

# Codefinder Web User Manual

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## **1. Codefinder Web**



For information about the Product environment and its instructions for use, see the specific documents of the Product. The knowledge and understanding of these documents is mandatory for an appropriate and safe use of Codefinder Web application, described in this document.

This manual describes the features and functions of the Codefinder Web module. Codefinder Web makes it possible to search through large code-sets (for example ICD-9, ICD-10, ICPM etc. - it can be expanded to include any kind of code-set). Codefinder Web is usually "called" by the system user every time it is necessary to search and select an item among a given set of items.

## **1.1 Using Codefinder Web**

This paragraph describes how Codefinder Web works in the Product web context.

A specific button - O - makes it possible to call Codefinder Web within a Product web module. To do that

Click the D button placed alongside the area (i.e. a certain field) in which the information must be inserted (Fig 1).

	)
Fig. 4 Field and Coarola Dutton	

Fig 1 – Field and Search Button

The Codefinder Web window opens (Fig 2 A).

ICD-9-CM DISEASE	S							×
Search Code o	or Description		All	Hierarchy	Favorites	Frequent	Recent	:
★ Code	Description							
			C	.  .				
		Q	Sear	cn				
					$\sim$	0	1	014
					X	Cancel	$\checkmark$	UK.

Fig 2 – Search Dialog Box

Search the item to be inserted (see paragraph 1.2.1 and subsequent for the search and selection procedures - Fig 3).

Search	Colera		X	All	Hierarchy	Favorites	Frequent	Recent	:
* 0	Code	Description							
97	78.2	AVVELENAMENTO DA V	ACCINO CONTRO I		AS				
> 00	01.1	COLERA DA VIBRIO CHO	OLERAE EL TOR						
00	01.9	COLERA NON SPECIFIC	ATO						
V	01.0	CONTATTO CON O ESP	OSIZIONE A COLER	A COND	IZIONI CLASSIF	ICABILI IN 001			
Vī	74.0	ESAME PER L'INDIVIDU	AZIONE DI COLERA	ι					
V	03.0	NECESSITA DI VACCINA	ZIONE E INOCULA	ZIONI PI	ROFILATTICHE	CONTRO IL SOL	O COLERA		
V	0.0	NECESSITA DI VACCINA	ZIONE PROFILATT	ICA CON	ITRO IL COLERA	CON VACCINO	PER LA FEBB	RE TIFOIDE-	
		DADATICOUDE [COLEDA	. TADI						

🗙 Cancel 🗸 OK

#### Fig 3 - List of Items

 $\succ$  Double click the item (Fig 2 **A**).

The item is this way displayed in the area (Fig 4).



USR ENG Codefinder Web

## **1.2 Codefinder Web features**

ICD-9-CM DISEASES						D×
Code or Description		Hierarchy	Favorites	Frequent	Recent	$\bigcirc$
★ Code Description						
	<b>B</b> :	Search				
			$\times$	Cancel	$\checkmark$	OK

This paragraph describes the Codefinder Web general features.

Fig 5 – Codefinder Web search pane

A field search is present in order to enter custom text to search (Fig 5 A).

Moreover five tabs are on the upper right part of the window (Fig 5 **B**): each of them makes it possible to access a panel characterized by specific contents and functionalities.

Finally a search button (Fig 5 C) and an options button (Fig 5 D) are also present: they will be detailed in the next pages.

#### 1.2.1 Search

The "Search" panel (Fig 6) makes it possible to search the wanted item by inserting strings of alpha-numeric characters in the search field.

To do that

> Type the search string in the search field (Fig 6 A)

	ICD-9-C	M DISEASES								$\times$
A	Search	edema		×	All	Hierarchy	Favorites	Frequent	Recent	:
	*	Code	Description							
					Searc	ch				
					0.000					
							$\times$	Cancel	$\checkmark$ c	ж

Fig 6 – Search Box

Click the Search button (Fig 6 B).

The results list is this way displayed in the Codefinder Web window (Fig 7 A)

ICD-9 Searc	-CM DISEAS	na	×	All	Hierarchy	Favorites	Frequent	Recent	× :
*	Code	Description							
	262	ALTRA GRAVE MALNUTRIZIONE DEPIGMENTAZIONE DELLA PEL	PROTEICC	-CALO APELLI	RICA EDEMA NU	TRIZIONALE SE	ENZA MENZION	IE DI	
	277.6	ALTRE CARENZE DI ENZIMI CIR	COLANTI AI	IGIOE	DEMA FAMILIARE	CARENZA DI A	LFA I-ANTITRI	PSINA	
624.8 ALTRE PATOLOGIE SPECIFICATE NON INFIAMMATORIE DELLA VULVA E DEL PERINEO CISTI EDEMA DELLA									/A
	528.7	ALTRI DISTURBI DELL'EPITELIO LEUCOEDEMA LEUCOCHERATO	ORALE, IN SI DEL PAL	CLUSA ATO D/	LA LINGUA ERIT A NICOTINA	ROPLACHIA IP	ERPLASIA FOC	ALE EPITELIALI	E
A>	778.5	ALTRI E NON SPECIFICATI EDEI	II DEL NEO	NATO I	EDEMA DEL NEO	NATO			
	457.1	ALTRI LINFOEDEMI ELEFANTIA: OBLITERAZIONE, VASI LINFATI	SI (NONFIL/	ARIALE	SAI LINFEDEMA	A: ACQUISITI (C	RONICO) PREC	OCE SECONDA	RIO
	514	CONGESTIONE ED IPOSTASI PO POLMONARE (CRONICA) (PASS	)LMONARE IVA) EDEM/	IPOST. POLM	ATICA: BRONCO ONARE: SAI CRO	POLMONITE PO	DLMONITE COM	IGESTIONE	
	362.53	DEGENERAZIONE MACULARE O	ISTOIDE DI	ELLA RI	TINA EDEMA M/	ACULARE CIST	DIDE		
	782.3	EDEMA ANASARCA EDEMA LOC	ALIZZATO	SAI IDR	OPSIA				
К	< _1	2 3 4 > >				×	Cancel	✓ 0	к

Fig 7 – List of results

#### 1.2.2 Hierarchy

The "Hierarchy" panel makes it possible to navigate the nodes and branches of the logical structure of the selected archive until the relevant item is reached.

To do that

Click the Hierarchy tab (Fig 8 A).

A panel similar to that displayed in Fig 8 is displayed (the actual content depends on the specific code-set in use).

ICD-9-CM D	ISEASES ×
Search	Code or Description Favorites Frequent Recent
✓ 001-13	9. MALATTIE INFETTIVE E PARASSITARIE (001-139)
✓ 140-23	99. TUMORI (140-239)
✓ 240-27	9. MALATTIE ENDOCRINE, NUTRIZIONALI, METABOLICHE E DISTURBI IMMUNITARI (240-279)
^ 290-31	9. DISTURBI PSICHICI (290-319)
^ <u>290</u>	-294. STATI PSICOTICI ORGANICI (290-294)
<u>^</u> 2	90. STATI PSICOTICI ORGANICI SENILI E PRESENILI
B	290.0. DEMENZA SENILE, NON COMPLICATA DEMENZA SENILE: SAI TIPO SEMPLICE
~	290.1. DEMENZA PRESENILE SINDROME ORGANICA CON MALATTIA PRESENILE DEL CERVELLO
~	290.2. DEMENZA SENILE CON ASPETTI DELIRANTI O DEPRESSIVI
	290.3. DEMENZA SENILE CON DELIRIUM DEMENZA SENILE CON STATO CONFUSIONALE ACUTO
~	290.4. DEMENZA ARTERIOSCLEROTICA DEMENZA O PSICOSI MULTI-INFARTUALE UTILIZZARE UN CODICE AGGIUNTIVO PER IDENTIFICARE L'ARTERIOSCLEROSI CEREBRALE (437.0)
	290.8. ALTRE CONDIZIONI PSICOTICHE SENILI SPECIFICATE PSICOSI PRESBIOFRENICA
	290.9. CONDIZIONI PSICOTICHE SENILI NON SPECIFICATE
	X Cancel V OK

Fig 8 - Tree view

The items on the window are logically grouped and organized in a hierarchic structure. Each folder on the window can contain either single items or other folders, or it can be contained in higher level folders.

> Double click the relevant folder to view its contents.

When a list of codes is displayed,

Click one of the codes to select it (Fig 8 B).

The selected code is highlighted (Fig 8 B).

> Click the  $\checkmark$  button (Fig 8) to insert the code in the relevant field.

Otherwise, when a list of codes is displayed, double click the relevant code to insert it directly.

#### **1.2.3 Favorites**

Codefinder Web makes it possible to insert some of the codes in a "Favorites" codes list. The chosen codes can be quickly retrieved later.

The "Favorites" panel displays the list of chosen codes. To do that:

- Click the Favorites tab (Fig 9 A).
- Click the Search button (Fig 9 B).

ICD-9-CM D	ISEASE	S							×
Search	Code	or Description		All	Hiera	Favorites	Frequent	Recent	:
★ Cod	de	Description							
			BO	Searc	ĥ				
				ocart					
						$\times$	Cancel	$\checkmark$	ЭК

Fig 9 - Retrieve Favorites list

The list of Favorites code is then shown (Fig 10).

	SES							
Search Cod	e or Description	×	All	Hierarchy	Favorites	Frequent	Recent	÷
★ Code	Description							
★ V63.0	ABITAZIONE DISTAN	TE DA OSPEDALI O AL	TRI SERV	IZI MEDICI				
\$ 401.0	IPERTENSIONE ESSE	NZIALE MALIGNA						

Fig 10 - List of Favorites codes

To insert a code in the "Favorites" list

- Search the relevant code using the procedures described in paragraphs 1.2.1 and 1.2.2.
- Click the relevant code to select it.
- > The selected code is highlighted blue (as, for instance, in Fig 11 A).

earch	Code or Description	All	Hierarchy	Favorites	Frequen	t Recer	÷
✓ 001	-139. MALATTIE INFETTIVE E PARASSITARIE (001-13	9)		(		Favorite	_
✓ 140-	-239. TUMORI (140-239)				8	Open new codeset	
✓ 240-	279. MALATTIE ENDOCRINE, NUTRIZIONALI, META	BOLICHE	E DISTURBI IMMU	JNITARI (240-2	79) 🔟	Delete item	
✓ 290-	-319. DISTURBI PSICHICI (290-319)				°	Settings	
✓ 320-	-389. MALATTIE DEL SISTEMA NERVOSO E DEGLI OF	RGANI DEI	SENSI (320-389)	_			
^ <u>390</u> .	459. MALATTIE DEL SISTEMA CIRCOLATORIO (390-	459)					
<b>∨</b> 3	90-392. REUMATISMO ARTICOLARE ACUTO (390-39	2)					
√ 3	93-398. CARDIOPATIE REUMATICHE CRONICHE (39	3-398)					
^ <u>4</u>	01-405. IPERTENSIONE ARTERIOSA (401-405)						
^	401. IPERTENSIONE ESSENZIALE						
A	401.0. IPERTENSIONE ESSENZIALE MALIGNA						
	401.1. IPERTENSIONE ESSENZIALE BENIGNA						
	401.9. IPERTENSIONE ESSENZIALE NON SPECI	FICATA					

Fig 11 - Selected code

Click the button indicated in Fig 11 B.

A menu will appear allowing the user to perform specific actions on the code set.

Click the Favorite button.

The code is this way inserted in the "Favorites" list.

To remove one of the codes from the "Favorites" list

- > Click the **Favorites** tab to access the "Favorites" panel (Fig 9 A).
- Click the **Search** button (Fig 9 **B**).

	ICD-9-	CM DISEAS	SES							×
	Search	n Cod	e or Description	×	All	Hierarchy	Favorites	Frequer	nt Rece	
	*	Code	Description					*	Favorite	
A	*	V63.0	ABITAZIONE DISTANTE D	A OSPEDALI O AL	TRI SER	VIZI MEDICI		8	Open new code	eset
Т	*	401.0	IPERTENSIONE ESSENZI	ALE MALIGNA				0	Edit item	
								+	Add item	
									Delete item	
								Ŵ	Show in hierard	chy
								¢°	Settings	
							$\times$	Cancel	$\checkmark$	ок

Fig 12 - Remove item from Favorites list

Click the line corresponding to the code to be removed (Fig 12 A).

The code is highlighted.

> Click the  $\Box$  button indicated in Fig 12 **B**.

A menu will appear allowing the user to perform specific actions on the code set.

Click the Favorite button.

The code disappears from the "Favorites" list.

To insert one of the "Favorites" codes in the relevant record

- Double click the line corresponding to the code, Or
- Click the line corresponding to the code.

The code is this way highlighted.

> Click the  $\checkmark$  or button indicated in Fig 10.

#### 1.2.4 Frequent

The "Frequent" panel displays the most frequently used codes list. The codes in the list are ordered by frequency of use. The most frequent codes are on top.

ICD-9-CM DISEASES							×
Search Code or Description		All H	Hierarchy	Fav	requent	Recent	:
🗙 Code Description							
	B P	Search					
				× c	ancel	$\checkmark$	OK

Fig 13 – Retrieve of Frequent list

To retrieve the "Frequent" list:

- Click the Frequent tab (Fig 13 A).
- Click the Search button (Fig 13 B).

To insert one of the "Frequent" codes in the relevant record

> Access the "Most Frequently Used" list (Fig 14).

ICD-9	-CM DISEAS	SES								
Searc	h Cod	e or Description		×	All	Hierarchy	Favorites	Frequent	Recent	÷
*	Code	Description								
>	001.1	COLERA DA VI	BRIO CHOLERA	AE EL TOR						
$\star$	401.0	IPERTENSION	IE ESSENZIALE	MALIGNA						
	V60.1	ABITAZIONE I SPAZIO ANGU	NADEGUATA DI ISTO	FETTI TECNI	ICI CHE II	MPEDISCONO C	URE ADEGUAT	E MANCANZA I	DI RISCALDAME	ото
	636.40	ABORTO ILLE	GALE COMPLIC	ATO DA DISC	ORDINE N	IETABOLICO, N	ON SPECIFICAT	O SE COMPLE	TO O INCOMPLE	то
	140.0	TUMORI MALI DEL ROSSETT	GNI DEL LABBF "O"	RO SUPERIO	RE, BORI	DO ROSEO LABI	BRO SUPERIOR	E: SAI SUPERF	ICIE ESTERNA "	AREA
	V63.0	ABITAZIONE [	DISTANTE DA O	SPEDALI O A	LTRI SER	VIZI MEDICI				
	917.1									
	521.2									
	636.22	ABORTO ILLE	GALE COMPLIC	ATO DA DAN	NO AGLI	ORGANI O TES	SUTI PELVICI, C	OMPLETO		
	636.21	ABORTO ILLE	GALE COMPLIC	ATO DA DAN	NO AGLI	ORGANI O TES	SUTI PELVICI, II	NCOMPLETO		
	636 20	ABORTO ILLE	GALE COMPLIC	ATO DA DAN	NO AGLI	ORGANI O TES	SUTI PELVICI, N	ON SPECIFICA	TO SE COMPLE	гоо
К	< 1	2 3 4	5 6	> >			×	Cancel		<

Fig 14 - Frequent list

> Click the line corresponding to the code (Fig 14 **A**).

The code is highlighted.

Click the button indicated in Fig 14 B. Otherwise double click the code to insert it directly.

#### 1.2.5 Recent

The "Recent" panel displays the least recently used codes list. On top of the list are the codes used most recently.

ICD-9-CM DIS	EASES									$\times$
Search C	Code or Descrip	tion		All	Hierarchy	Favorites	Fre	Recent	÷	
\star Code	Descrip	ption								
			B	Searc	h					
						$\times$	Cancel	🗸 ок		

Fig 15 – Retrieve of Recently used codes list

To retrieve the "Recent" list:

- Click the **Recent** tab (Fig 15 A).
- Click the Search button (Fig 15 B).

To insert one of the "Recent" codes in the relevant record

Retrieve the "Recent" list (Fig 16).

Search	Code	e or Description	X	All	Hierarchy	Favorites	Frequent	Recent	:
$\star$	Code	Description							
>	001.1	COLERA DA VIBRIO CHOLER	AE EL TOR						
$\star$	401.0	IPERTENSIONE ESSENZIAL	MALIGNA						
	140.0	TUMORI MALIGNI DEL LABB DEL ROSSETTO"	RO SUPERIOR	E, BORD	O ROSEO LABE	BRO SUPERIOR	E: SAI SUPERF	ICIE ESTERNA	"AREA
	636.40	ABORTO ILLEGALE COMPLI	CATO DA DISOF	RDINE M	ETABOLICO, N	ON SPECIFICAT	O SE COMPLE	TO O INCOMPL	ЕТО
	V60.1	ABITAZIONE INADEGUATA D SPAZIO ANGUSTO	IFETTI TECNIC	CHE IN	IPEDISCONO C	URE ADEGUATI	E MANCANZA E	DI RISCALDAME	NTO
	917.1								
	521.2								
	V63.0	ABITAZIONE DISTANTE DA C	SPEDALI O AL		VIZI MEDICI				
	636.22	ABORTO ILLEGALE COMPLI	CATO DA DANN	O AGLI	ORGANI O TESS	SUTI PELVICI, C	OMPLETO		
	636.21	ABORTO ILLEGALE COMPLI	CATO DA DANN	O AGLI	ORGANI O TESS	SUTI PELVICI, IN	COMPLETO		
	636 20	ABORTO ILLEGALE COMPLI	CATO DA DANN	IO AGLI (	ORGANI O TESS	SUTI PELVICI, N	ON SPECIFICA	TO SE COMPLE	тоо

Fig 16 - Recently used list

 $\succ$  Click the line corresponding to the code (Fig 16 **A**).

The code is this way highlighted.

Click the button indicated in Fig 16 B. Otherwise, double click the code to insert it directly.

## 1.3 Lateral Menu

Various buttons are displayed on the right of the Codefinder Web window, collected in a menu that is displayed by pushing the button in Fig 17 **B**. They make it possible to perform specific procedures (Fig 17 **A**).

ICD-9-CM	DISEASE	S						×
Search	Code	or Description		All	Hierarchy	Favorites	Frequer	nt Rece
* Cr	ode	Description					☆	Favorite
							8	Open new codeset
							0	Edit item
						A	+	Add item
							Ŵ	Delete item
			Q	Sear	ch	)	Δ	Show in hierarchy
							¢	Settings
						$\times$	Cancel	🗸 ок

Fig 17 – Lateral Menu

The different procedures are described in the following paragraphs.

#### 1.3.1 Selecting a code set



Only a system administrator, or person with the same permissions, is allowed to perform the procedures described in this paragraph.

Use the Open new codeset button to select the code sets to be displayed on the Codefinder Web window.

To select a code set



A window containing the list of all the available code sets opens.

Select new codeset							
Data Source:	ICD9CM	~					
Table:	IT_ICD-9-CM-D-2001_v	01					
	Cancel	Ok					

Fig 18 - List of availabe codesets

Click the name of the wanted code set.

The name is highlighted.

Click the **Ok** button on the window.

The selected code set is displayed on the Codefinder Web window.

#### 1.3.2 Settings



Only a system administrator, or person with the same permissions, is allowed to perform the procedures described in this paragraph.

Use the Settings button to either enable or disable certain Codefinder Web functionalities. The possible functionalities are:

- "Change codeset" (described in paragraph 1.3.1)
- "Edit" (described in paragraph 1.3.3)
- "Add" (described in paragraph 1.3.4)
- "Remove" (described in paragraph 1.3.5)
- "Hierarchy" (described in paragraph 1.2.2)
- *"Favorites"* (described in paragraph 1.2.3)
- *"Frequent"* (described in paragraph 1.2.4)
- *"Recent"* (described in paragraph 1.2.5)

To enable/disable a functionality

Click the Settings button.

A specific window opens.



> Click the checkbox/es corresponding to the functionality to be enabled/disabled.

If a checkbox is selected the corresponding option is enabled.

#### 1.3.3 Edit Item

0



Only a system administrator, or person with the same permissions, is allowed to perform the procedures described in this paragraph.

Use the

Edit item button to edit the items of the Codefinder Web code sets.

To edit an item

- Search the wanted item using the procedures described in paragraphs 1.2.1 and subsequent.
- > Click the line corresponding to the relevant item.

The line is highlighted.

Click the Edit item button.

A specific "Edit" window opens, displaying the data of the selected item and making it possible to edit them (Fig 19).

Edit	×
Code	V63.0
Description	ABITAZIONE DISTANTE DA OSP
FatherRef	16.08.04.00
NodeKey	
	Cancel OK

Fig 19 - Edit item

- Edit the item's data.
- Click the Ok button on the "Edit" window (Fig 19 A).

The item is this way edited.

#### 1.3.4 Add item

Only a system administrator, or person with the same permissions, is allowed to perform the procedures described in this paragraph.

Use the + Add item button to add an item to the set of codes currently in use.

To add an item

Click the + Add item button.

A window opens, making it possible to specify the new item's data (Fig 20).

Add		$\times$
Code		
Description		
FatherRef		
NodeKey		
	Cancel O	ĸ

Fig 20 – Add Item

- Specify the new item's data.
- > Click the Add button on the window (Fig 20 **A**).

The new item is this way added.

#### 1.3.5 Delete item

Use the Delete item button to delete an item from the code set currently in use.

To delete an item

- Search the wanted item using the procedures described in paragraphs 1.2.1 and subsequent.
- > Click the line corresponding to the wanted item.

The line is highlighted.

> Click the Delete item button.

User confirmation is required.

> Click **Yes** to confirm. The item is this way deleted.

#### 1.3.6 Add an item to the "Favorites" list

Use the  $rate = 10^{10}$  Favorite button to add an item to the "Favorites" list (see paragraph 1.2.3).

To add an item to the list

- Search the wanted item using the procedures described in paragraphs 1.2.1 and subsequent.
- > Click the line corresponding to the wanted item.

The line is highlighted.

 $\succ$  Click the ratio Favorite button.

The item is this way added to the "Preferred" list (see paragraph 1.2.3).

#### 1.3.7 Remove an item from the "Favorites" list

Use the Favorite button to remove an item from the "Preferred" list.

To remove an item from the list

- > Retrieve the "Preferred" list (see paragraph 1.2.3).
- > Click the line corresponding to the wanted item.

The line is this way highlighted.



The item is this way removed from the list.

#### 1.3.8 Show Item location in hierarchy

Use the  $\bigwedge$  Show in hierarchy button to show the location of the selected Codefinder Web item in the configured hierarchy.

To show the item hierarchy location

- Search the wanted item using the procedures described in paragraphs 1.2.1 and subsequent.
- > Click the line corresponding to the wanted item.

The line is this way highlighted.

The item location in the configured hierarchy is this way shown.

#### 1.3.9 Close Codefinder Web

Use the button to close the Codefinder Web window.

### **1.3.10 Buttons summary table**

The following table summarizes the functionalities relating to each button. Fig 21 indicates the buttons position on the Codefinder Web window.

Butt	ton	Function
	Open new codeset	Open a new codeset (paragraph 1.3.1)
¢Ö	Settings	Settings (paragraph 1.3.2)
Ø	Edit item	Edit item (paragraph 1.3.3)
+	Add item	Add item (paragraph 1.3.4)
Î	Delete item	Delete item (paragraph 1.3.5)
☆	Favorite	Add item to the "Favorite" list (paragraph 1.3.6)
★	Favorite	Remove item from the "Favorite" list (paragraph 1.3.7)
$\hat{\mathbf{v}}$	Show in hierarchy	Show item location in hierarchy (paragraph 1.3.8)
$\times$		Close the "Codefinder" window (paragraph 1.3.9)

ICD-9-CM DISEASES					×
Search Code or Description		All	Hierarchy	Favorites	Frequent Recent
Code O Description	Q	Sear	ch		<ul> <li>Favorite</li> <li>Pavorite</li> <li>Open new codeset</li> <li>Edit item</li> <li>Add item</li> <li>Delete item</li> <li>Show in hierarchy</li> <li>Settings</li> </ul>
			24		

Fig 21



Some of the buttons can be disabled in some configurations, depending on the user permissions.