

HEALTHCARE IT

## **Exa® PACS/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 national drug codes (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.

- 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 > Office > Scheduling & Codes > NDC CODES > ADD.

=	SCHE	EDULING & CODES - FEE SCHEDULE FACILITY FEE S	CHEDULE BODY PARTS	DIAGNOSTIC CODES PROC	EDURE CODES NDC CODES	Schedule Filter Stui	DY STATUS TRANSCRIPTION TEMPL	ATE REPORT TEMPLATE	FUNCTIONAL STA	് >
							ADD	RELOAD IMPORT	EXPORT HELP	
		PROPRIETARY NAME 🜩	NON PROPRIETARY NAME	NDC PACKAGE CODE	PACKAGE DESCRIPTIO	N LABELER NAME	PRODUCT NDC	ROUTE		
								All		~
O	۵	Multihance 10mL	Gadobenate Dimeglumine	00270516413	5 VIAL, SINGLE-DOSE in	1 BOX > 10 mL in 1 Bracco Diagnost	ics Inc 0270-5164-13	Intravenous		
o	۵	Multihance 15mL	Gadobenate Dimeglumine	0270-5164-14	5 VIAL, SINGLE-DOSE in	1 BOX > 15 mL in 1 Bracco Diagnost	ics Inc 0270-5164	Intravenous		
O	۵	Multihance 20mL	Gadobenate Dimeglumine	0270-5164-15	5 VIAL, SINGLE-DOSE in	1 BOX > 20 mL in 1 Bracco Diagnost	ics Inc 0270-5164	Intravenous		
O		Multihance 5mL	Gadobenate Dimeglumine	0270-5164-12	5 VIAL, SINGLE-DOSE in	1 BOX > 5 mL in 1 \Bracco Diagnost	ics Inczzz 0270-5164	Intravenous		
0		Omnipaque 10mL	Iohexol	0407-1413-10	10 VIAL, GLASS in 1 BO	X / 10 mL in 1 VIAL, Ge Healthcare In	c. 0407-1413			
O		Omnipaque 125 mL	Iohexol	0407-1413-53	10 BOTTLE, GLASS in 1	BOX / 125 mL in 1 EGe Healthcare In	c. 0407-1413			

2. Enter the following settings.

SCHEDULING & (							Ċ
FEE SCHEDULE	FACILITY FEE SCHEDULE	BODY PARTS			PROCEDURE CODES	NDC CO	DES )
					SAVE	CLEAR	BACK
Proprietary Name *			Labeler Name *				
			Product NDC *				6.
Non Proprietary Name *	1.		Route	Select			~ 7.
							8.
NDC Package Code *	2.						
Package Description *	3. —	► For a	ll BILLING cu	ustome	ers, remove a	anv dash	es and
			eading zeros			•	
Strength	4.						
U	OM Select V	XXXX	(-XXXX-XX =	• <mark>0</mark> XXX	X-XXX-XX		
	5.	XXXX	X-XXX-XX =	XXXX	(X- <mark>0</mark> XXX-XX		
		XXXX	X - X X X - X =	= XXXX	X-XXXX- <mark>0</mark> X		

\*\*\*Note for Exa Billing customers:

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

Se	tting	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**.

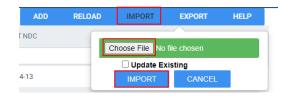
#### Import NDCs

NDC codes can also be imported.

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 for and select the .csv file.
- 3. Optional: Select **UPDATE EXISTING** to append the csv file to the existing NDCs. This will not overwrite existing NDCs.
- 4. Select IMPORT.



### Add NDCs as procedure codes

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

- 1. Select **PROCEDURE CODES > ADD**, then fill out the required fields (red asterisks).
- 2. Select **SAVE** to reveal additional tabs.
- Select NDC CODE > ADD, and then select one or more NDC codes to add to the procedure code.
- 4. Select SAVE.

NOTE: **Do not add notes** in this section, these notes override the description in Exa Billing.

	ING & CODE	S≁						EA Activated	Q
						PROCEDURE CO	DES		: >
						SAVE	SAVE & CL	.OSE B.	ACK
Facilities *	All Facilities			Service Type *					
	Select facilities	× 4	-	Diagnostic X-ray	(5)		~		
				Ref. Code	A9579				
				NDC Code	0270-51	164-13			
				NDC Measure					
Code *	A9579	Inactive		Color Code					
Short Description *	Injection, gadoli	nium-bas€		SDE Study					
Description *	Injection, gadoli	nium-base							
GENERAL	NDC CODE	EXAM PREP INSTRUC	TIONS DIAG	GNOSTIC CODES	DEFAULT	REPORT TEMPLA	TE EX	AM DAYS	
ADD									
NDC PACKAGE CODE	PROPRIETARY	NAME	LABELER NAME			STREN	IGTH	IN	ACTIVE
00270516413	Multihance 10	mL	Bracco Diagnosti	cs Inc		10			
00270516414	Multihance 15	mL	Bracco Diagnosti	cs Inc		15			

s	earch				
	NDC PACKAGE CODE	PROPRIETARY NAME 🗢	LABELER NAME	STRENGTH	
	1				
•	00270516413	Multihance 10mL	Bracco Diagnostics Inc	10	
	0270-5164-14	Multihance 15mL	Bracco Diagnostics Inc	15	
•	0270-5164-15	Multihance 20mL	Bracco Diagnostics Inc	20	
	0270-5164-12	Multihance 5mL	Bracco Diagnostics Inczzz	5	
	0407-1413-10	Omnipaque 10mL	Ge Healthcare Inc.	10	
	0407-1413-53	Omnipaque 125 mL	Ge Healthcare Inc.	125	
	0407-1413-48	Omnipaque 500 mL	Ge Healthcare Inc.	500	

#### Add procedure codes to appointment types

Adding procedure codes with NDCs to appointment types causes the plus + button to appear in the NDC column under **Add Charges** in the technologist screen.

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

	ULING & CODES -								Ф
< ECO								APPOINTMENT TYPES	
									SAVE BACK
Code *	74182 Inactive				Facilities *	ALL SEL	ECTED (3) +		
Ref. Code	img320				Modality *		MR +		
Name *	MRI ABDOMEN W CONTR	2			Modality Room	NONE S	ELECTED -		
Description	MRI ABDOMEN W CONTR	2			Keywords	Keyword	+		
Duration *	30								
Additional Time									
Lead Time									
Exam Count	1								
	Grouped Appointment								
APPO	INTMENT TYPE PROCEDURE	S EXAM PREP/ROOM	LEVEL CONFIG						
									ADD RELOAD
_	CODE	DES	CRIPTION						
0 1	74182	MRI	ABD C+ MATRL						
4									
									Showing 1 of 1

2. Select ADD, use the CPT Description dropdown list to select a procedure code.

CPT Description *	Select a Procedure	• 🗆 Inactiv
Code *	Code	
Modifier - M1	Select a Modifier	
Modifier - M2	Select a Modifier	*
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.

	TEC	TH START TECH PAUSE	TECH END UNREAD
lilson, Jason			02/09/2022 9:05 AM CST
Patient has difficulty standing	1		
Study Notes	Schedule Notes	Patient Notes	Reason for Study
Study Notes	Schedule Notes		Reason for Dtudy
Study Notes			Reason for titudy
Study Hotes	🏦 Docume	nts	Reason for titudy

2. Under NDC, select 🛨.

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

3. Enter the settings as needed. Use the same value for the **Amount used** and **Units**.

Accession No.	CPT Code		CPT Description		NDC	Units	Bil	11
125	71551	٣	MRI CH C+ MATRL	0270-5164	10			
125	A9579	٣	Injection, gadolinium-based magnetic resonance contrast agent	Ŧ	+			
NDC Package Code Strength Jnit of Measure .ot Number *			Package Description Labeler Name Expiration Date *		MM/DD/YYYY 🔄			
Amount Used *			Units *					
	Select	~	Administration Site		Select 🗸			
Route			Administered By		Select 🗸			

4. Select **SAVE**.

### Add NDCs from Charges/Payments

You can also add NDCs from the Charges/Payments screen in the patient's study.

1. In the Edit Study screen, select Charges/Payments.

SUMMARY													STUDY	: CT ABD C-/C+	<ul> <li>STUDIES : SELEC</li> </ul>	т •
EXAM INFORMATION			NDC	Accession No.	Date	CPT Code		CPT Description	м	1	M2	M3	M4	Units	Bill Fee	1
CHARGES/PAYMENTS	+	×		115	03/06/2023 10:15 AM	74170	٣	CT ABD C-/C+						1.000	0.00	1
PATIENT PAYMENT HISTORY	+	×	+	115	03/06/2023 10:15 AM	A9579	¥	Injection, gadolinium-based magnetic resonance contrast agent						1.000	0.00	2
DOCUMENTS															Total Bill Fe	e:
APPROVED REPORTS	N	ew c	HARGE	SAVE												
OTHER PHYSICIANS			1	Date	Amount	Pymt. Mode		Check/Card No. Pymt. Reason			Receive	d By	3	Pymt. ID	Notes	
IOTES				Total Payment:	0.00											
ADDITIONAL INFORMATION																

2. Select the + under the NDC column to add the NDC. Enter settings as needed.

Additional Charges			
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 🔄
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 screen.
- 2. Select **Add Charge** to add a new charge.

Accession No.	CPT Code		CPT Description		NDC	Units	Bill	
115	74170	¥	CT ABD C-/C+	¥				Ū

3. Using the **CPT Code** or **CPT Description** dropdown list, select the CPT to add, and then select **SAVE**.

Accession No.	CPT Code		CPT Description		NDC	Units	Bill	
115	74170	٣	CT ABD C-/C+	Ŧ				1
115	Select Cpt Code	v	Select Cpt Description	¥				Ű

4. In the technologist screen, select **Add Charges** again to reveal the NDC + button.

Accession No.	CPT Code		CPT Description		NDC	Units	Bill	
115	74170	٧	CT ABD C-/C+	٠				
115	A9579	٣	Injection, gadolinium-based magnetic resonance contrast agent	×	+			

#### From the Charges/Payments screen

1. In the Edit Study screen, select **Charges/Payments**.

SUMMARY														S	TUDY : CT ABD	C-/C+ - STUDIES :	SELECT 👻
EXAM INFORMATION			NDC	Accession No.	Date	CPT Code	CPT Descript	on M1	M2	M3	M4	Units	Bill Fee		Total Bill	Allowed Fee	Total Allow
PATIENT INFORMATION			1100	Accession no.	Dute	or roode	or r bescript			mo		onita	biirree		Total Dill	Allowed Fee	Total Allon
CHARGES/PAYMENTS	+	$\times$		115	03/06/2023 10:15 AM	74170 *	CT ABD C-/0	+ *				1.000	0.00	0	0.00	0.00	0.00
													Total E	Bill Fee:	0.00	Total Allowed Fee:	0.00
INSURANCE PROFILE																	
DOCUMENTS	NEV	V CHA	RGE	SAVE													
	NEV	V CHA	RGE	SAVE													
APPROVED REPORTS	NEV	V CHA		SAVE	Amount F	Pymt. Mode	Che	ck/Card No.		Pymt.	Reason		Received By		Pymt. ID	Notes	
DOCUMENTS APPROVED REPORTS TRANSCRIPTION DTHER PHYSICIANS	NEV	V CHA				Pymt. Mode	Che	ck/Card No.		Pymt.	Reason		Received By		Pymt. ID	Notes	

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

IMMARY													STUDY	: CT AB	D C-/C+ 🔫	STUDIES : SELECT
AM INFORMATION			NDC	Accession No.	Date	CPT Code	CPT Description	M1	M2	M3	M4	Units	Bill Fee		Total Bill	Allowed Fee
IARGES/PAYMENTS	+	×		115	03/06/2023 10:15 AM	74170 *	CT ABD C-/C+					1.000	0.00	0	0.00	0.00
TIENT PAYMENT HISTORY	+	X		115	03/06/2023 10:15 AM	Select Cpt Code *	Select Cpt Description	<u> </u>				1		0		
SURANCE PROFILE								·								
OCUMENTS													Total E	ill Fee:	0.00	Total Allowed
PROVED REPORTS																
ANSCRIPTION	NI	EW CH	IARGE	SAVE												
HER PHYSICIANS			D	ate	Amount P	ymt. Mode	Check/Card No.		Pymt.	Reason		Received B	y	Pymt. II	D	Notes

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

SUMMARY												STUDY	CT ABD C-/C+	<ul> <li>STUDIES : SEL</li> </ul>	ЕСТ
EXAM INFORMATION		NDC	Accession No.	Date	CPT Code		CPT Description		M1	M2	МЗ	M4	Units	Bill Fee	
HARGES/PAYMENTS	+ ×	<	115	03/06/2023 10:15 AM	74170	٣	CT ABD C-/C+	٣					1.000	0.00	0
ATIENT PAYMENT HISTORY	+ ×	+	115	03/06/2023 10:15 AM	A9579	٣	Injection, gadolinium-based magnetic resonance contrast agent	•					1.000	0.00	0
OCUMENTS														Total Bill	Fee:
PPROVED REPORTS	NEW C	HARGE	SAVE												
THER PHYSICIANS			Date	Amount	Pymt. Mode		Check/Card No. Pymt. Reason			Receive	d By		Pymt. ID	Notes	
DTES			Total Payment:	0.00											