

2014

TurboCoder

Learner's Guide

This document is designed to assist you getting started using the TurboCoder computer based ICD-10-AM code books.

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1 Introduction

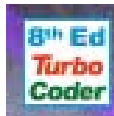
The TurboCoder is software which can be loaded to your laptop / desk top computer . When learning how to code it (or an equivalent product or code books) is an essential not optional tool. The TurboCoder:

- Lists all codes and the rules which must be applied when coding using ICD-10-AM
- Includes indices and links to useful information to support quality coding
- Includes a number of additional tools such as notes, and search assistance which can improve the accuracy of your coding as well as reduce the time it takes to code.

It is well worth spending a little time to become familiar with the tool and its use. This document outlines all of these features and some simple exercises to help you become familiar with them.

2 Getting Started - the Icon

If the TurboCoder is installed with standard installation (i.e. you haven't changed any of the default settings when you load it) you will see the icon on your desk top.



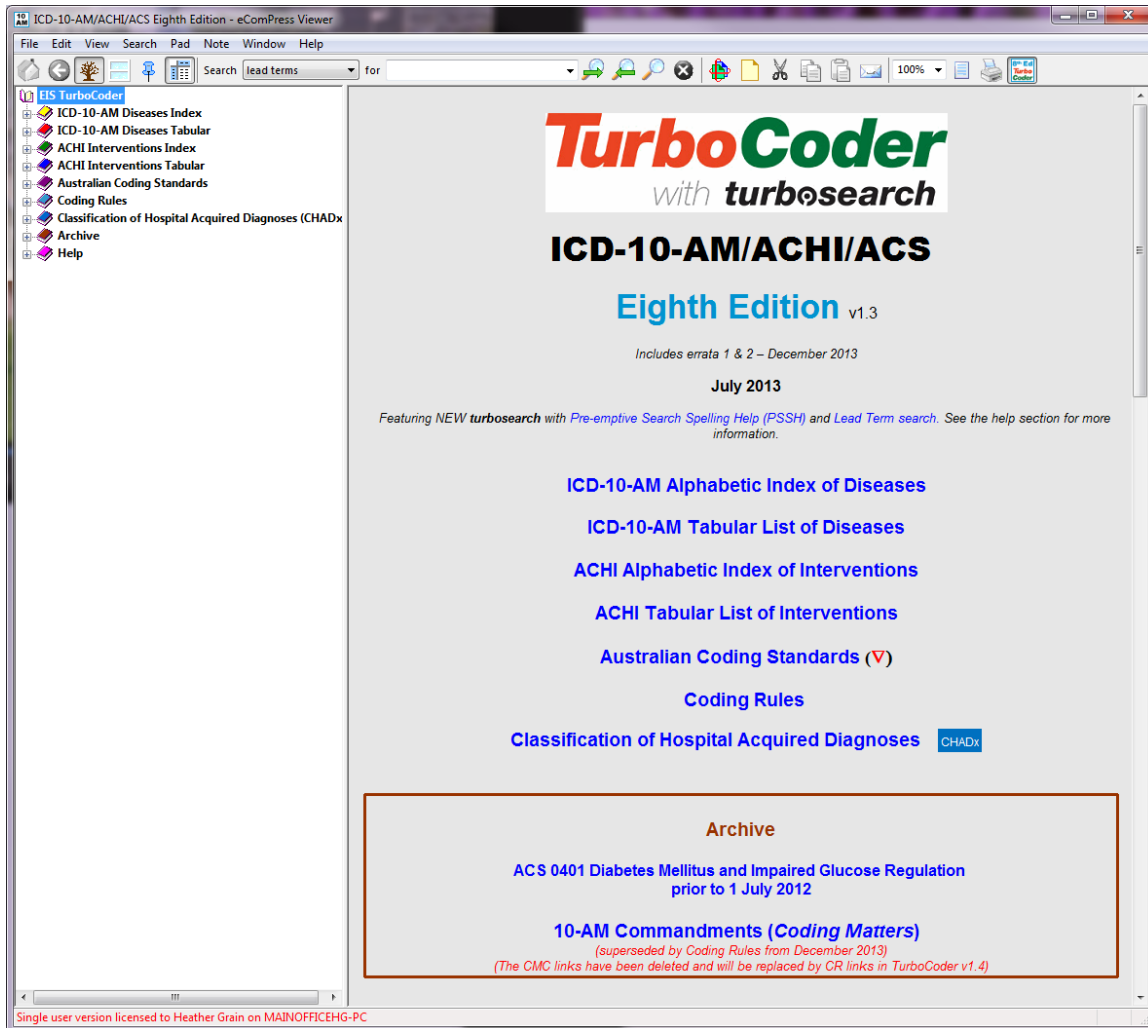
You can change the size of the icon (which they call a 'dragon') if you wish by right clicking on the icon - you can choose between:

- Tiny dragon
- Small dragon
- Medium dragon
- Large dragon

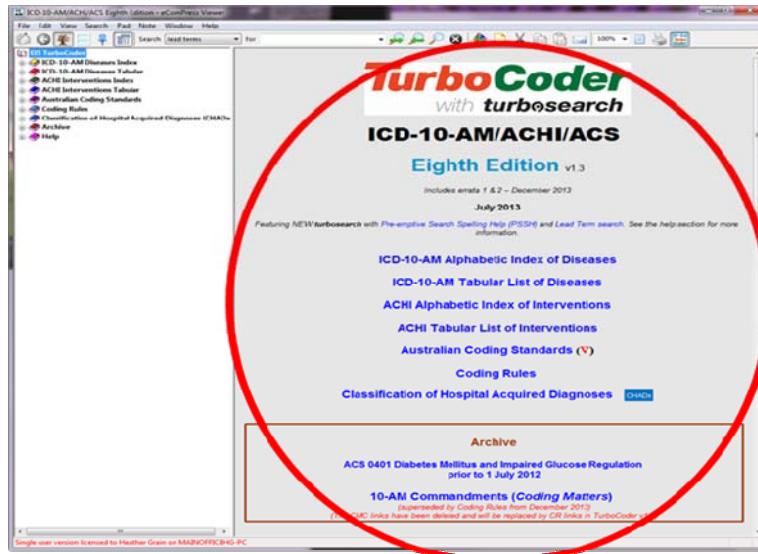
It is generally recommended that you retain the medium sized icon (the default) unless you have specific problems and need a smaller or larger version.

You may also use the 'right click' menu to set the software to open automatically when you turn your computer on. 'Right Click' has other functionality which you are unlikely to need at this point in your learning.

One click of the icon will open the TurboCoder to the following screen which includes the Code Book Window, the Navigation Bar and the Menu Bar.

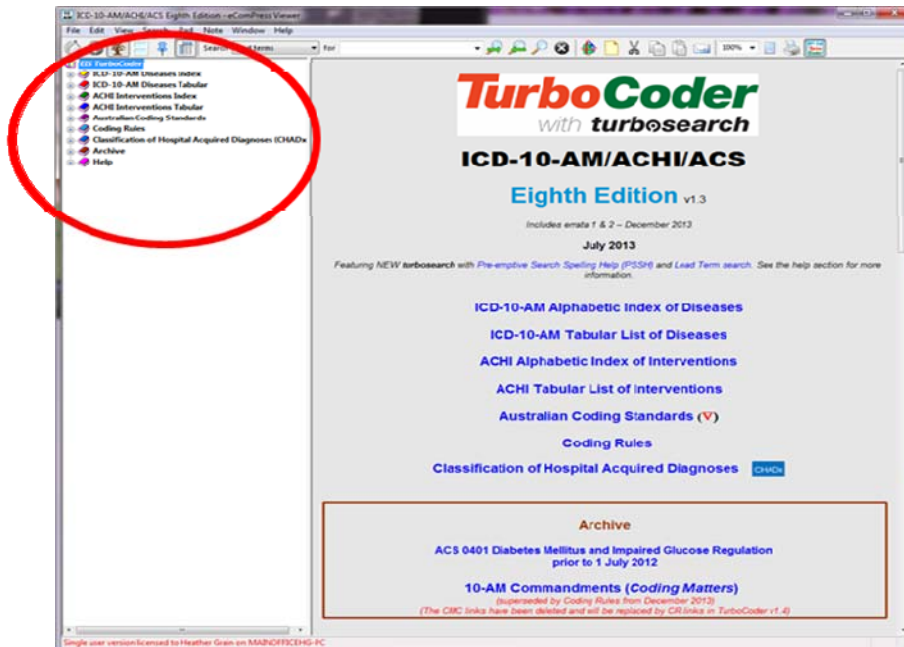


2.1 Code Book Window



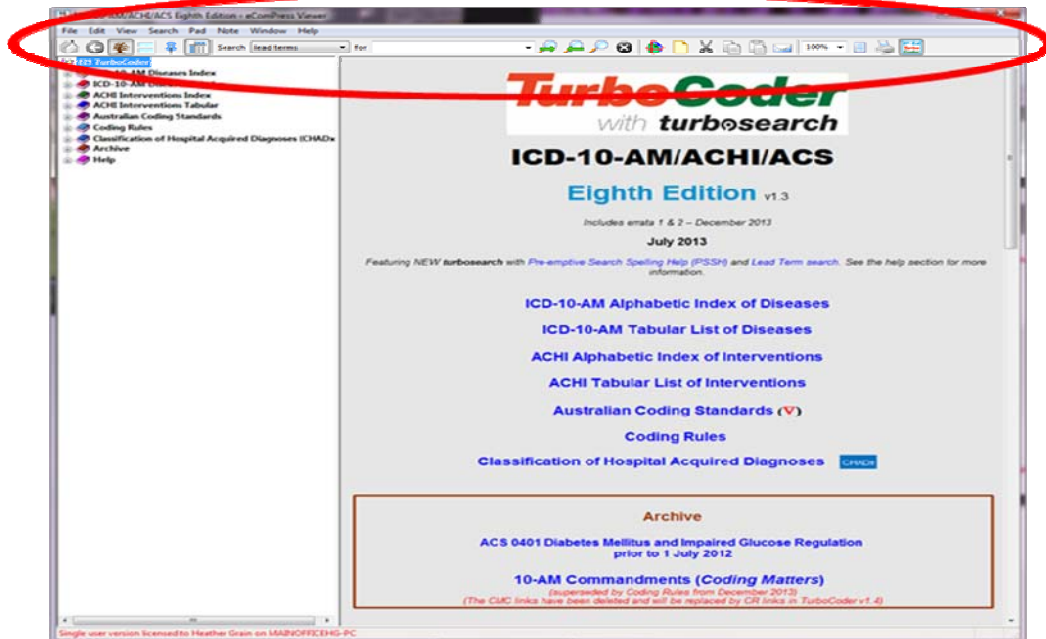
This window shows the actual content you would see if you opened a page in the paper books.

2.2 Navigation Bar



This part of the screen shows where you are in the code books, and can be used to select where you want to go to.

2.3 Menu Bar

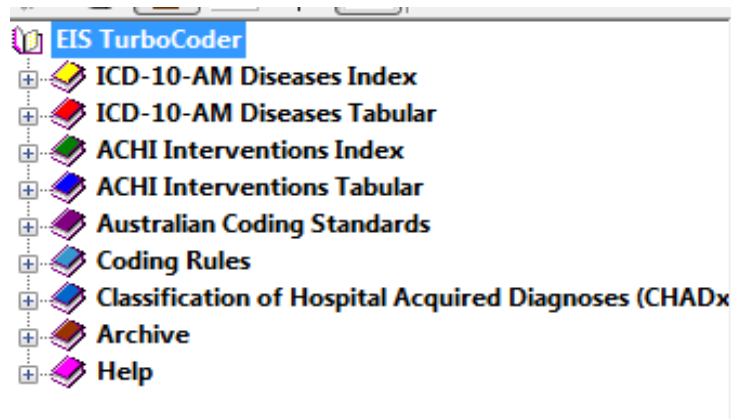


This bar provides many of the search and use features of the tool

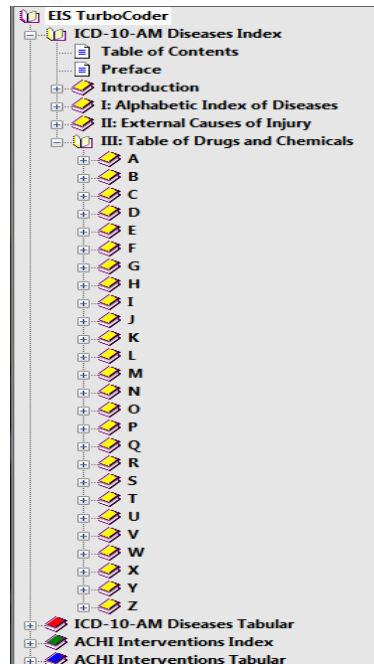
3 Finding Codes

3.1 The Code Books

The navigation bar begins by showing you the sections of the code book, including help in how to use the tool

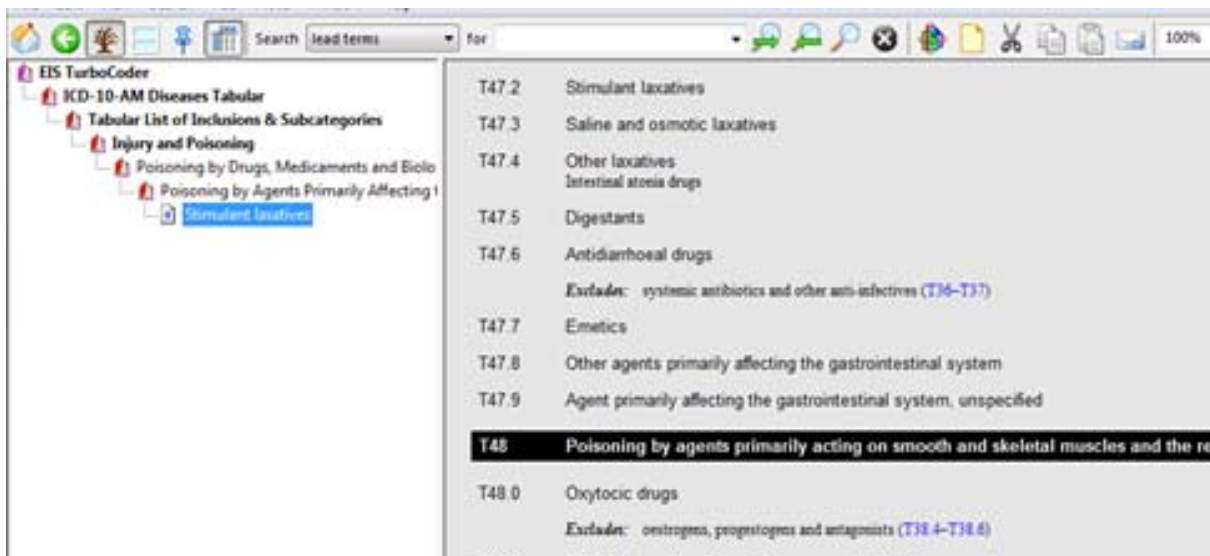


To manually move through the hierarchies of the navigation bar click on the plus sign, and to close navigation click on the - symbol at the left of the heading.



3.2 Automatic Navigation

As you make selections in the code book windows the navigation bar changes to indicate where you are. This is particularly useful when in deep parts of the index where making sure that you are in the section you believe yourself to be in can be difficult.



3.3 Menu Bar



This bar supports searching and other features of the tool

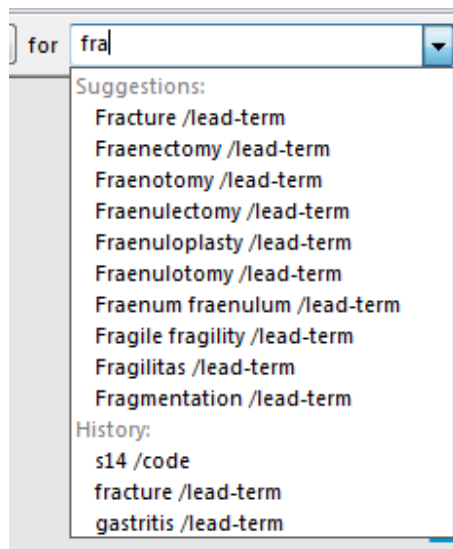
3.4 Searching



Search types include:

- Lead terms - will search for the term entered in the key (first level) entry in the index books
- Everywhere - the term you enter is looked for in any of the books at any level or place
- Code - will search the tabular lists of the code books for the code entered
- Standards Numbers - will search the coding standards for a particular standard number

When you enter a term or code in the 'for' section of the menu bar the system will look for that term using which ever search type you have selected. L The system will also display options for you to select from as you enter text.



The right arrow of the menu will go to the next occurrence meeting the search criteria, while the left arrow will go to the previous occurrence meeting the search criteria.

The system will display the page of the code books. Any item shown in colour can be clicked on and the system will go automatically to the relevant part of the code book.

For example: If you are in the index section and click on a code number, the system will take you to the tabular listing of that code number. If you are in the tabular list and you click on a standard number the system will take you to that standard.

4 Special Features

4.1 Changing the Display



There are 4 different display options. These views allow you to see different pages of the code books at the same time.

You may see 1,2,3 or 4 windows of the code books. The navigation bar will show navigation for the selected window.

The screenshot shows the TurboCoder interface with a search for 'smoking'. The search results are displayed in a list view, and the selected entry 'Z59.1 Inadequate housing' is expanded to show its details, including exclusions and an example.

Z59.1 Inadequate housing
Lack of heating
Restriction of space
Technical defects in home preventing adequate care
Unsatisfactory surroundings
Excludes: problems related to physical environment (Z58.-)

EXAMPLE 4:
A 40 year old patient diagnosed with chronic bronchitis has a history of quitting **smoking** three months prior to admission after having smoked since the age of 15.

Codes: **I42** *Unspecified chronic bronchitis*
Z86.43 *Personal history of tobacco use disorder*

Z72.0 Tobacco use, current
Assign this code if the documentation indicates that:
1. The patient has smoked tobacco (any amount) within the last month.

The example above shows the display with 2 windows of the code books and the navigation bar. You can move the barriers between windows by hovering your mouse over them and click and dragging. In this instance the top right window shows the code book (tabular) for smoking while the bottom window shows the standard relating to smoking.

4.2 Freezing Table Headings



If you are in a table, click on the table and press the freeze icon (shown above) The headings of that table will freeze and you will be able to scroll up and down the table without losing context.

Substance	Chapter 19	Poisoning			Adverse effect in therapeutic use
		Accidental	Intentional Self-harm	Undetermined intent	
Darbepoetin alpha	T45.8	X44	X64	Y14	Y44.1
Daunomycin	T45.1	X44	X64	Y14	Y43.3
Daunorubicin	T45.1	X44	X64	Y14	Y43.3
DDAVP	T38.8	X44	X64	Y14	Y42.8
DDE (bis(chlorophenyl)-dichloroethylene)	T60.2	X48	X68	Y18	-
DDT (dust)	T60.1	X48	X68	Y18	-
Deadly nightshade	T62.2	X49	X69	Y19	-
Deamino-D-arginine vasopressin	T38.8	X44	X64	Y14	Y42.8
Deanol (aceglumate)	T50.9	X44	X64	Y14	Y50.8
Debrisoquine	T46.5	X44	X64	Y14	Y52.5
Decaborane	T57.8	X49	X69	Y19	-
- fumes	T59.8	X47.8	X67.8	Y17.8	-
Decahydronaphthalene	T52.8	X46	X66	Y16	-
Decalin	T52.8	X46	X66	Y16	-
Decamethonium (bromide)	T48.1	X44	X64	Y14	Y55.1
Decongestant, nasal (mucosa)	T48.5	X44	X64	Y14	Y55.5
- combination	T48.5	X44	X64	Y14	Y55.5
Deet	T60.8	X48	X68	Y18	-
Deferoxamine	T45.8	X44	X64	Y14	Y43.8
Deflazacort	T38.0	X44	X64	Y14	Y42.0

5 Notes

You can add comments, reference documents, web sites and coding rule notes to the books where ever you think they will help you code.

The notes are each held as a separate file which can be updated, printed, or exported.



The icon circled displays all existing notes. This is not the common way to access notes. Usually you will add and access them when at a particular code or term in the code books - just as if you'd written the comment in the paper based books.

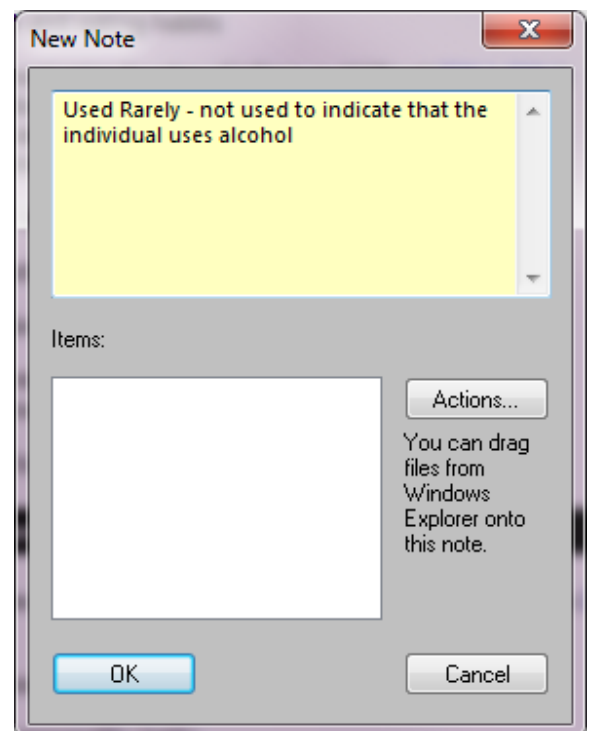
5.1 Adding a note



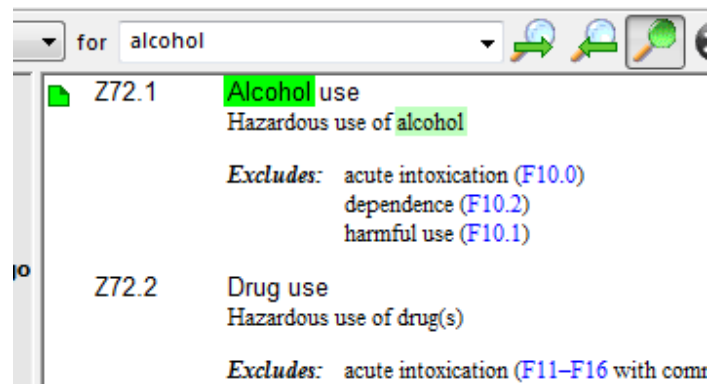
Put your cursor on the relevant part of the code book window - where you want the note to be attached, then click the paper icon (circled above).

Notes are added in the coloured area shown. Items such as web links or reference materials may be added in the items section by clicking and dragging. Further details are available if you press the actions button.

Scissors can cut notes, as you may wish to copy them and email them to others using the other icons on this part of the menu bar.



When a note is made an icon will appear in your code book indicating that there is a note.



6 Other Features

6.1 Going backwards

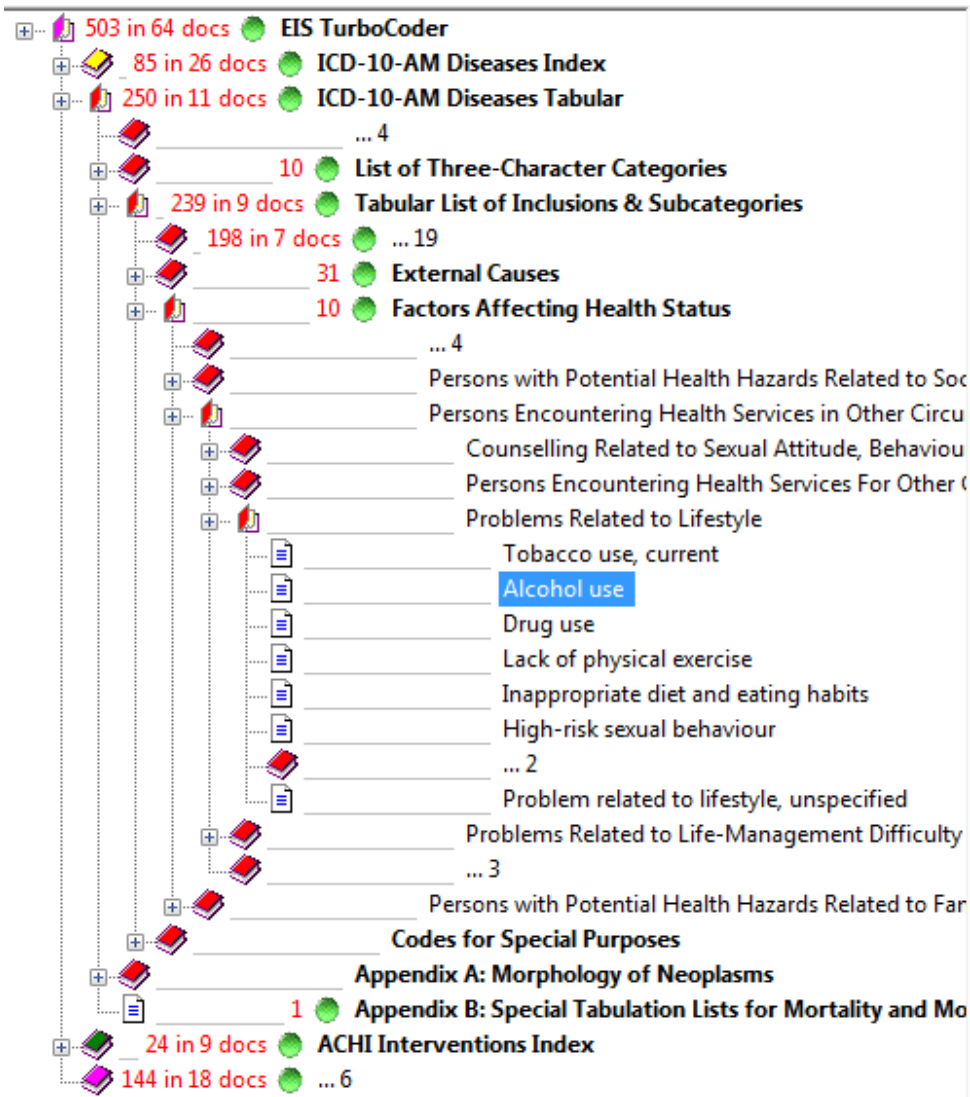


The back arrow will go back to the last screen you used (just as it does in the internet).

6.2 Navigation Pruning



The tree above allows you to modify the navigation view to show the whole tree, or a limited tree (pruned) to just the hierarchy within which you are currently looking. An example is shown below

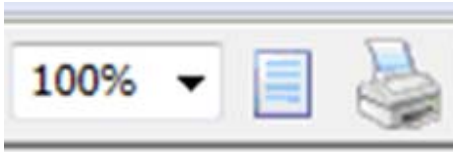


6.3 Zoom



The zoom icon allows you to make smaller or larger the view of the code books.

6.4 Copy



The single page icon allows you to copy content from the code books to the clipboard for use in other documents.

6.5 Print



The printer icon will open printing functions and allow you to select which parts of the code books you want to print.