

May 28, 2008

Summer Medical Coding Students and Mentors,

Everyone has now been set-up for the CodeRyte Simulation Software. The coding process is reviewed below.

**To Begin With:**

1. Everyone must print and sign the *CodeRyte Terms and Conditions of Use* before using the Simulation software. (The CodeRyte agreement is posted on our class web site.)
2. This should have been done last Tuesday in class and given to your site facilitator. If you missed class, take your signed copy (all pages) to your site and have them courier it to me (Bill Olderog at CEU San Juan Campus) as quickly as possible. **Or**, you can mail it to me:

Bill Olderog  
CEU SJC  
639 West 100 South  
Blanding, UT 84511

3. Thank You!

**To Login:**

1. Go to URL: <https://aapcnancy.coderyte.net>
2. Login: Use the initial of your first name and your last name, all lower case.  
(i.e. Jackie Hilliard would use: jhilliard)
3. Password: smith\*67  
(You can personalize your password if you like.)
4. Customer: Be sure to login as "Customer"
5. Click on "Login"

**To Code:**

1. In the column "Notes to Code" Click on the number in either the first or the second row. (We will use the last two rows later.)
2. At the top of the right side of the screen, click on E/M.
3. Delete all of the CodeRyte work.
4. Complete the HPI, ROS, PFSH, Exam, MDM. In other words, cut and paste from the medical chart to the audit tool. Be sure to check the HPI (ROS, etc.) element used after cutting and pasting.
5. Click on Recalculate at the top (or bottom) of the right side of the screen. (You can periodically recalculate as you code to save your work.)
6. At the top of the right side of the screen, click on CPT/ICD. (Notice that the E/M button and CPT/ICD button is a toggle switch.)
7. Now complete your ICD-9 Codes and check the results of your CPT code.
8. Go the Comments section and type in your First Name and the Initial of your Last Name.
9. Make a note of the Chart Number you have just coded.
10. Go to the top right of the screen and click on "Approve."

**For Mentor Review:**

1. When you finish your 5 charts, email the numbers of the charts you coded to your mentor.
2. She will call up your chart, review your work and then provide feedback.
3. You might want to have your mentor review your work by phone (or in person, if this is possible.)

**Other Homework:**

1. Jackie Hilliard has prepared 10 more OND charts for us to code. Both the charts and the OND audit tool are posted on our class web site (See OND Audit Tool and Week 3 OND Coding Charts)
2. You might want to code these charts with one or two other students. We can be a tremendous resource to each other and ease the burden on our mentors.
3. For those of you doing live CodeRyte charts, you might want to focus on your CodeRyte work and simply do the Simulation assignment as described above.
4. We should all be coding at least 10 hours per week. Some of us may require a little more, but do the best you can.

**Next Tuesday:**

1. We will spend the first hour of class discussing our assignments at each site among ourselves and with our mentors.

(**Monument Valley, Monticello and Cortez**, I am making a mentor arrangement for the first hour for each of your sites. I will provide more details later.)

2. We will open the class up the second hour to all of the sites for further discussion and coding clarification.

I hope the above information is helpful. I will also see that it is posted on our class web site. Please let me know if you have any difficulties with CodeRyte or if you have other questions. I am happy to do what I can to make this as productive a semester as possible.

Thanks to you all for your good nature and tremendous work ethic!

Bill

(435) 678-2201 Ext. 8177