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.

=	SCHE	DULING & CODES -								¢
					S NDC CODES SCHEDULE					>
							ADD RELOA	D IMPORT	EXPORT HEL	P
		PROPRIETARY NAME 🗢	NON PROPRIETARY NAME	NDC PACKAGE CODE	PACKAGE DESCRIPTION	LABELER NAME	PRODUCT NDC	ROUTE		
								All		~
0	1	Multihance 10mL	Gadobenate Dimeglumine	00270516413	5 VIAL, SINGLE-DOSE in 1 BOX > 10 mL	in 1 Bracco Diagnostics Inc	0270-5164-13	Intravenous		
0	0	Multihance 15mL	Gadobenate Dimeglumine	0270-5164-14	5 VIAL, SINGLE-DOSE in 1 BOX > 15 mL	in 1 Bracco Diagnostics Inc	0270-5164	Intravenous		
0	Ē	Multihance 20mL	Gadobenate Dimeglumine	0270-5164-15	5 VIAL, SINGLE-DOSE in 1 BOX > 20 mL	in 1 Bracco Diagnostics Inc	0270-5164	Intravenous		
0	Ð	Multihance SmL	Gadobenate Dimeglumine	0270-5164-12	5 VIAL, SINGLE-DOSE in 1 BOX > 5 mL in	1 VBracco Diagnostics Inczzz	0270-5164	Intravenous		
0	Ē	Omnipaque 10mL	lohexol	0407-1413-10	10 VIAL, GLASS in 1 BOX / 10 mL in 1 V	IAL, Ge Healthcare Inc.	0407-1413			
0	Ð	Omnipaque 125 mL	lohexol	0407-1413-53	10 BOTTLE, GLASS in 1 BOX / 125 mL in	1 EGe Healthcare Inc.	0407-1413			

2. Enter the following settings.

SCHEDULING &								C
FEE SCHEDULE	FACILITY FEE SCHEDULE	BODY PARTS	DIAGNOSTIC CO		PROCEDURE CODE	S NDC C	ODES	>
					SAVE	CLEAR	BACK	
Proprietary Name *			Labeler Name *				6.	
	1.		Product NDC *				7.	
Non Proprietary Name *			Route	Select			× 8.	
	2.							
NDC Package Code *								
Package Description *	3. —	For a leadir	II BILLING cus ng zeros to co	stomer nform	s, remove any to 5-4-2 forma	/ dashes at.	and ad	d
	4	XXXX	(-XXXX-XX =	0XXXX	<-XXXX-XX			
Strength		XXXX	(X-XXX-XX =	XXXX	X- <mark>0</mark> XXX-XX			
		~~~~		~~~~~				

***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.

Se	etting	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	RELOAD	IMPORT		EXPORT	HELP
r NDC	Cr	noose File	lo fil	e chosen	
	_	Update	Exis	ting	_
4-13		IMPORT		CANCEL	

# 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

FEE			PROCEDURE CODES							IAL STA'
		ľ						SAVE	SAVE & CLOSE	BACK
Facilities *	All Facilities			Service Type *	Diagnostic X-ra	зу	~			
	Select facilities • +			Ref. Code	74177					
				NDC Code	0407-0690					
				NDC Measure						
				Color Code						
Code *	74177 Inactive			SDE Study						
Short Description *	CT ABD & PELVIS W/CON									
Description *	CT ABD & PELVIS W/CON									
GENERAL	NDC CODE EXAM PREP INSTRUCTIONS DIA	AGNOSTIC CODES DEFAULT F	REPORT TEMPLATE EX	AM DAYS						
ADD										
NDC PACKAGE CODE	PROPRIETARY NAME		LABELER NAME				STRENGTH		II	NACTIVE
0407-0690-10	Omniscan 10mL		Ge Healthcare Inc.				10			5
0407-0690-20	Omniscan 20mL		Ge Healthcare Inc.				20			1

2. 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.

С	Search			
	NDC PACKAGE CODE	PROPRIETARY NAME \$	LABELER NAME	STRENGTH
E	-			
2	00270516413	Multihance 10mL	Bracco Diagnostics Inc	10
C	0270-5164-14	Multihance 15mL	Bracco Diagnostics Inc	15
2	2 0270-5164-15	Multihance 20mL	Bracco Diagnostics Inc	20
c	2 0270-5164-12	Multihance 5mL	Bracco Diagnostics Inczzz	5
C	0407-1413-10	Omnipaque 10mL	Ge Healthcare Inc.	10
C	0407-1413-53	Omnipaque 125 mL	Ge Healthcare Inc.	125
C	0407-1413-48	Omnipaque 500 mL	Ge Healthcare Inc.	500

3. Select SAVE.

Additionally, procedure codes can be created specifically for NDCs.

- 1. 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**

				PROCEDURE CODES								
										SAVE	SAVE	8
Facilities *	All Facilities				Service 1	Type * Diagr	nostic X-ray	,	•			
S	elect facilities *	+			Ref. Cod	e						
					NDC Cod	de 0270-	5164-13					
					NDC Me	asure						
					Color Co	de						
Code *	9579 Inactive				SDE Stu	iy 🗆						
Short Description * In	jection, gadolinium-base											
Description • In	jection, gadolinium-base											
GENERAL	NDC CODE EXAM PREP INST	TRUCTIONS DIAGNOS	TIC CODES DEFAULT	REPORT TEMPLATE	EXAM DAYS							
IDC PACKAGE CODE F	PROPRIETARY NAME	LABELER NAME		STRENGTH	INACTIVE							
0270516413 N	Multihance 10mL	Bracco Diagnostics Inc		10								
0270-5164-14 N	Multihance 15mL	Bracco Diagnostics Inc		15								
0270-5164-15 N	Multihance 20mL	Bracco Diagnostics Inc		20								
0270-5164-12 N	Multihance 5mL	Bracco Diagnostics Inczzz		5								
1270-1111-01 F	Prohance 10mL	Bracco Diagnostics Inc		10								
1270-1111-02 F	Prohance 15mL	Bracco Diagnostics Inc		15								
0270-1111-03 F	Prohance 20mL	Bracco Diagnostics Inc		20								
0270-1111-04 F	Prohance 5mL	Bracco Diagnostics Inc		5								
https://hcitsupportdemo.viztek.ne	et/exa#											

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.

SCHEDU	JLING & CODES -									Ф
🕻 ECOD								APPOINTMENT TYPES		
									SAVE	ВАСК
Code *	74182 Inactive				Facilities *	ALL S	ELECTED (3) -			
Ref. Code	img320				Modality *		MR +			
Name *	MRI ABDOMEN W CONTR	2			Modality Room	NONI	E SELECTED -			
Description	MRI ABDOMEN W CONTR	2			Keywords	Keyword	+			
Duration *	30									
Additional Time										
Lead Time										
Exam Count	1									
	Grouped Appointment									
APPOI	NTMENT TYPE PROCEDURE	S EXAM PREP/RO	OM LEVEL CONFIG							
									ADD R	ELOAD
	CODE		ESCRIPTION							
0 U	74182		IRI ABD C+ MATRL							
4										•

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

Appointment P	locedule	
CPT Description *	Select a Procedure	• 🗆 Inacti
Code *	Code	
Modifier - M1	Select a Modifier	T
Modifier - M2	Select a Modifier	v
Modifier - M3	Select a Modifier	*
Modifier - M4	Select a Modifier	v

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.

			SAVE C							
	TEC	H START TECH PAUSE	TECH END UNREAD							
Wilson, Jason			02/09/2022 9:05 AM CST							
Patient has difficulty standing	ŀ.									
Study Notes	Schedule Notes	Patient Notes	Reason for Study							
	• 0									
2 Documents										
El Study Forms										
	Add Cha	rges	ABORT							

## 2. Under NDC, select 💶.

A	Add Additional Charges - 125											
	Accession No.	CPT Code	CPT Description	NDC	Units	Bill						
0	125	71551 *	MRI CH C+ MATRL	0270-5164	10		1					
	125	A9579 •	Injection, gadolinium-based magnetic resonance contrast agent	+								

3. Enter the settings on screen.

Ad	d Additional Charges - 125							$\overline{\mathbf{X}}$		
	Accession No.	CPT Code	CPT Description		NDC	Units	Bill			
0	125	71551 •	MRI CH C+ MATRL	v	0270-5164	10	<u>~</u>	1		
	125	A9579 •	Injection, gadolinium-based magnetic resonance contrast a	agent •	+		<u>~</u>	1		
2 1 1 1	SAVE iearch NDC Code * Searc iDC Package Code istrength Init of Measure of Number *	ch NDC Code		Package Description Labeler Name Evolution Date *						
	mount Used *			Units *	ration Date * MM//DD/YYYY 21					
F	Route Sele	ct 🗸		Administration Site	Select 🗸					
1	leedle Gauge Sele	ct 🗸		Administered By	Select 🗸					
F	Reaction Ve	S								

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	/01/19	000 , F, 123Y							TACKO	OT OT			TAT	
IMARY												STUDY :	CT ABD C-/C+	STUDIES : SE	LECT
M INFORMATION		NDC	Accession No.	Date	CRT Code		CPT Description	M1	M2	M2	M4	Unite	Rill Foo		
T INFORMATION		NDC	Accession No.	Date	Gri Code Gri Description				ini	mz	MJ	141-4	Units	Dill ree	
S/PAYMENTS	+ >	<	115	03/06/2023 10:15 AM	74170	¥	CT ABD C-/C+	v					1.000	0.00	0
PAYMENT HISTORY	+ >	<	115	03/06/2023 10-15 AM	40570	¥	Injection, gadolinium-based magnetic resonance	T trene territor					1.000	0.00	
		Ì	110	00,00,2020 10.10 /4	149379		njecton, gadolinari based magnetic resonance	ce contrast agent					1.000	0.00	
														Total B	II Fe
ED REPORTS	NEW		041/5												
	NEW	CHARGE	SAVE												
			Date	Amount	Pymt. Mode		Check/Card No.	Pymt. Reason		Received By		P	ymt. ID	Notes	
			Total Payment:	0.00											
NAL INFORMATION	iolar agineile.														
	NEW	PAYMEN	SAVE	PRINT RECEIPT	Eligibility / E	istima	on								
SIES															

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

Additional Charges			8
SAVE			
Search NDC Code *	Search NDC Code *		
NDC Package Code		Package Description	
Strength		Labeler Name	
Unit of Measure			
Lot Number *		Expiration Date *	MM/DD/YYYY III
Amount Used *		Units *	
Route	Select	Administration Site	Select ~
Needle Gauge	Select ~	Administered By	Select ~
Reaction	Yes		

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.

Ac	Add Additional Charges - 115												
	Accession No.	CPT Code	CPT Description	NDC	Units	Bill							
	115	74170 •	CT ABD C-/C+				Û						
	ADD CHARGE												

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

A	dd Additional Charges - 115						×
	Accession No.	CPT Code	CPT Description	NDC	Units	Bill	
	115	74170 *	CT ABD C-/C+			<ul> <li>Image: A set of the set of the</li></ul>	Û
	115	Select Cpt Code	Select Cpt Description				Û
	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				TEURISTART I TEURIPAUSE I T		$\mathbf{\times}$
Accession No.	CPT Code	CPT Description	NDC	Units	Bill	
115	74170 •	CT ABD C-/C+			<u>~</u>	Ŵ
115	A9579 *	Injection, gadolinium-based magnetic resonance contrast agent	+		<u>~</u>	Û
ADD CHARGE						

From the Charges/Payments Screen

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

↓ Test, Venus (Acc#:0)																$\overline{\mathbf{X}}$			
SUMMARY															STU	JDY : CT ABD C-/	C+ - S	STUDIES : SE	ELECT 👻 📤
EXAM INFORMATION			NDC	Accession No.	Date	CPT Code	CPT Descriptio	n M1	M	2	M3	M4	Unite	Bill Fee	т	Total Bill	Allowed F	-00	Total Allowe
PATIENT INFORMATION	-		NDC	Accession no.	Date	CFTCOLC	GFT Description				WI3	1914	onits	Dill Fee	-	otar bili	Allottea	ee	Total Allowe
CHARGES/PAYMENTS	+	×		115	03/06/2023 10:15 AM	74170 *	CT ABD C-/C+	Ψ					1.000	0.00	1	0.00	0.00		0.00
PATIENT PAYMENT HISTORY		Total Bill Fee: 0.00 Total Allowed Fee: 0.00														0.00			
INSURANCE PROFILE																			
DOCUMENTS	NE	w сн	ARGE	SAVE															
APPROVED REPORTS		_	_																
TRANSCRIPTION			Da	.te	Amount F	Pymt. Mode	Check	/Card No.			Pymt. Re	eason		Received By		Pymt. ID	Pymt. ID Note		
OTHER PHYSICIANS				Total Payment:	0.00														
NOTES			_	_		_													
ADDITIONAL INFORMATION	NEV	W PAY	MENT	SAVE	PRINT RECEIPT	Eligibility / Estimat	lion												

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

↓ Test, Venus (Acc#:	001),	01/0	01/190	0 , F, 123Y												
SUMMARY													STUD	Y : CT AE	ID C-/C+ 🔫	STUDIES : SELECT 🔹
EXAM INFORMATION		NDC Accession No. Date CPT Code CPT Description M1 M2 M3 M4 Units Bill Fr											Bill Fee		Total Bill	Allowed Fee
PATIENT INFORMATION	_															
CHARGES/PAYMENTS	+	$\times$		115	03/06/2023 10:15 AM	74170 *	CT ABD C-/C+					1.000	0.00	0	0.00	0.00
PATIENT PAYMENT HISTORY	+	×		115	03/06/2023 10:15 AM	Select Cot Code	Select Cot Description					1		1		
						- Concert opt obde	oucut opt beschpton									
DOCUMENTS													Total	Bill Fee:	0.00	Total Allowed Fee:
APPROVED REPORTS	NE		IADOE	CAN/E												
	NE	W Cr	TARGE	SAVE												
			D	ate	Amount	Pymt. Mode	Check/Card No.		Pymt. Re	ason		Received By			D	Notes
		Total Payment: 0.00			0.00											
ADDITIONAL INFORMATION	_			rotari ajmont.	0.00											
	NE	W PA	YMENT	SAVE	PRINT RECEIPT	Eligibility / Estimation										

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

↓ Test, Venus (Acc#:00)	01), (	01/0	01/19	00 , F, 123Y												(	$\times$
SUMMARY													STUDY : 0	CT ABD C-/C+	- STUDIES : SELE	ст	-
EXAM INFORMATION			NDC	Accession No.	Date	CPT Code		CPT Description		M1	M2	M3	M4	Units	Bill Fee		Tota
PATIENT INFORMATION																	_
CHARGES/PAYMENTS	+	×		115	03/06/2023 10:15 AM	74170	٣	CT ABD C-/C+	٣					1.000	0.00	0	0.1
PATIENT PAYMENT HISTORY	+	×	+	115	03/06/2023 10:15 AM	A9579	¥	Injection, gadolinium-based magnetic resonan	ce contrast agent					1.000	0.00	17	0.1
INSURANCE PROFILE	<u> </u>															-	_
DOCUMENTS															Total Bill I	Fee:	0.0
APPROVED REPORTS	ME		ADCE	SAVE													
TRANSCRIPTION		in ch	IARGE	SAVE													. 1
OTHER PHYSICIANS			1	Date	Amount	Pymt. Mode		Check/Card No.	Pymt. Reason		Received	d By	Py	/mt. ID	Notes		
NOTES				Total Payment:	0.00												- 1
ADDITIONAL INFORMATION				rotari ogniona													- 1
PATIENT ALERTS	NE	W PA	YMENT	SAVE	PRINT RECEIPT	Eligibility / E	istima	lon									
411 500150																	