your feedback in our products. Many features of MD Coder 4.0 are the direct result of input from physicians and healthcare workers like you. Should you have any questions whatsoever, please do not hesitate in contacting us. Please include your name, email address, phone number and your question or comment. We will contact you within 24 hours.

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## Version Comparison

|  | Features                                   | MD Coder Basic   | MD Coder Physician | MD Coder Physician Plus + |   |
|--|--|--|--------------------|---------------------------|---|
| Handheld   | Palm Application                           | ●  | ●                  | ●                         |   |
|  | PocketPC Application                       |  |                    |                           |   |
|  | Specialty CPT Codes                        | ●  | ●                  | ●                         |   |
|  | Linked ICD-9 Codes                         | ●  | ●                  | ●                         |   |
|  | All E&M CPT Codes                          | ●  | ●                  | ●                         |   |
|  | Procedure Modifiers                        | ●  | ●                  | ●                         |   |
|  | Export Charges to Memo Pad                 | ●  | ●                  | ●                         |   |
|  | On Device Reporting                        |  |                    |                           |   |
|  | Customizable ICD-9 List                    |  | ●                  | ●                         |   |
|  | Customizable CPT List                      |  | ●                  | ●                         |   |
|  | Automatic Calculation of E&M Service Level |  |                    | ●                         |   |
|  | Automatic E&M Documentation Generation     |  |                    | ●                         |   |
|  | MD Coder PC Manager                        | PC Application for Patient Management and Charge Synchronization | ●                  | ●                         | ● |
|  |  | Custom Report Generation   |                    | ●                         | ● |
| Export Reports to your favorite program                |  |  | ●                  | ●                         |   |
| Sync customizable favorites ICD-9 List from PC to Palm |  |  |                    | ●                         |   |
| Sync customizable favorites CPT List from PC to Palm   |  |  |                    | ●                         |   |
| 2004 complete ICD-9 list included with PC application  |  |  |                    | ●                         |   |
| 2004 complete CPT list included with PC application    |  |  |                    | ●                         |   |

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|         |               |   |   |   |
|---------|---------------|---|---|---|
| SUPPORT | Email Support |  |  |    |
|         | Phone Support |   |   |  * |

\*MD Coder PLUS users receive 2 free phone support issues. There is a \$25.00 fee for all other phone support issues. Need walking though on installation? You can setup a personal appointment with one of our staff members by emailing [support@mobilesigntech.com](mailto:support@mobilesigntech.com)