Top Codes: Helpful Hints for Report Completion
Content Relevant to: All Models

- Top Codes are reported only once annually, at the end of the fiscal year (with quarter 4 reports which are due by October 30).

  - Proper data entry and management (coding) is critical throughout the year in order to generate accurate reports at the end of the year.

- All models report Top CPT (Current Procedural Terminology) Codes and Top Mental Health Diagnoses Codes.

- Only clinical models report Top Primary Diagnoses Codes and Top Medical Problem Diagnoses Codes. (Medical Problem Diagnoses codes should NOT include preventive codes such as well child exams, immunizations, or counseling unrelated to a medical problem).

- Enter data directly (type data entries directly) into the CRT vs. copying and pasting. If you copy or cut and paste, you may paste keystrokes such as tabs along with code data when entering them into the CRT. This results in data that is difficult to clean and aggregate as the trailing spaces cause the entry to be considered a different value than identical codes without such trailing spaces.

- Enter codes and descriptions exactly as they appear in ICD-10, DSM-5 and the American Medical Association's CPT code set.

  - Use upper case letters only for codes that include letters. Do not use lower case letters.

  - Enter numbers/codes exactly as they appear in ICD-10, DSM-5 and the CPT code set. If the number includes a decimal and numbers after the decimal, insert the decimal in the proper place and include the numbers after the decimal. (**Examples:** use F32.0 not F320; use F33.0 not F.33.0)

  - Use actual ICD-10, DSM-5 and CPT codes. Do not add words or characters to codes. Do not use "placeholder" (codes that your agency has created locally) or other codes e.g., SPORTSPHY, X-99999 for sports physicals, AVISIT, etc.

- Both prior to data entry and after data entry is complete, review entries for abbreviations, spelling errors, decimal placement and erroneous codes and/or descriptors e.g., entry of G44.209 as the code and entry of tobacco use for the description. (G44.209 is the code for tension-type headache, unspecified, not intractable. F17.29 is the code for nicotine dependence, other tobacco product.) Edit any errors as necessary before finalizing the report.