Title: ICP – Adding Problem List Items ("Diagnosis")

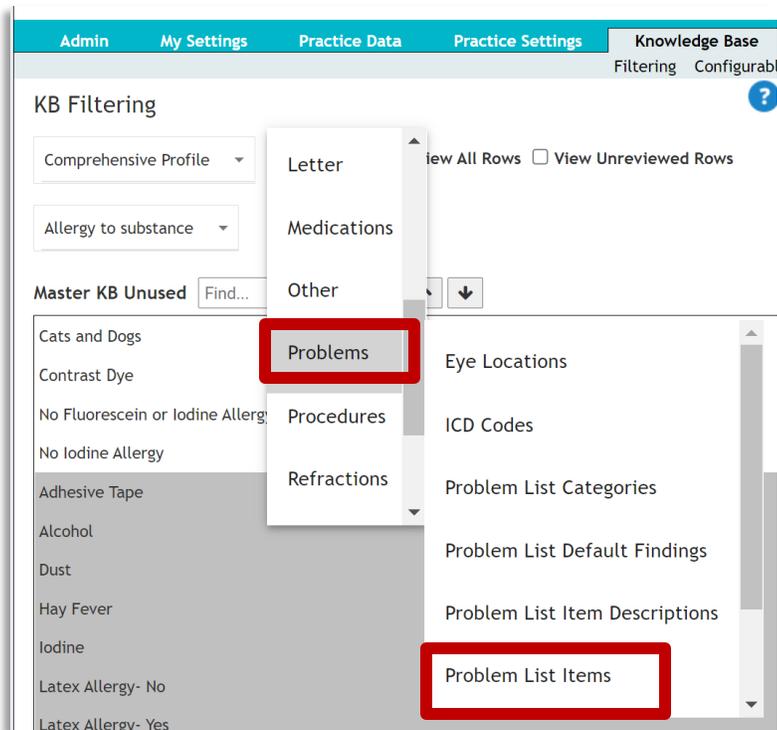Document Date: 8/11/2020

Revision Number: V001

Purpose

Add new problem list items (diagnoses) to your profile or reorganize the most frequently used problem list items by category.

NOTE: When adding new problem list items, please note that they are only searchable in the Knowledge Base (KB) by description name, not ICD10 code. Please view the official description names listed in www.icd10data.com prior to conducting a search in the KB.

Method

1. Click on Admin on upper right-hand corner of workflow page
2. Knowledge Base tab
3. Filtering tab
4. Choose Profile
5. Select "Problems" in drop-down menu
6. Select Problems List Items in drop-down menu
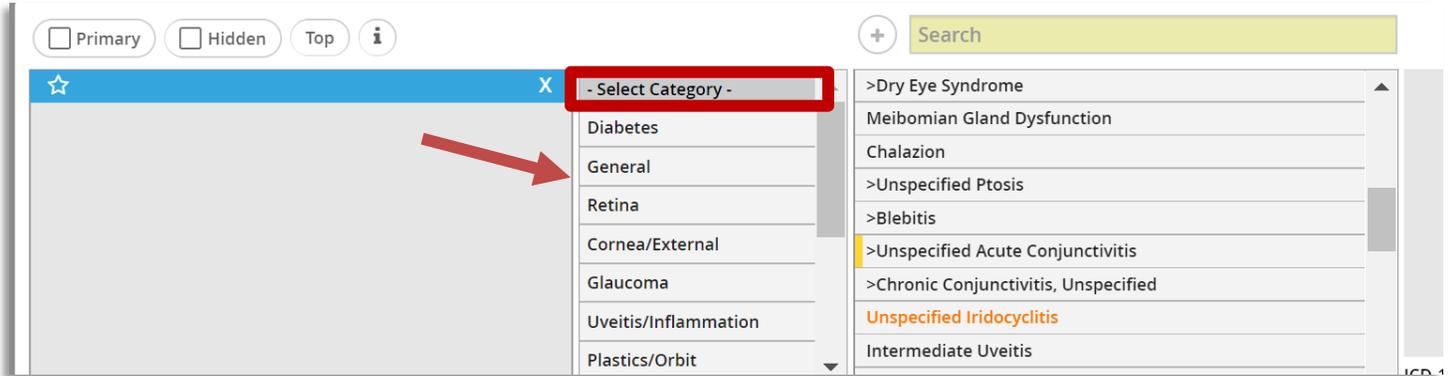7. Select category for the problem list item (ex. Retina, Cornea/External, Glaucoma, etc.)

8. Once the category has been selected, another drop-down menu will pop up. This is to subcategorize conditions (ex. If category is General, subcategories = Lens, Refractive, Iris/Ciliary Body, etc.) To view all conditions without specifying a subcategory select *
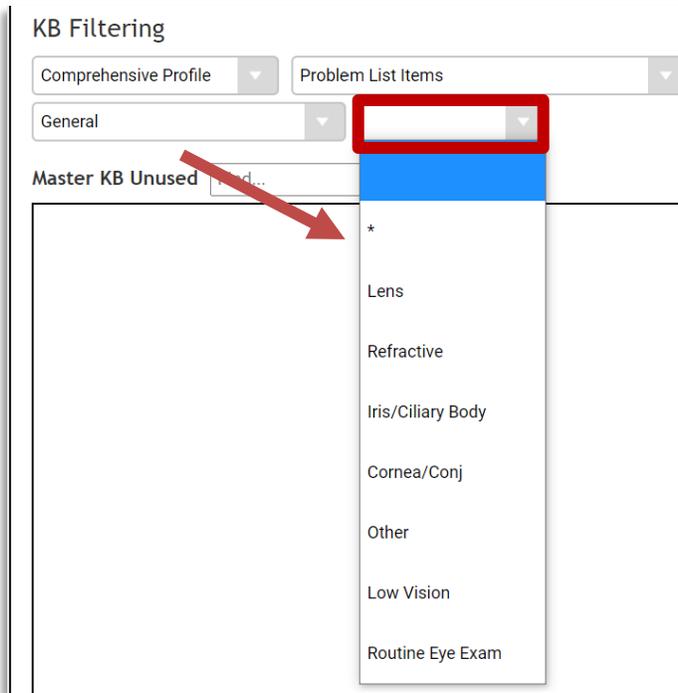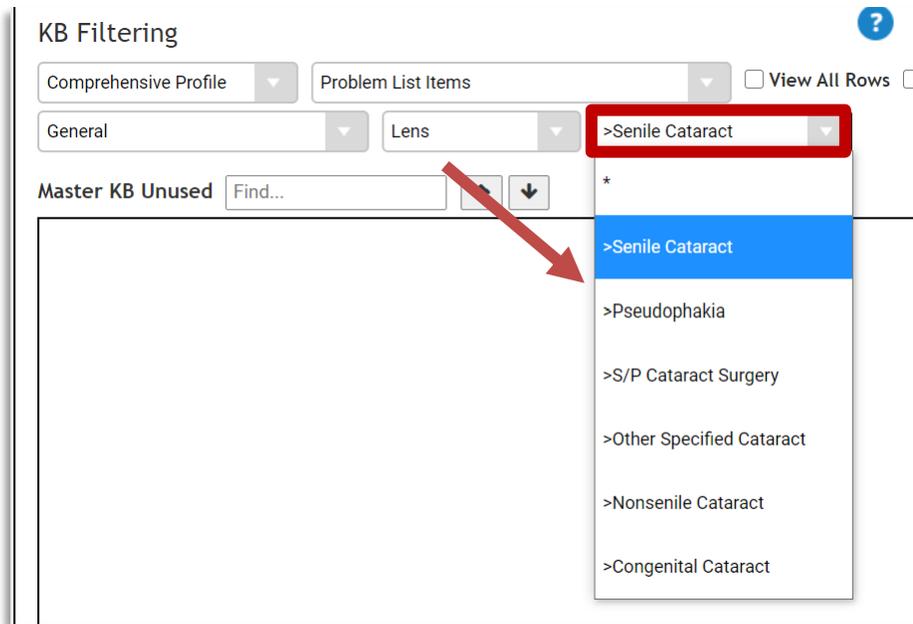

9. If a subcategory was selected in step 7, another drop-down menu will pop up isolating the related conditions.

10. Once problem list item has been found, drag and drop from Master KB Unused (left column) to In Use (right column)
11. Save changes - Floppy disc icon is the save button

Frequently Asked Questions (FAQ):

Q: How do I reorganize the category drop down list to display in a different order?

A: Reference "ICP – Changing Problem List Item Categories" how-to guide.

Q: How do I reorganize the problem list items so that they display in a specific order without having to choose a category?

A: In the KB under Problem List Items, do not select a category, select * to view all "Top 100". From this view, renumber your problem list items by selecting the pencil icon.

Q: Can I filter all problem list items to the right column "In Use"?

A: This is not recommended as it will slow down your chart load time. There are thousands of problem list items to sort from, some of which you may never use depending on your specialty/subspecialty. Best practice is to only filter the problem list items that you actively use. Most frequently used problem list items should already be filtered.

Q: Can you change the problem list name?

A: The primary problem list name will always be the official description listed in www.icd10data.com . However, we can include problem list item descriptions to accommodate to different provider preferences. Refer to "ICP – Adding a Problem List Item Description" how to guide.

Revision History

Revision	Date	Changes	Requested By
V001	8/11/2020	Initial Release	