exa-PACS · exa-RIS

Feature Summary

National Drug Codes (NDCs)

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.**

2. Enter the following settings.

SCHEDULING & CODES

FEE SCHEDULE   FACILITY FEE SCHEDULE   BODY PARTS   DIAGNOSTIC CODES   PROCEDURE CODES   **NDC CODES**

SAVE   CLEAR   BACK

Proprietary Name * **1.**
Non Proprietary Name * **2.**
NDC Package Code * **3.** →
Package Description * **4.**
Strength UOM Select **5.**

Labeler Name * **6.**
Product NDC * **7.**
Route Select **8.**

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

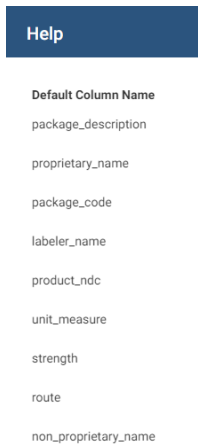***Note for customers billing out of Exa:
A valid NDC without spaces or hyphens should be placed on the medical claim. The NDC submitted must be the actual valid NDC number on the container from which the medication was administered.

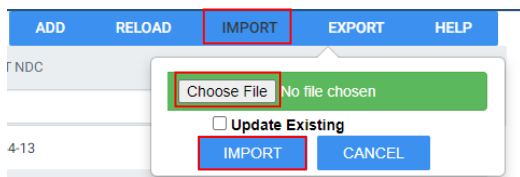| Setting	Description
1. Proprietary Name	Type the trade name, or the name of the drug chosen by the labeler.
2. Non-Proprietary Name	Type the generic name or the active ingredient in the drug.
3. NDC Package Code	Type the code from the manufacturer. Note: For EXA Billing customers, remove any dashes 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.
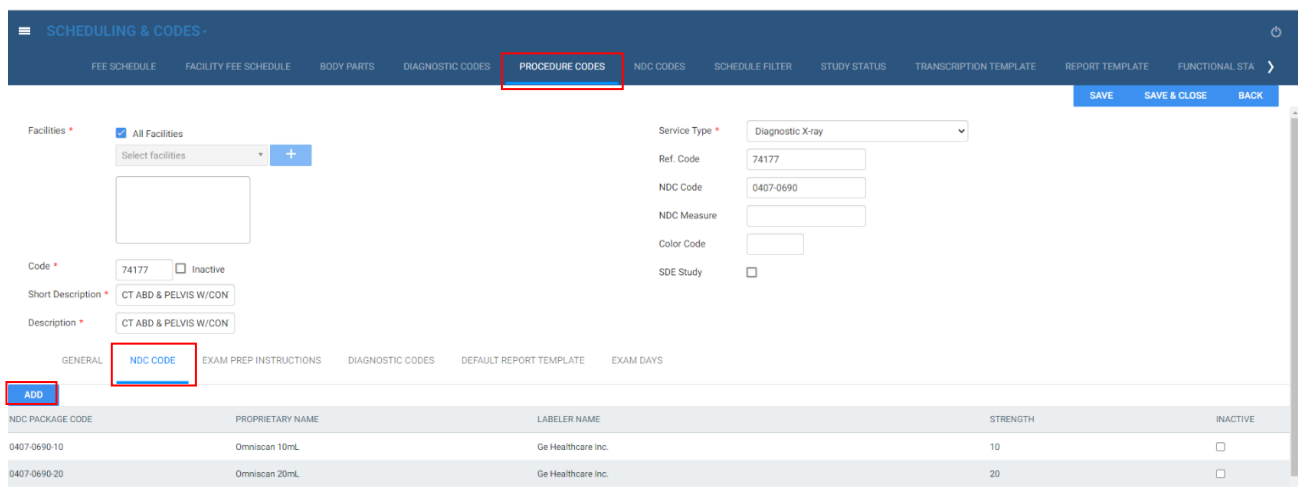
Help

Default Column Name

package_description

proprietary_name

package_code

labeler_name

product_ndc

unit_measure

strength

route

non_proprietary_name

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

T NDC

Choose File   No file chosen

☐ Update Existing

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

NDC PACKAGE CODE	PROPRIETARY NAME	LABELER NAME	STRENGTH	INACTIVE
0407-0690-10	Omniscan 10mL	Ge Healthcare Inc.	10	☐
0407-0690-20	Omniscan 20mL	Ge Healthcare Inc.	20	☐

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.
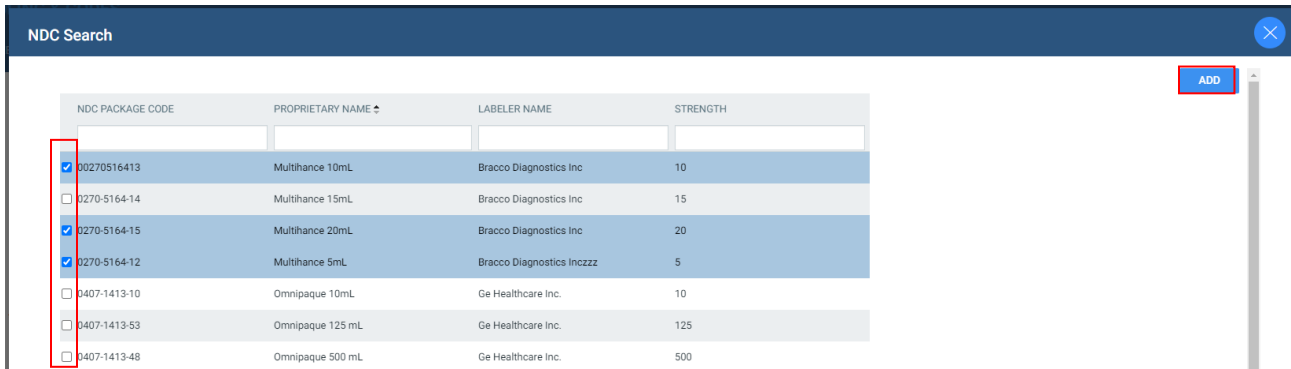

3. Select **SAVE**.

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).
2. 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
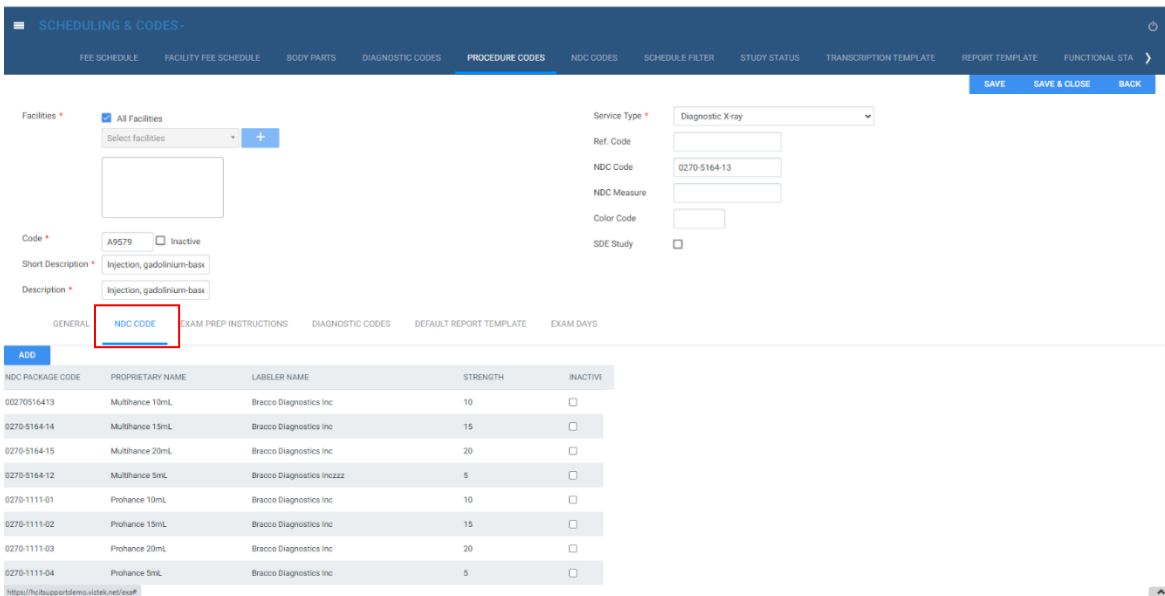
By adding procedure codes with NDCs to appointment types, this will automatically populate the + under NDC under **Add Charges** in the tech screen**.**

1. Select **APPOINTMENT TYPES**, then double click on the appointment type.
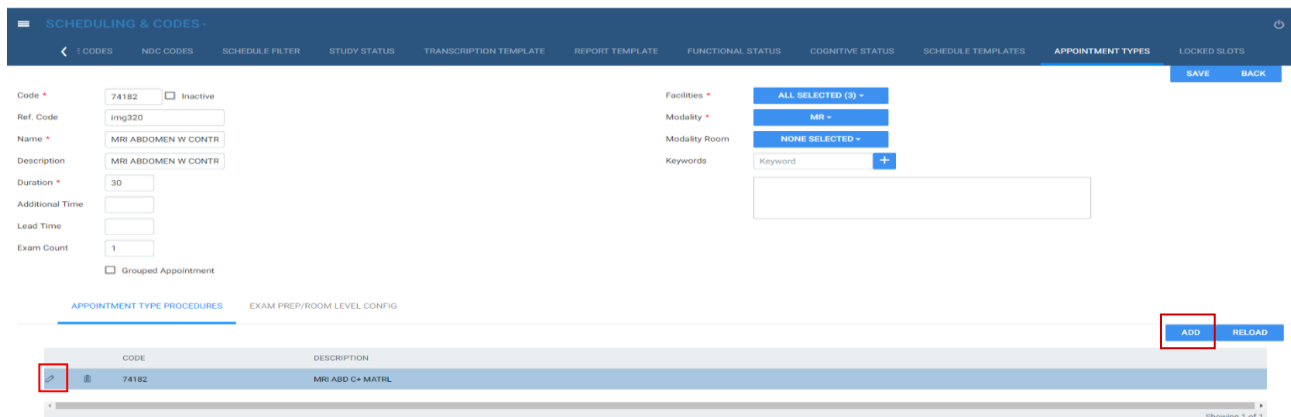
2. Select **ADD**, use the drop down next to **CPT Description** to search for procedure codes.
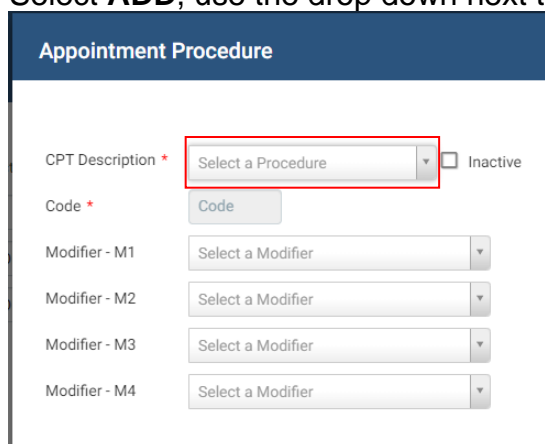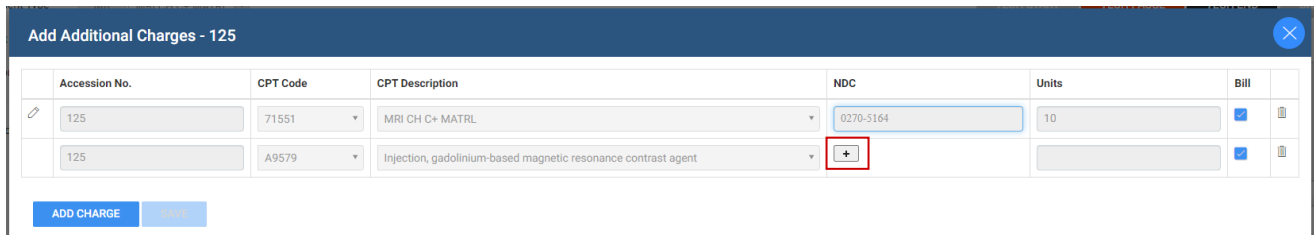
3. Select **SAVE** to add the procedure code.

Add NDCs to charges during an exam

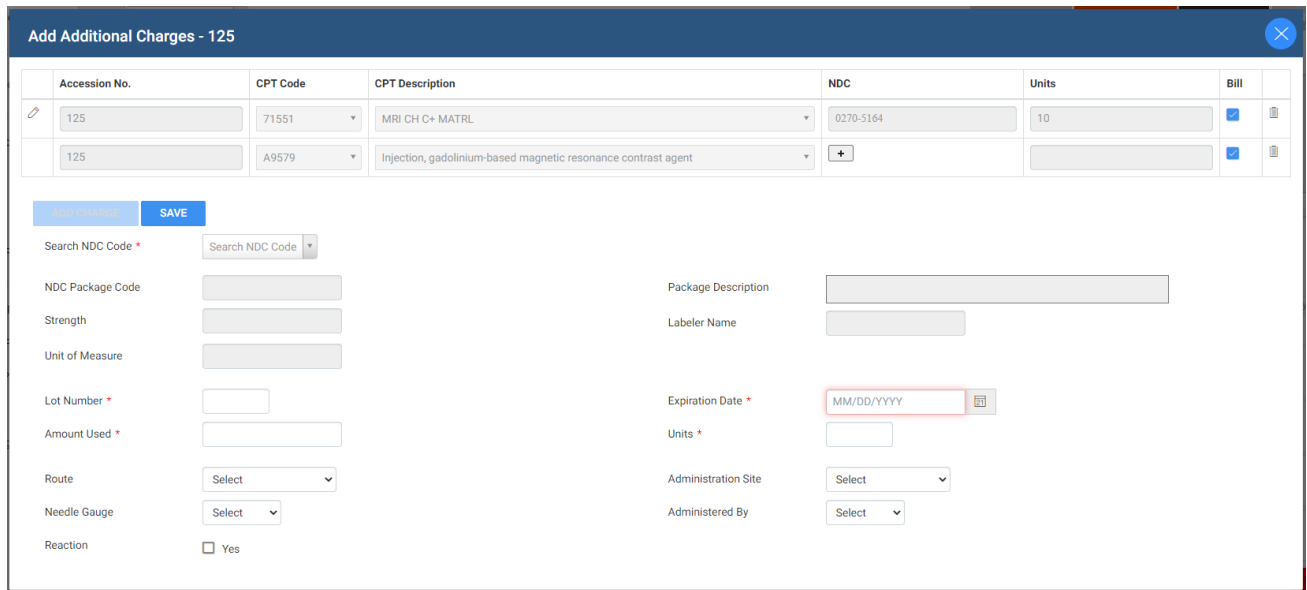1. On the exam screen for technologists, select **Add Charges**.

2. Under **NDC**, select ![+].

3. Enter the settings on screen.
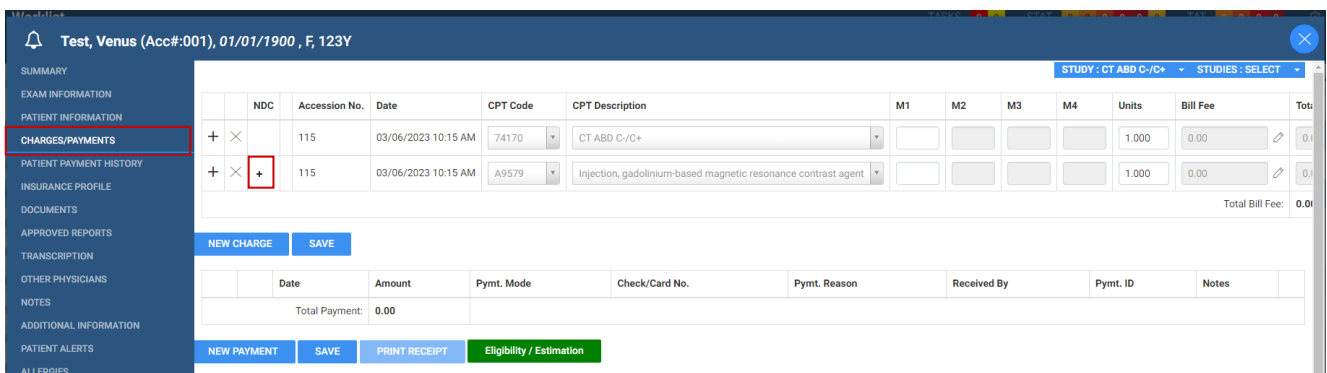
4. Select **SAVE**.

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.

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

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.

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

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.

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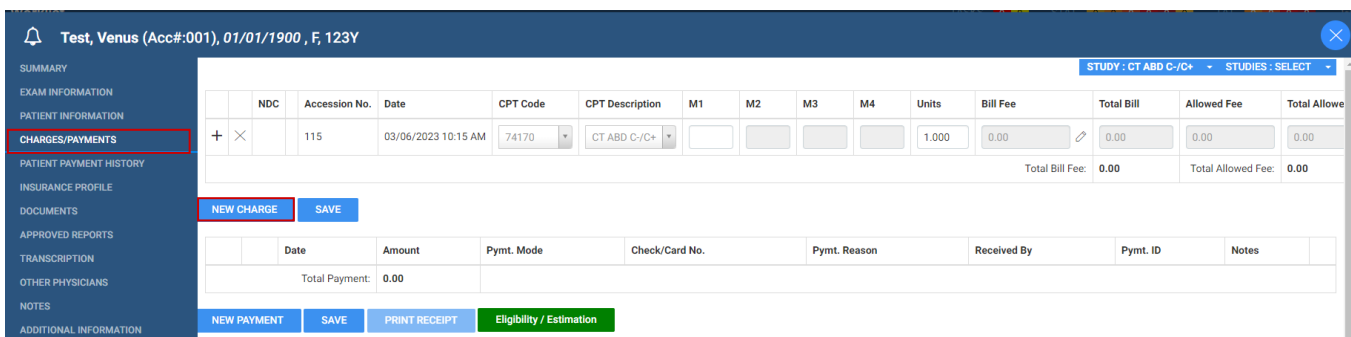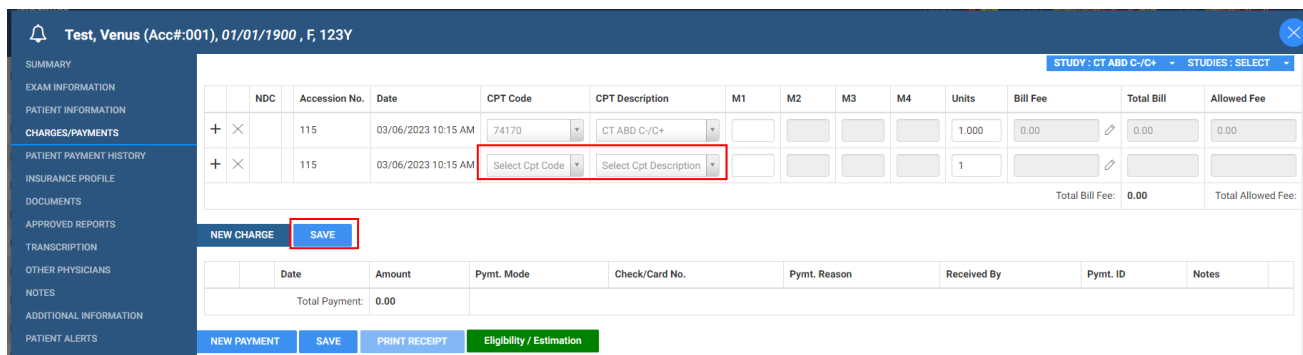
1. Select **Charges/Payments** from the patient's exam chart. Select **New Charge**

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.