

DIAGNOSIS CODES IN THE PROVIDER PORTAL (SUMMIT COMMUNITY CARE)



There may be select times when you have a need to modify a diagnoses code. For example, if you notice that a diagnosis code associated with an authorization does not meet the required billing specificity, or isn't the diagnosis code that you've used historically for billing. Please use the following guide as a resource to find and modify a member's diagnosis code in the provider portal.

WHERE TO FIND A MEMBER'S DIAGNOSIS CODE

From the Authorizations page, find the Member you wish to modify, and click on the **options menu (three dots)** at the far right of the row.

MEMBER	UPDATED DATE	START DATE	END DATE	UNITS	AUTH #	SERVICE	MODIFIERS	SCHEDULED UTILIZATION %	BILLED UTILIZATION %	PAYER	STATUS	EMPLOYEE
[REDACTED]	08/05/2021	01/01/2020	12/31/2021	1998	[REDACTED]	S5131		0.35	0.35	[REDACTED]	✓ Acknowledged	[REDACTED]
[REDACTED]	08/05/2021	01/18/2019	07/31/2019	1040	[REDACTED]	S5150	UC	0.38	0	[REDACTED]	✓ Acknowledged	[REDACTED]
[REDACTED]	08/05/2021	01/01/2020	12/31/2021	1998	[REDACTED]	S5125		22.02	20.82	[REDACTED]	✓ Acknowledged	[REDACTED]
[REDACTED]	08/05/2021	01/16/2019	01/31/2019	80	[REDACTED]	S5125		0	0	[REDACTED]	✓ Acknowledged	Select...
[REDACTED]	08/05/2021	01/01/2020	12/31/2021	1998	[REDACTED]	S5130		2.35	2.15	[REDACTED]	✓ Acknowledged	Select...
[REDACTED]	08/05/2021	01/01/2020	12/31/2021	1998	[REDACTED]	T1019		20.42	19.17	[REDACTED]	✓ Acknowledged	Select...

Then select **Authorization Details**.

MEMBER	UPDATED DATE	START DATE	END DATE	UNITS	AUTH #	SERVICE	MODIFIERS	SCHEDULED UTILIZATION %	BILLED UTILIZATION %	PAYER	STATUS	EMPLOYEE
[REDACTED]	08/05/2021	01/01/2020	12/31/2021	1998	[REDACTED]	S5131		0.35	0.35	[REDACTED]	✓ Acknowledged	[REDACTED]
[REDACTED]	08/05/2021	01/18/2019	07/31/2019	1040	[REDACTED]	S5150	UC	0.38	0	[REDACTED]	✓ Acknowledged	[REDACTED]
[REDACTED]	08/05/2021	01/01/2020	12/31/2021	1998	[REDACTED]	S5125		22.02	20.82	[REDACTED]	✓ Acknowledged	[REDACTED]
[REDACTED]	08/05/2021	01/16/2019	01/31/2019	80	[REDACTED]	S5125		0	0	[REDACTED]	✓ Acknowledged	Select...
[REDACTED]	08/05/2021	01/01/2020	12/31/2021	1998	[REDACTED]	S5130		2.35	2.15	[REDACTED]	✓ Acknowledged	Select...
[REDACTED]	08/05/2021	01/01/2020	12/31/2021	1998	[REDACTED]	T1019		20.42	19.17	[REDACTED]	✓ Acknowledged	Select...

MODIFYING A MEMBER'S DIAGNOSIS CODE

In the Authorization Details dialog box, look for the fields, 'Diagnosis Code 1' and 'Diagnosis Code 2'. 'Diagnosis Code 1' is the default code that is included the Authorization file.

The screenshot shows the 'Authorization Details' dialog box. At the top, it displays the authorization period '01/18/2019 - 07/31/2019' and the status 'Acknowledged'. Below this, there are two progress bars: 'SCHEDULED UNITS' (4 units of 1040 used) and 'BILLED UNITS' (0 units of 1040 used). The main section contains fields for Payer, Auth Number, Start-End Date (01/18/2019 - 07/31/2019), Service Code (S5150), Units (1040), Modifier 1 (UC), Employee, and Member Eligibility (06/01/2018 - 12/31/2199). The 'Diagnosis Code 1' field is populated with 'R6889' and the 'Diagnosis Code 2' field is empty. Both fields are highlighted with red boxes. At the bottom, there are three buttons: 'SCHEDULE APPOINTMENT', '+ MANUAL ENTRY', and 'SAVE AND CLOSE'.

Diagnosis Code 2 is an editable field that the user can utilize to search for another (ICD-10) diagnosis code. To search for a second ICD-10 code, begin typing the code in that field, and the field automatically searches for it. Select the second Diagnosis Code and it will automatically be associated with that authorization.

The first screenshot shows the 'Diagnosis Code 2' dropdown menu with 'G' entered in the search field. The dropdown list shows options from G000 to G030, with 'G003' highlighted in blue. A red arrow points to the dropdown arrow. The second screenshot shows the dropdown menu with 'G003' entered in the search field. The dropdown list shows options from G000 to G030, with 'G003' highlighted in blue and enclosed in a red box.

Once the new Diagnosis Code has been selected, the user must then select the **SAVE AND CLOSE** button to save their changes.

Authorization As of 08/05/2021 01:13 AM (current) X

01/18/2019 - 07/31/2019
Status: Acknowledged

Authorization Details ^

UNITS UNITS

SCHEDULED UNITS
4 UNITS OF 1040 UNITS USED
4 1036
 SCHEDULED AVAILABLE

BILLED UNITS
0 UNITS OF 1040 UNITS USED
0 1040
 BILLED AVAILABLE

Payer: [Redacted] Auth Number: 108926019 Start-End Date: 01/18/2019 - 07/31/2019

Service Code: S5150 Units: 1040 Diagnosis Code 1: R6889 **Diagnosis Code 2: G003**

Modifier 1: UC

Employee: [Redacted] Member Eligibility: 06/01/2018 - 12/31/2199

No Current Note

SCHEDULE APPOINTMENT **+ MANUAL ENTRY** **SAVE AND CLOSE**