Procedure and Diagnosis Code Inquiry Guide

Effective November 8, 2013
The Procedure Code Inquiry and Diagnosis Code Inquiry transactions are both found under the Reference Tools option in the Plan Transactions menu:

- **Procedure Code Inquiry.** This transaction allows you to search for a procedure code without having to refer to a paper manual. You can search for a procedure code by full or partial code, or by full or partial description.
- **Diagnosis Code Inquiry.** This transaction allows you to search for a diagnosis by full or partial code or by full or partial description. When you search by diagnosis code, do not include the decimal point.

**Procedure Code Inquiry**

On the Procedure Code Inquiry screen, enter a partial or full procedure code or description, and select *Search*. The search results will appear.

To find another procedure code or description, select *Clear* and start a new search. When you are finished, select *Exit*. 
Tips:

- Included with the search results are the procedure code, description, and effective/termination dates.
- If you enter a partial procedure code, the search results will display the procedures and descriptions that match the partial code criteria you entered.
- If you enter one or more words of a partial or full procedure description, the search results will display the descriptions and codes that match the search criteria you entered. For example, if you enter “derma peel,” the results will include the following:
  - CHEMICAL PEEL, FACIAL
  - EPIDERMAL and CHEMICAL PEEL, FACIAL
  - DERMAL

**Diagnosis Code Inquiry**

From the Plan Transactions menu, select Reference Tools, and then select Diagnosis Code Inquiry. The Diagnosis Code Inquiry screen will appear.

Enter a diagnosis code (without the decimal point) or a description, and then select Search. The search results will appear.

To search for another diagnosis code or description, select Clear and start a new search. When you are finished, select Exit.
Tips:

- Do not include the decimal point when you enter the diagnosis code. If you include the decimal point, the system will not be able to find the diagnosis code.
- Included with the search results are the diagnosis effective/termination dates and the diagnosis specificity begin/end dates.
- If you enter a valid diagnosis code, the search results will display the specific code and description.
- If you enter a partial diagnosis code, all diagnosis codes and descriptions that match the partial code will appear in numerical order.
- If you enter a full or partial diagnosis description, all diagnosis codes and descriptions that match the full or partial description will appear in numerical order.
- To narrow your search results, enter a combination of keywords in the diagnosis description field. The more words and partial words you enter, the more specific your results will be. For example, if you enter “blind eye tens,” the following results will appear:
  - BLIND HYPOTENSIVE EYE
  - BLIND HYPERTENSIVE EYE

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