

exa-PACS • exa-RIS

# Feature Summary

## National Drug Codes (NDCs)

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## Getting started with NDCs

This feature summary describes how technologists can get started configuring NDCs and adding them to charges during exams. For more information, see the following topics in the user's manual.

- Configure procedure codes
- Configure NDCs
- Use the exam screen for technologists
- Add charges and NDCs in the exam screen for technologists
- Configure a fee schedule

## Understanding NDCs

The NDC is a unique numeric identifier assigned to medications listed under Section 510 of the United States Federal Food, Drug and Cosmetic Act. The 11-digit NDC is separated into three segments in a 5-4-2 format.

They are as follows:

- The first five digits identify the manufacturer of the drug and are assigned by the Food and Drug Administration (FDA).
- The remaining 6 digits are assigned by the manufacturer and identify the specific product and package size.

## Configure NDCs

Configure NDCs so that they are available in Exa PACS/RIS.

1. Select **SETUP** > [full caps button menu] > **Scheduling & Codes** > **NDC CODES** > **ADD**.

SCHEDULING & CODES						
FEE SCHEDULE FACILITY FEE SCHEDULE BODY PARTS DIAGNOSTIC CODES PROCEDURE CODES <b>NDC CODES</b> SCHEDULE FILTER STUDY STATUS TRANSCRIPTION TEMPLATE REPORT TEMPLATE FUNCTIONAL STA						
						ADD RELOAD IMPORT EXPORT HELP
PROPRIETARY NAME	NON PROPRIETARY NAME	NDC PACKAGE CODE	PACKAGE DESCRIPTION	LABELER NAME	PRODUCT NDC	ROUTE
Multihance 10mL	Gadobenate Dimeglumine	00270516413	5 VIAL, SINGLE DOSE in 1 BOX x 10 mL in 1 Bracco Diagnostics Inc		0270-5164-13	Intravenous
Multihance 15mL	Gadobenate Dimeglumine	0270-5164-14	5 VIAL, SINGLE DOSE in 1 BOX x 15 mL in 1 Bracco Diagnostics Inc		0270-5164	Intravenous
Multihance 20mL	Gadobenate Dimeglumine	0270-5164-15	5 VIAL, SINGLE DOSE in 1 BOX x 20 mL in 1 Bracco Diagnostics Inc		0270-5164	Intravenous
Multihance 5mL	Gadobenate Dimeglumine	0270-5164-12	5 VIAL, SINGLE DOSE in 1 BOX x 5 mL in 1 Bracco Diagnostics Inc		0270-5164	Intravenous
Omnipaque 10mL	Iohexol	0407-1413-10	10 VIAL, GLASS in 1 BOX / 10 mL in 1 VIAL, Ge Healthcare Inc.		0407-1413	
Omnipaque 125 mL	Iohexol	0407-1413-53	10 BOTTLE, GLASS in 1 BOX / 125 mL in 1 Ege Healthcare Inc.		0407-1413	

2. Enter the following settings.

The screenshot shows a web interface for 'SCHEDULING & CODES' with the following fields and instructions:

- 1.** Proprietary Name \*
- 2.** Non Proprietary Name \*
- 3.** NDC Package Code \* → For all BILLING customers, remove any dashes and add leading zeros to conform to 5-4-2 format.  
 XXXX-XXXX-XX = 0XXXX-XXXX-XX  
 XXXXX-XXX-XX = XXXXX-0XXX-XX  
 XXXXX-XXXX-X = XXXXX-XXXX-0X
- 4.** Package Description \*
- 5.** Strength (with UOM dropdown)
- 6.** Labeler Name \*
- 7.** Product NDC \*
- 8.** Route (dropdown menu)

\*\*\*Note for customers billing out of Exa:

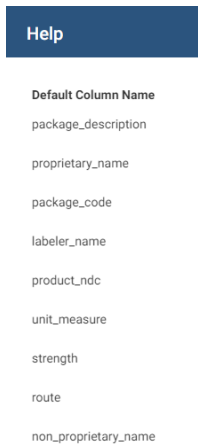
A valid NDC without spaces or hyphens should be placed on the medical claim. The NDC submitted must be the actual valid NDC number on the container from which the medication was administered.

Setting	Description
1. Proprietary Name	Type the trade name, or the name of the drug chosen by the labeler.
2. Non-Proprietary Name	Type the generic name or the active ingredient in the drug.
3. NDC Package Code	Type the code from the manufacturer. Note: For EXA Billing customers, remove any dashes and add leading zeros to make the NDC package code 11 digits
4. Package Description	Type the description of the package from the manufacturer.
5. Strength	Type the strength of the active ingredient, then select the units of strength in the UOM dropdown list.
6. Labeler Name	Type the name of the company corresponding to the labeler code segment in the Product NDC.
7. Product NDC	Type the labeler code and product code segments of the NDC number, separated by a hyphen.
8. Route	Select the administration method for the drug.

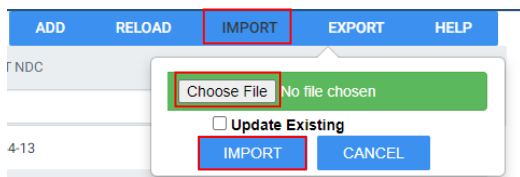
3. Select **SAVE**.

NDC codes can also be imported en masse.

1. Select **HELP** to view the layout and column names of the file that will be imported. Create the .csv file with the appropriate layout and NDC codes.



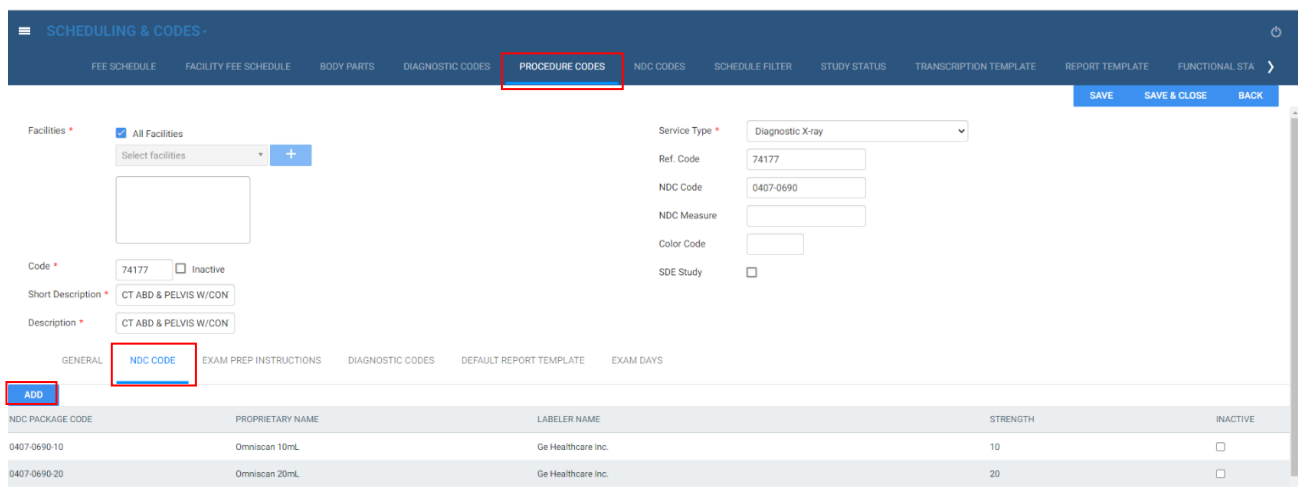
2. Select **IMPORT > CHOOSE FILE >** browse and selected the .csv file.
3. Select **UPDATE EXISTING** to append the csv file to the existing NDCs. This will not overwrite the existing NDCs
4. Select **IMPORT** to import the .csv file.



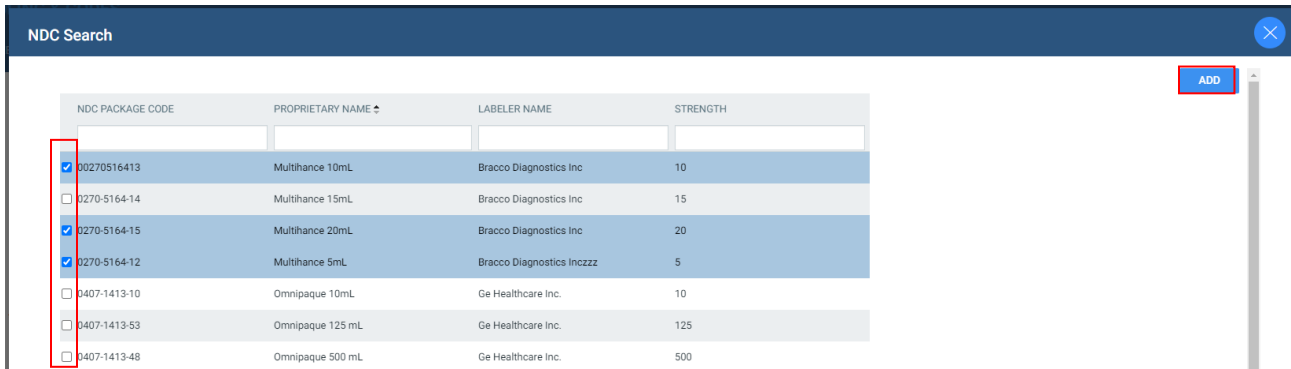
## Add NDCs to procedure codes

By adding NDCs to your procedure codes in advance, the correct NDCs are readily available to select when you perform an exam.

1. On the **PROCEDURE CODES** tab, double-click a procedure code. Select the **NDC Code** tab



- To add NDCs, select the **NDC CODE** sub-tab and select **ADD**. Use the **NDC Search** dialog to find and add one or more NDCs.



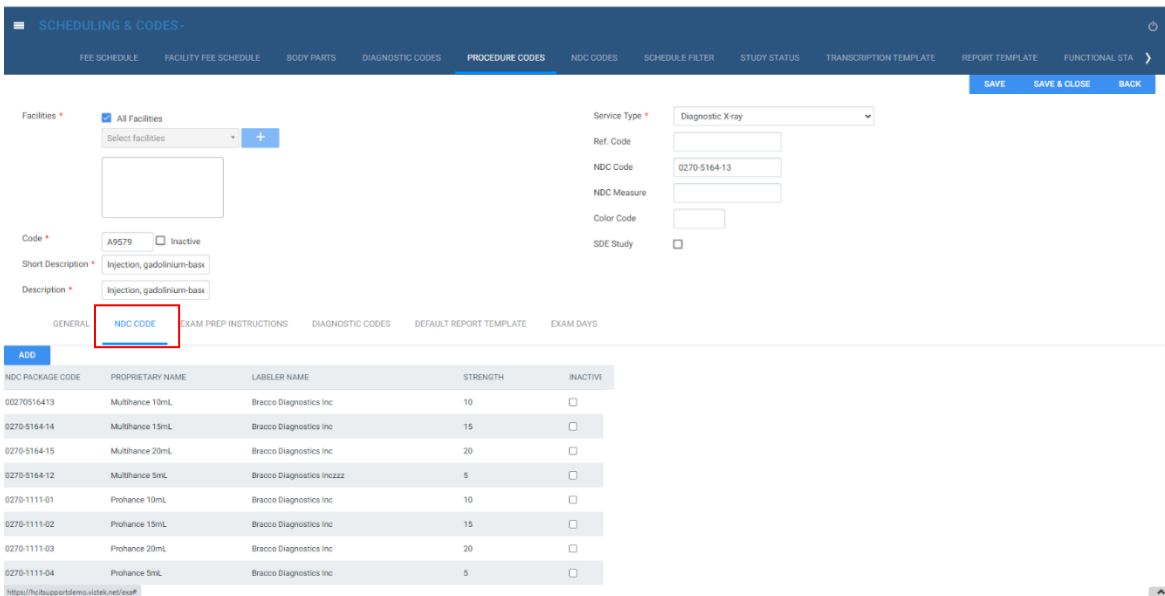
- Select **SAVE**.

Additionally, procedure codes can be created specifically for NDCs.

- This is similar to configuring procedure codes. Select **PROCEDURE CODES > ADD**, then fill out the required fields (red asterisks).
- Select **SAVE** to reveal additional tabs. Select **NDC CODE > ADD** > Select one or more NDC codes to add to the procedure code.

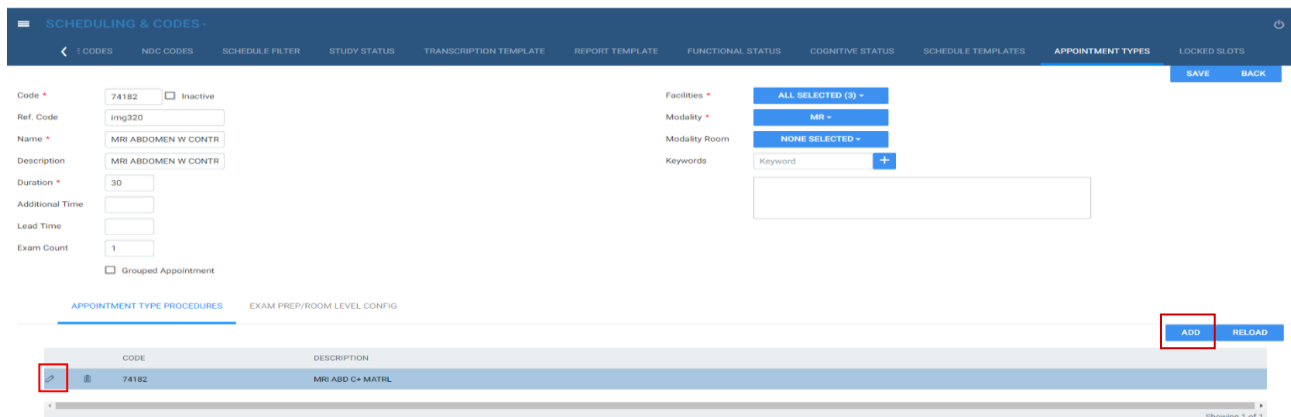
In the example below, a procedure code was specifically created for MRI contrast. Multiple NDC codes for MRI contrast was added to the procedure code. When new MRI contrast NDC codes are added, they can be added to this one procedure code as opposed to adding the NDC code to multiple procedure codes.

## Add Procedure Codes to Appointment Types

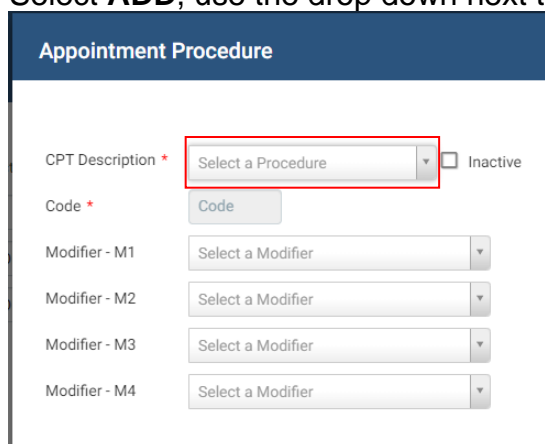


By adding procedure codes with NDCs to appointment types, this will automatically populate the + under NDC under **Add Charges** in the tech screen.

1. Select **APPOINTMENT TYPES**, then double click on the appointment type.



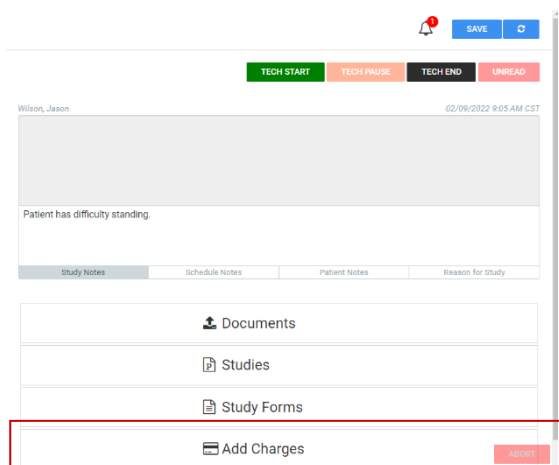
2. Select **ADD**, use the drop down next to **CPT Description** to search for procedure codes.



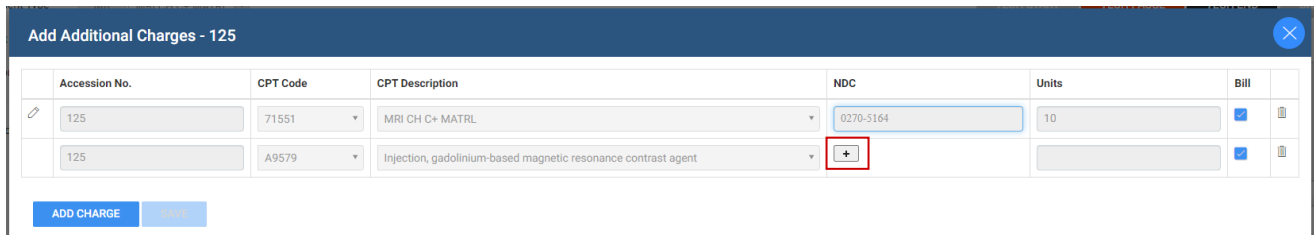
3. Select **SAVE** to add the procedure code.


## Add NDCs to charges during an exam

1. On the exam screen for technologists, select **Add Charges**.

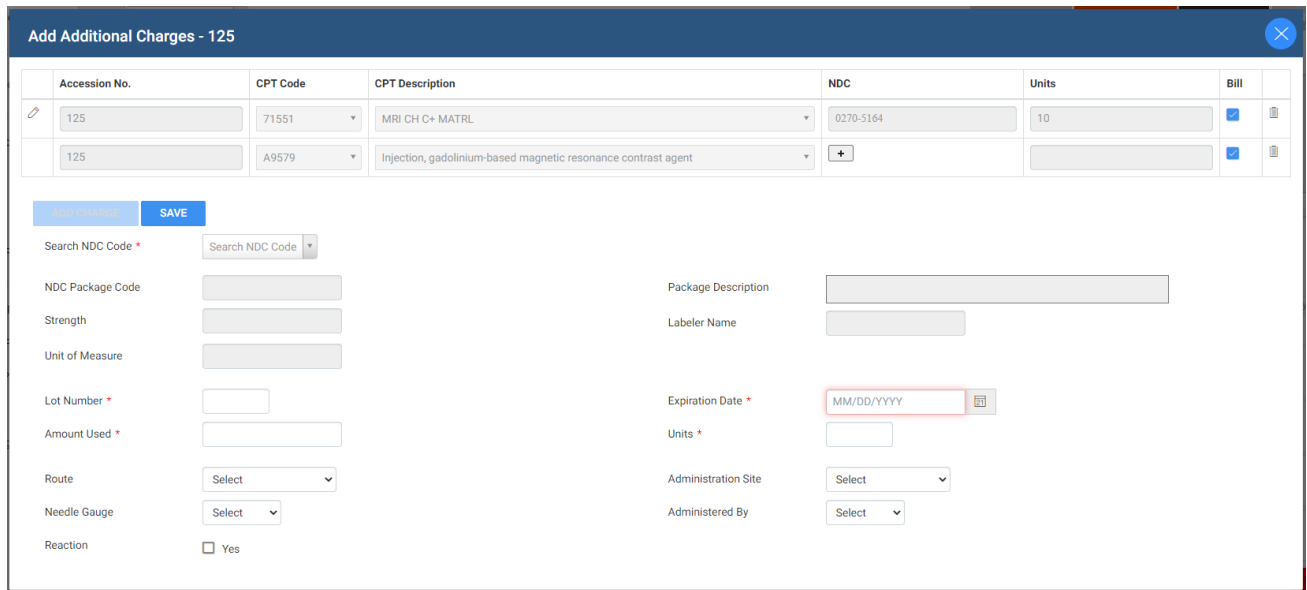


2. Under **NDC**, select .



Accession No.	CPT Code	CPT Description	NDC	Units	Bill
125	71551	MRI CH C+ MATRL	0270-5164	10	<input checked="" type="checkbox"/>
125	A9579	Injection, gadolinium-based magnetic resonance contrast agent			<input checked="" type="checkbox"/>

3. Enter the settings on screen.



Search NDC Code \*  Search NDC Code

NDC Package Code  Package Description

Strength  Labeler Name

Unit of Measure

Lot Number \*  Expiration Date \*

Amount Used \*  Units \*

Route  Administration Site

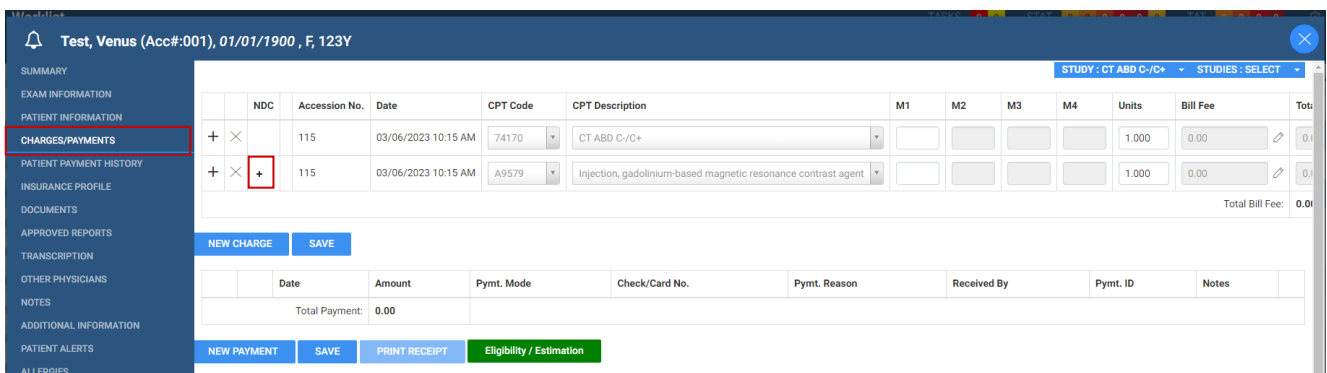
Needle Gauge  Administered By

Reaction  Yes

4. Select **SAVE**.




NDCs can also be added from the Charges/Payments window in the patient’s study chart.

1. Select **Charges/Payments** from the patient’s study chart.



Test, Venus (Acc#:001, 01/01/1900, F, 123Y)

SUMMARY  
 EXAM INFORMATION  
 PATIENT INFORMATION  
**CHARGES/PAYMENTS**  
 PATIENT PAYMENT HISTORY  
 INSURANCE PROFILE  
 DOCUMENTS  
 APPROVED REPORTS  
 TRANSCRIPTION  
 OTHER PHYSICIANS  
 NOTES  
 ADDITIONAL INFORMATION  
 PATIENT ALERTS  
 ALLERGIES

	NDC	Accession No.	Date	CPT Code	CPT Description	M1	M2	M3	M4	Units	Bill Fee	Tot
		115	03/06/2023 10:15 AM	74170	CT ABD C-/C+					1.000	0.00	0.0
		115	03/06/2023 10:15 AM	A9579	Injection, gadolinium-based magnetic resonance contrast agent					1.000	0.00	0.0

Date	Amount	Pymt. Mode	Check/Card No.	Pymt. Reason	Received By	Pymt. ID	Notes
Total Payment: 0.00							

2. Select the + under the NDC column to add the NDC. Enter the settings on the screen.

**Additional Charges**

**SAVE**

Search NDC Code \*

NDC Package Code

Strength

Unit of Measure

Lot Number \*

Amount Used \*

Route

Needle Gauge

Reaction  Yes

Package Description

Labeler Name

Expiration Date \*

Units \*

Administration Site

Administered By

3. Select **SAVE**.

## Add additional charges on the fly during an exam

From the technologist screen

1. Select **Add Charge** to open the **Add Additional Charges** window. Select **Add Charge** to add a new charge.

**Add Additional Charges - 115**

Accession No.	CPT Code	CPT Description	NDC	Units	Bill	
115	74170	CT ABD C-/C+			<input checked="" type="checkbox"/>	

**ADD CHARGE** **SAVE**

2. Use the drop-down menus to search by **CPT Code** or **CPT Description**. Select the CPT to add.

**Add Additional Charges - 115**

Accession No.	CPT Code	CPT Description	NDC	Units	Bill	
115	74170	CT ABD C-/C+			<input checked="" type="checkbox"/>	
115	Select Cpt Code	Select Cpt Description			<input checked="" type="checkbox"/>	

**ADD CHARGE** **SAVE**

3. Once the CPT Code has been added, select **SAVE**. This will exit out of the charges screen and take the screen back to the technologist screen. Select **Add Charges** again to reveal the + to add the NDC.

**Add Additional Charges - 115**

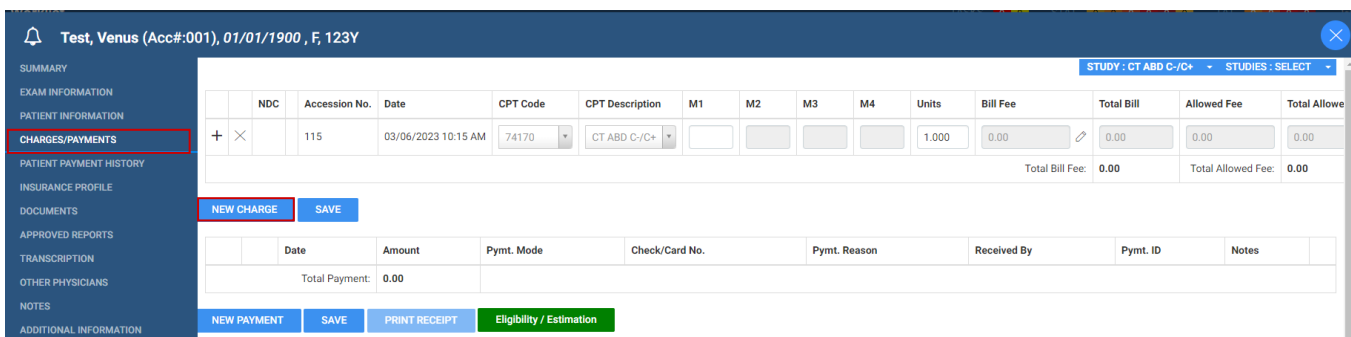
Accession No.	CPT Code	CPT Description	NDC	Units	Bill	
115	74170	CT ABD C-/C+			<input checked="" type="checkbox"/>	
115	A9579	Injection, gadolinium-based magnetic resonance contrast agent	<input type="button" value="+"/>		<input checked="" type="checkbox"/>	

**ADD CHARGE** **SAVE**

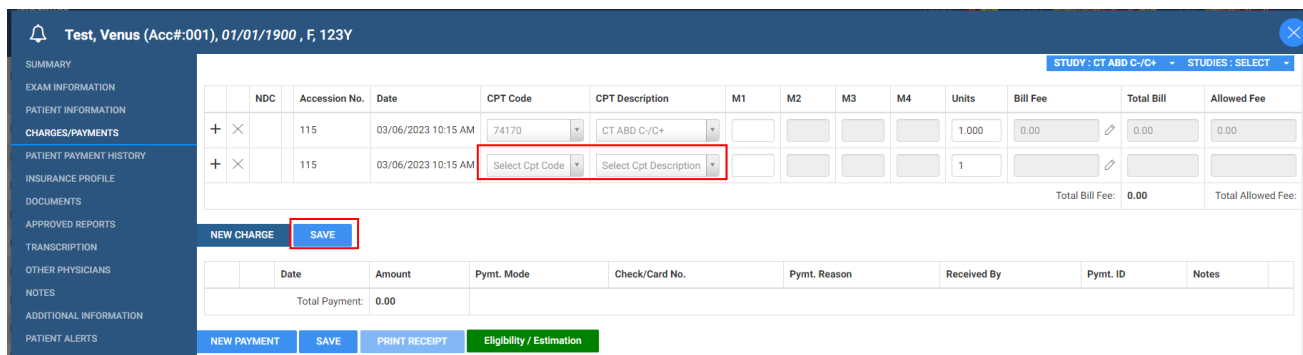


From the Charges/Payments Screen

1. Select **Charges/Payments** from the patient's exam chart. Select **New Charge**



2. Use the drop-downs to search by **CPT Code** or **CPT Description**. Select the CPT code to add.



3. Select **SAVE** to reveal the + to add the NDC.

