



Central Learning Quick Reference Guide for Coders

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System Requirements

Internet Connectivity	250 Kbps downstream access for the machine.
Browsers	Internet Explorer 11 or above is preferred.
Monitor	A 19" or larger SVGA monitor with screen resolution of 1920 * 1080 pixels.
Image Viewer	Latest version of Java (JRE) and PDF viewer are required for PDF Medical Record only
Remote Access	Team Viewer for Technical Support.
Operating System	Windows 7 Or Higher.
Processor	Intel® Pentium® 4, 2 GHz or Higher.
RAM	2 GB or Higher
Hard Drive Speed	7,200 RPM
Minimum Software Space	5 GB for workstation

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What is Central Learning?

Central Learning is a Web-based medical coder assessment and learning application that utilizes redacted real-life medical records, answer keys and code rationales. The code rationale feature is an educational resource designed to provide details for the answer key code selection and directs the coder to specific sections of a medical record or Coding Clinic. In addition, managers have access to multiple reporting and data assessment tools. These tools automatically identify productivity and accuracy strengths and weaknesses which helps to mitigate an organization's revenue risk probability. Central Learning helps take a proactive approach to ICD-10 coder productivity and accuracy assessments.

Coder Workflow

The coder can utilize their normal coding tools to assist in the generation of codes to enter in Central Learning.

Accessing a Case for Coding in Central Learning

Coders begin the Central Learning process by accessing cases assigned to them for review in Central Learning.

1. Log in to Central Learning at <https://www.centrallearning.com/>

For detailed logon information or if you have logon issues, see Appendix A.

Note: Internet Explorer 11 or higher with popups enabled is recommended. For instructions on how to enable popups in IE11, see Appendix B.



Figure 1: Central Learning Logon Screen

2. The **Worklist** tab displays by default and populates with the number of **Pending** Cases for each **Type** of case assigned:

NUANCE										
Dashboard		WorkList								
Period		From date	To date	ICD-10	Nuance	Facility				
Work List										
Show 100		entries								
#	Coder	Assigned	Last Login Date	Job ID	Version	Facility	Type	Cases	Coded	Pending
1	Sam McCollough - smccollough	07/08/19 07:40	07/08/19 19:42	53115	ICD-10	Master Case List	INP	3	0	3
2	Sam McCollough - smccollough	07/08/19 07:09	07/08/19 19:42	53114	ICD-10	Master Case List	OPD	3	1	2

Figure 2: Worklist Showing Case Type and Pending Cases

3. If **Pending Cases** do not automatically populate in the **Worklist** tab, enter the following:
 - a. **Period** or **From** and **To** dates (or leave blank for all)

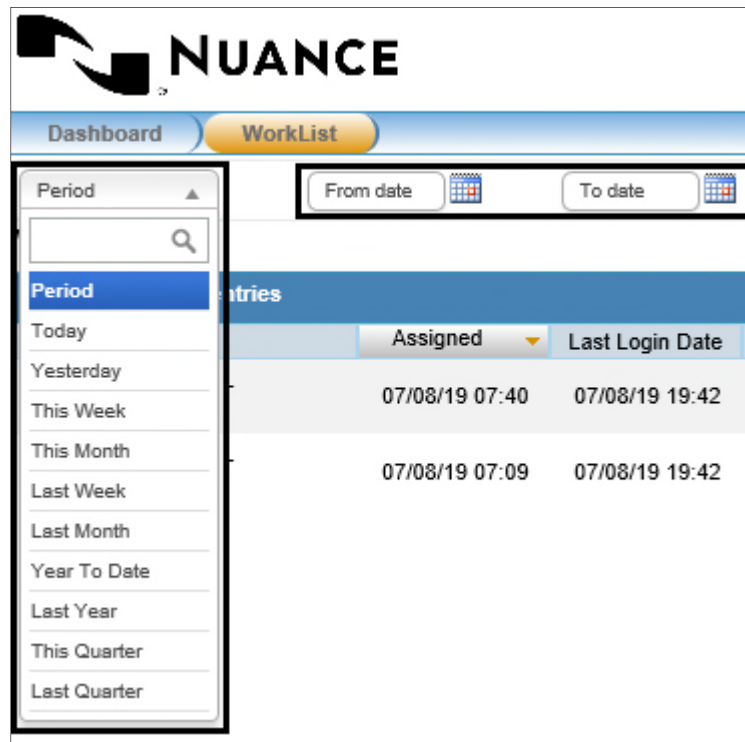


Figure 3: Work List Period drop-down menu and From date and To date fields

- b. Select **Pat Type** (or leave blank for all)

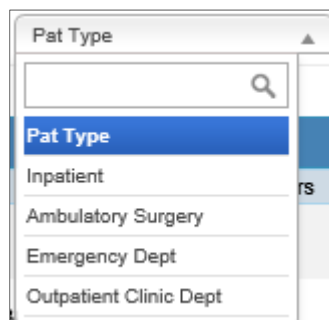


Figure 4: Pat Type dropdown menu

- c. Click **Submit** to populate the list of **Cases**

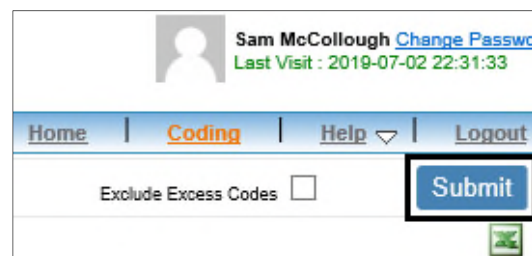


Figure 5: Submit button

- The **WorkList** will display
- Click the blue hyperlink in the **Pending** column for the **Type** of case to be worked

#	Coder	Assigned	Last Login Date	Job ID	Version	Facility	Type	Cases	Coded	Pending
1	Sam McCollough - smccollough	07/08/19 07:40	07/10/19 19:12	53115	ICD-10	Master Case List	INP	3	0	3
2	Sam McCollough - smccollough	07/08/19 07:09	07/10/19 19:12	53114	ICD-10	Master Case List	OPD	3	2	1

Figure 6: Populated WorkList

- Select a **Case ID** from the list

S.No	Case ID	Status	Time
1	OPD1178	!	00:00:00
2	OPD1130	!	00:00:00

Figure 7: List of Incomplete Cases

- The **Case Time** starts counting once a **Case ID** is selected

Note: **Coding Clinic** and the Central Learning **Guidelines** can be accessed on this screen. These Guidelines are specific to Central Learning and must be reviewed prior to working each type of record: Outpatient, Inpatient, Ambulatory Surgery and ER.

S.No	Case ID	Status	Time
1	OPD1178	!	00:00:00
2	OPD1130	!	00:00:00

Case Time : 00: 00: 03

Facility :	Master Case List	Type :	OPD	Age :	16
CaseID :	OPD1178	LOS :	0	Sex :	M
Service :	Dermatology	Discharge :	OPD1238	Level :	Basic

Figure 8: Case Time clock and Coding Clinic and Guidelines links

8. Redacted real-life medical records for this **Case** appear on the right side of the screen

Note: Code all cases using ICD-10-CM codes regardless of date of service or documentation.

Medical Record

MEDICAL RECORD
Office Visit

Date: 09/10/2014 **Time:** 09:00

Diagnoses:
Acne vulgaris - Primary
Hyperhidrosis

Figure 9: Medical Record

Looking up Codes for Outpatient Cases

Utilize the tools in Clintegrity, CCM or code books to look up codes to be entered into Cases in Central Learning.

To look up codes in CCM:

1. Access a test patient (e.g., zztest) in CCM
 - a. If no test patient is available in your database, you can use a real patient
 - b. DO NOT file the encounter to PCE
2. When reviewing documentation, you can look up codes in your usual fashion
 - a. Clintegrity (go in through your patient in CCM, do not use the standalone)
 - b. nCoder MD
 - c. E&M Calculator
 - d. Code Books

Looking up Codes for Inpatient Cases (no test patient required)

Utilize Clintegrity standalone to look up codes to be entered into Cases in Central Learning.

To look up codes in Clintegrity standalone:

1. Select **Coding/Abstracting** tab
2. Select **Code Books** button

Coding/Abstracting CDI Compliance Quality Measures Record Management VERA Analyzer Patients EDM File Manager Workflow Admin

View Encounters * | Code Books * | Code Packages | References * | Reports | Setup

Coding/Abstracting: View Encounters

Search: Account # [dropdown] [input] Go Advanced Search

Code Books

A C R Alerts CLU Account# MRN Facility Patient Name Payor PT Charges Admit

Figure 10: Clintegrity Stand Alone

3. Begin coding and a DRG will populate and Clintegrity edits will be available.
Note: Codes must be entered in Clintegrity to generate a DRG

Entering Codes into Central Learning Cases

Coders must enter codes into the Central Learning Cases.

1. Enter the generated codes into Central Learning
2. Enter all codes, modifiers, and DRG into the appropriate fields of the **Case** screen
Note: Codes can be copy/pasted or manually entered into these fields
3. Use the green plus sign “+” to add additional code fields, and the minus sign “-” to delete codes
4. Enter comments in the **Notes** field for coder reference during documentation review

Figure 11: Outpatient Case Screen

Figure 12: Inpatient Case Screen

- Click the **Submit Case** button



Figure 13: Submit Case button

- For inpatient cases, if you try to submit a case without entering a DRG in the DRG field, this error message will appear

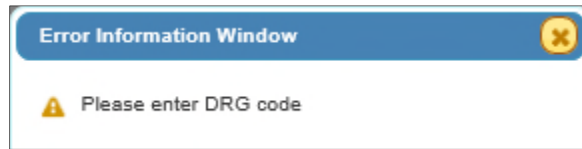


Figure 14: Missing DRG error message

- Click **Continue to Submit** to submit the **Case** and stop the **Case Time** clock

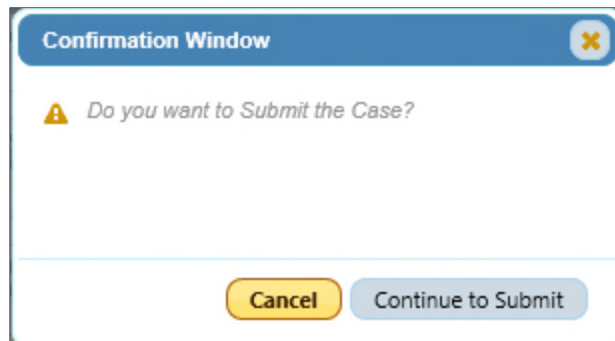


Figure 15: Continue to Submit button

- Once the case is submitted, the **Coder's Answers & Answer Key** window will pop up

The screenshot shows the 'Coder's Answers & Answer Key' window for JobID: 53114. It displays a comparison between the coder's answers and the system's answer key across various categories: Primary Diagnosis, Secondary Diagnosis, CPT, APC, and E/M Level. A legend at the bottom left explains the symbols used: a green checkmark for correct codes, a red X for incorrect codes, 'N/S' for codes not selected by the coder, and a red X for codes not included in the answer key. The CPT section shows a discrepancy where the coder selected code 93000 with modifier 25, while the answer key shows it as 'N/S'.

Category	Type	Code	Mod	Description	Score
Primary Diagnosis	Coder's Answer	R07.9		Chest pain, unspecified	100%
	Answer Key	R07.9		Chest pain, unspecified	100%
Secondary Diagnosis	Coder's Answer	J45.909		Unspecified asthma, uncomplicated	100%
	Coder's Answer	K21.9		Gastro-esophageal reflux disease wit	100%
	Answer Key	K21.9		Gastro-esophageal reflux disease wit	100%
CPT	Coder's Answer	93000	25	Ecg Routine Ecg W/least 12 Lds W/1&r	0
	Answer Key	93000	N/S	Ecg Routine Ecg W/least 12 Lds W/1&r	0
E/M Level	Coder's Answer	99214		Office Outpatient Visit 25 Minutes	100%
	Answer Key	99214		Office Outpatient Visit 25 Minutes	100%

Figure 16: Coder's Answers and Answer Key screen

9. There is a legend at the bottom-left of the screen for the symbols used in this window and the below figure shows a more detailed version

✔	Correct Code – Coder entered code that is part of the Answer Key
✘	Incorrect Code – Coder entered 1 st 3 characters as per the Answer Key, but incorrectly entered digits on the 4 th character
N/S	Not Selected – Code is present in the Answer Key but was not entered by the Coder
E	Excess Code – Coder entered additional codes that are not included in the Answer Key

Figure 17: Detailed Legend of symbols

10. In the **Coder's Answers** section, there are interactive tools

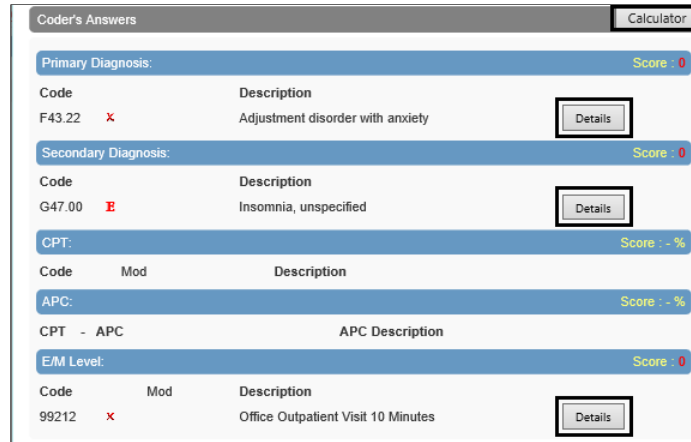


Figure 18: Coder's Answers screen

a. Click the **Calculator** button to view the calculation details

Code Type	Correct Answers	#of Answers	#of Excess Codes	Coder's Score
Primary Diagnosis	1	1	0	100%
Secondary Diagnosis	2	2	0	100%
CPT	1	2	0	50.0%
Total	4	5	0	80.0%
E/M Level	1	1	0	100%
APC	0	0		-

* E/M - Score is included in "CPT" Calculations

Figure 19: Calculator screen

b. Hover over the Details buttons next to any code for information pertaining to that code

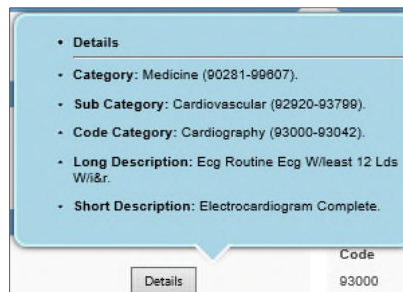


Figure 20: Code Details

11. In the **Answer Key** section, there are interactive tools including a **Details** button and a **Genie Bottle**

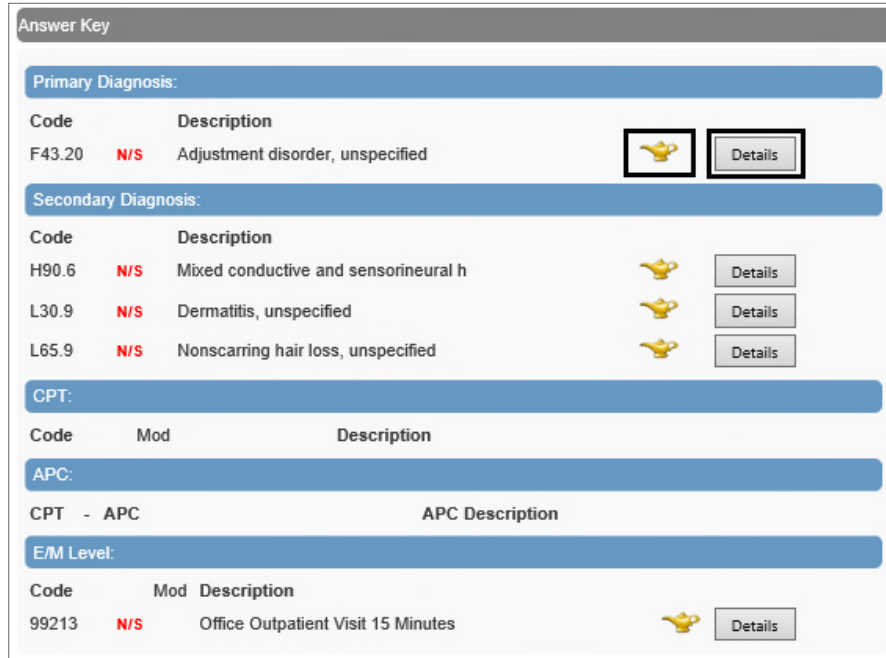


Figure 21: Answer Key screen

a. Hover over the **Details** button next to any code for information pertaining to that code

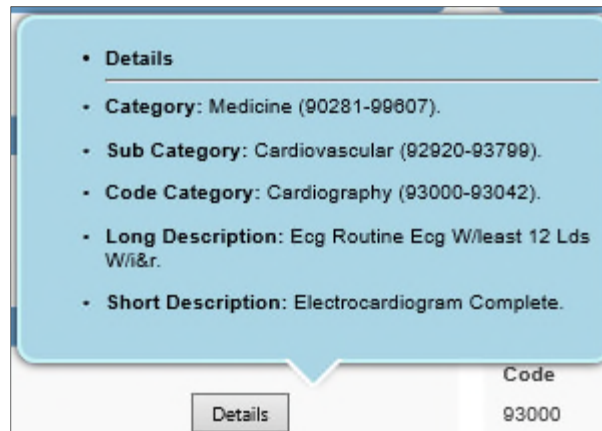


Figure 22: Code Details

- b. Click the **Genie Bottle** next to any code to see the **Code Rationale** pertaining to that code

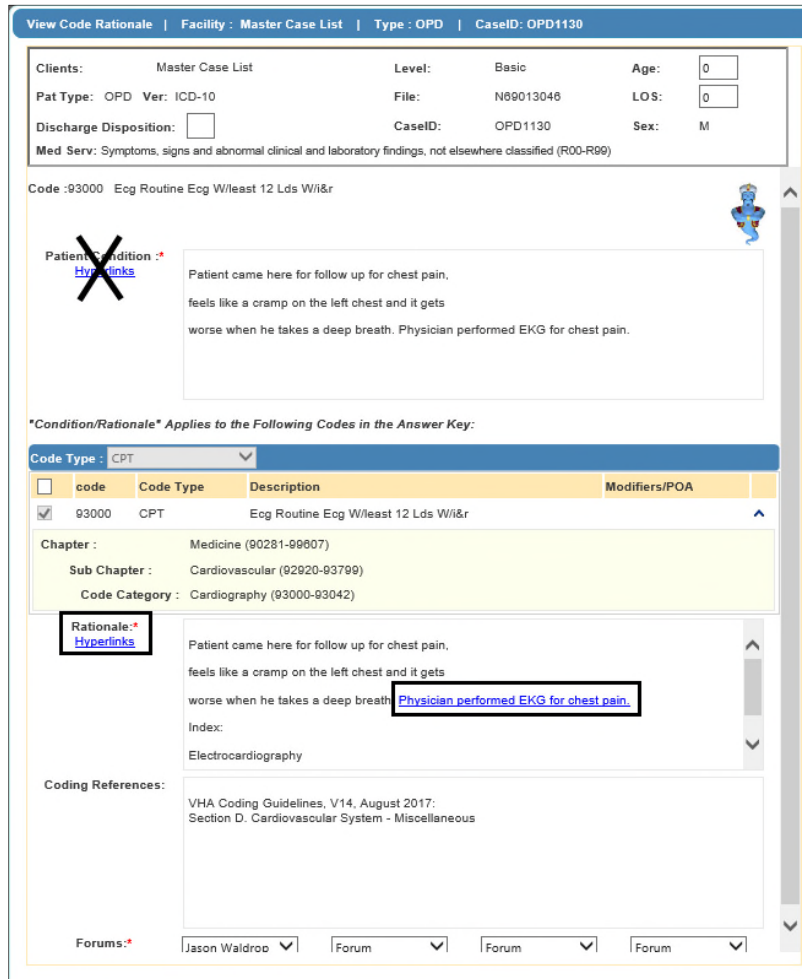


Figure 23: Code Rationale screen

- 12. **Code Rationale** contains three sections
 - a. **Patient Condition**
 - b. **Rationale**
 - c. **Coding Clinic**
 - d. Click the blue hyperlinks in the **Code Rationale** screen to display a list of **Tags** (the Patient Condition hyperlink is disabled)

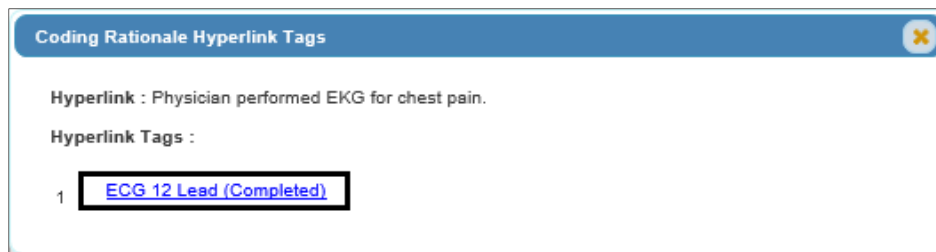


Figure 24: Coding Rationale Hyperlink Tags

- e. Click on a **Tag** to be directed to the specific documentation in the medical record that supports the tagged item

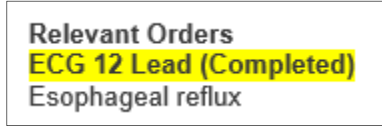


Figure 25: Supporting Documentation

- 13. Click the **Medical Record** button to access the medical records for this **Case**



Figure 26: Medical Record button

Medical Record

Office Visit

Date: 08/07/2014 Time: 16:00

Diagnosis:

1. Unspecified asthma - Primary
2. Esophageal reflux
3. Chest Pain

Reason for Visit: F/u ER and EKG

Vitals - Last Recorded

BP	Pulse	Temp(Src)	Resp	Weight	BMI
120/62	78	98.6 °F (37.°C) (Temporal)	16	76.204 kg (168 lb)	26.71 kg/m2

Recent Review Flowsheet Data

	08/15/2013	12/19/2013	06/10/2014	06/10/2014	08/04/2014	08/07/2014	8/13/2014
Blood Pressure Percentiles by Age, Sex, and Stature							
Blood Pressure	118/70	102/70	118/68	120/72	116/68	120/62	110/72

MD, 08/07/2014 16:43

Progress Note

Subjective:
Patient is 22-year-old male
Reason for Visit: F/u ER and EKG

Problem List Items Addressed This Visit

High
Asthma - Primary (Chronic)
"Has been controlled" - running a lot and leading sessions at camp
Uses the inhaler sometimes but never any other time
No night time sx's
He sometimes gets jittery after the prn meds.

Medium
Esophageal reflux (Chronic)
Still taking Nexium and Carafate
Doing fine
Denies worsening heartburn sx's, dysphagia, weight loss, abdominal pain, melena, hematochezia
Gets heartburn if he skips the nexium
Carafate seems to help

Figure 27: Medical Record screen

- 14. Enter notes in the **Post Coding Notes** field to communicate questions or concerns regarding this Case
- 15. Click the **Submit** button to save the note

Figure 28: Post Coding Notes field and Submit button

Dashboard

The Central Learning Dashboard provides Coders with metrics to evaluate their own coding accuracy and education opportunity. Within the dashboard, there are several filters and tabs that display Accuracy and Productivity data in multiple formats. The data itself comes from the submission of codes from the coder after they have completed coding a case. The data is stored, calculated and displayed to the user through various types of reporting tools based on the dashboard filters and tabs the user is currently viewing.

Coders can utilize the **Dashboard** to review Key Performance Indicators (KPI), Skill Gaps (includes accuracy metrics), and charted Summary data.

Log in to Central Learning at <https://www.centrallearning.com/>

For detailed logon information or if you have logon issues, see Appendix A.

Note: Internet Explorer 11 or higher with popups enabled is recommended. For instructions on how to enable popups in IE11, see Appendix B.



Figure 29: Central Learning Logon Screen

Select the **Dashboard** tab:

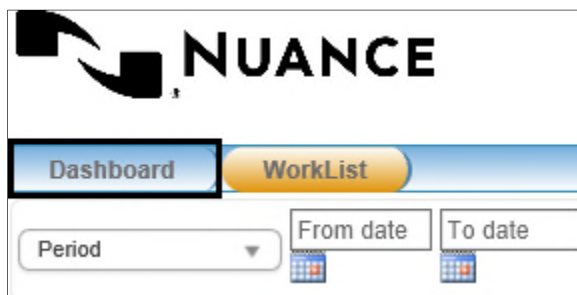


Figure 30: Dashboard and Worklist tabs

KPI Dashboard

1. The **KPI Dashboard** will display by default and will show metrics for the following
 - a. CPT Accuracy
 - b. PDX Accuracy
 - c. SDX Accuracy
 - d. Procedure Accuracy
 - e. Opportunity
2. Select a time period from the drop-down list or enter a date range using the calendars

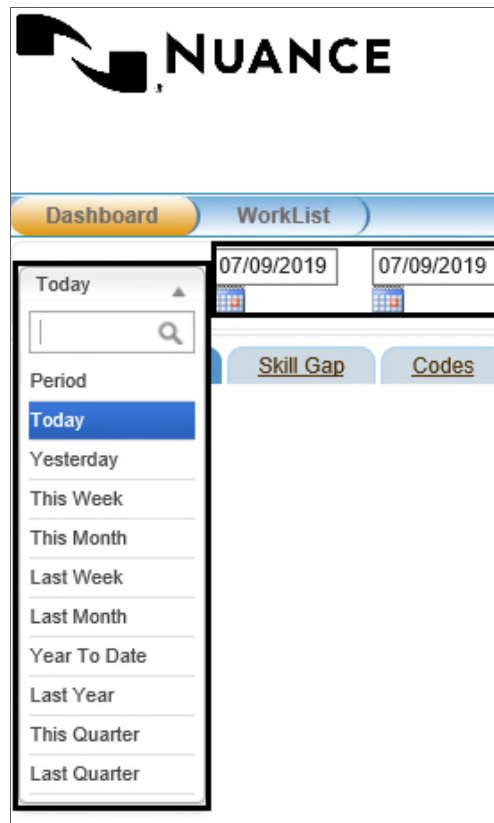


Figure 31: Report Period drop-down menu and From date and To date fields

3. Click the **Submit** button

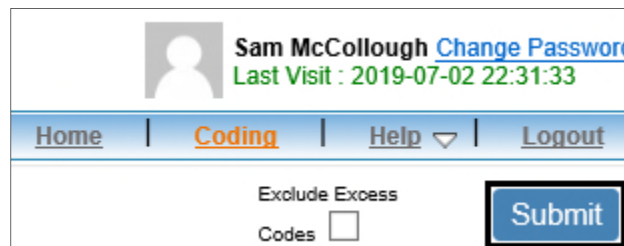


Figure 32: Submit button

4. The **KPI Dashboard** report will be displayed.

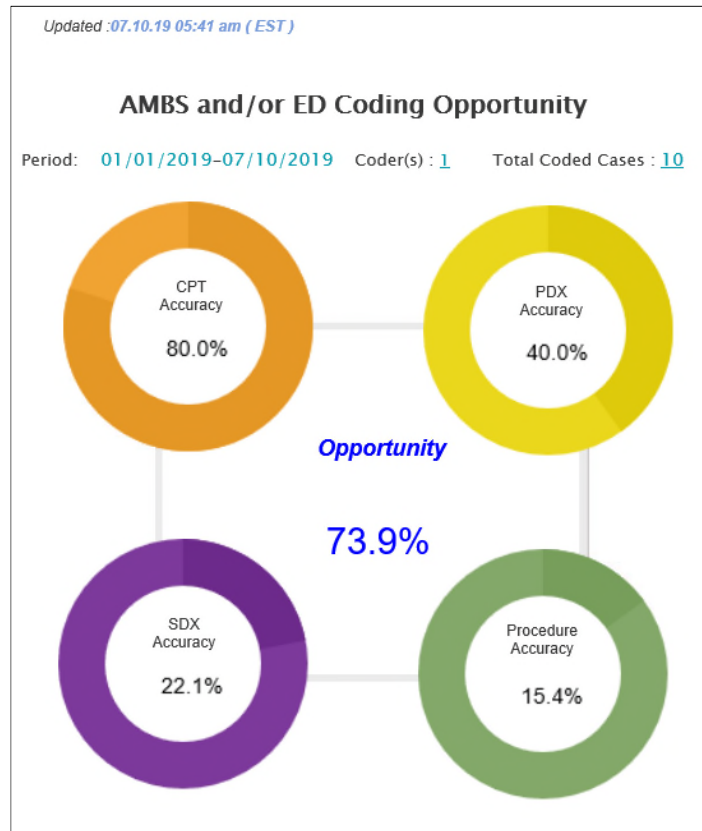


Figure 33: KPI Dashboard report

5. Click on any of the Accuracy infographics or the Opportunity link for detailed information

6. The Cases Coded window will display, showing detailed accuracy data for each encounter coded during the selected time frame

Case ID	# Coded	Score Avg	Hrs Avg	PDX Avg	SDX Avg	PX Avg	CPT Avg	Ex-Dx Avg	Ex-Px Avg
OPD1096	1	71.4	0.5	100	66.7	-	100	1.0	0
INP14603	1	66.7	0.8	0	100	66.7	-	2.0	0
OPD1106	1	60.0	1.6	100	33.3	-	-	1.0	0
OPD1100	1	42.9	2.9	0	30.0	-	100	4.0	0
INP14625	1	33.3	0.8	100	34.6	0	-	4.0	2.0
INP14779	1	8.3	1.6	100	0	0	-	2.0	2.0
INP14744	1	0	25.4	0	0	-	-	2.0	0
OPD1104	1	0	1.6	0	0	-	0	1.0	0
OPD1178	1	0	0.8	0	0	-	-	1.0	0
OPD1177	1	0	0.6	0	0	-	-	2.0	0

Showing 1 to 10 of 10 entries

Figure 34: Cases Coded popup window

Additional Dashboard Tabs

The dashboard tabs take the data shown in the graph and organizes the data into different report views based on the specific type of criteria the user is looking for.

There are 6 tabs in addition to the **KPI Dashboard** tab:

- **Skill Gap** – Default user view showing a graph with overall coding data
- **Codes** – Data is displayed by Code Categories
- **Coders** – Data is displayed for the logged-in Coder showing the individual's accuracy and productivity
- **Facilities** – Data is displayed by the Facility type showing statistics for the facility
- **Cases** – Data is displayed by Cases as a group statistic
- **Summary** – Data is displayed using bar graphs on the coder's productivity and accuracy

Skill Gap Tab

1. Click on **Skill Gap** link
2. Click **INP** to display Inpatient accuracy
3. Click **AMBS** to display Ambulatory Surgery accuracy
4. Click **ER** to display Emergency Department accuracy
5. Click **OPD** to display Outpatient Clinic accuracy
6. Click **Diagnosis** to display Diagnosis category accuracy
7. Click **Procedure** to display Procedure category accuracy
8. Click **CPT** to display CPT category accuracy

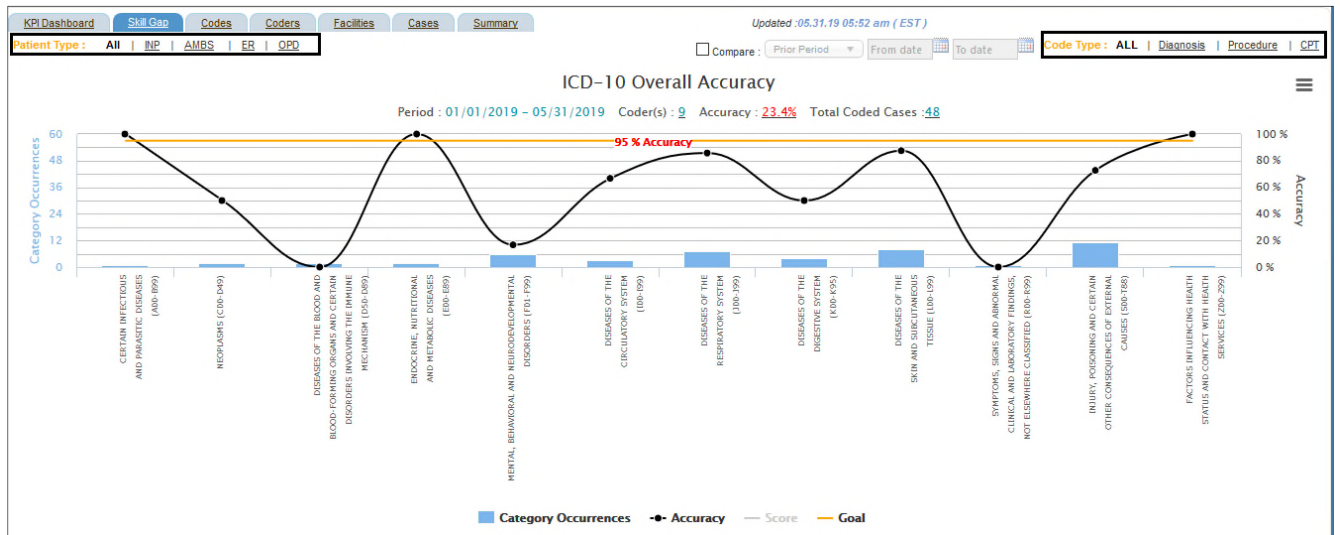


Figure 35: Skill Gap

Note: Hover over any of the Category Occurrences, Coder, Accuracy or Total Coded Cases for detailed information

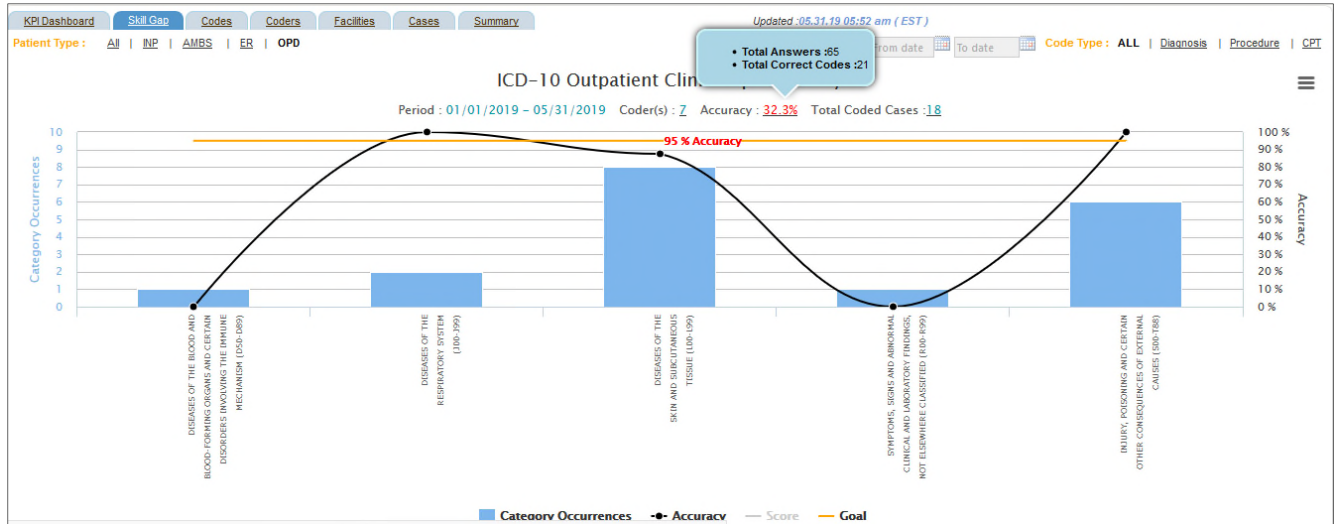


Figure 36: Skill Gap Detailed Accuracy

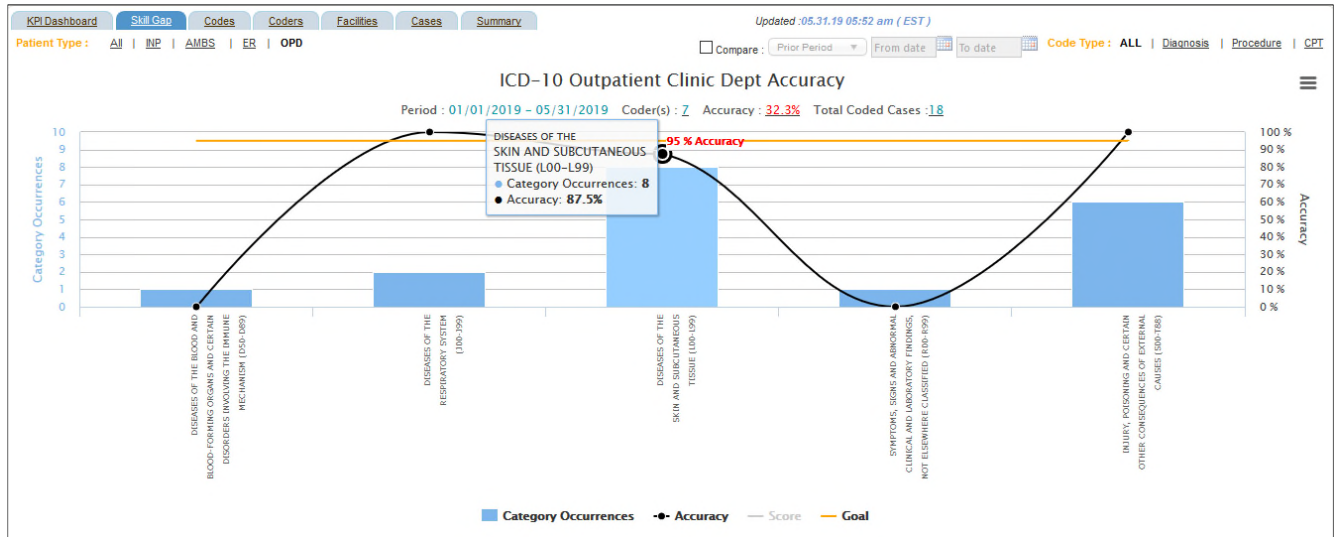


Figure 37: Skill Gap Detailed Category Occurrence

There are four sections at the bottom of the graph where more specific data can be viewed

1. Click a **Category** link
 - a. Applicable sub-category will display

Category				Sub Category				Code Category				Code								
TOP 5		Bottom 5		TOP 5		Bottom 5		TOP 5		Bottom 5		TOP 5		Bottom 5						
# Category	Cases %	# Category	Cases %	# Category	Cases %	# Category	Cases %	# Category	Cases %	# Category	Cases %	# Code	Cases %	# Code	Cases %					
1 DISEASES OF THE RESPIRATORY SYSTEM (J00-J99)	1	0	1 INJURIES TO THE AB	6	100	1 NUTRITIONAL ANEM	1	0	1 SUPERFIC INJ ABDOL	6	100	1 HEMORRHAGE FROD	1	0	1 D61.0	1	0			
2 DISEASES OF THE BI	2	100	2 CHRONIC LOWER BE	1	100	2 SYMPTOMS AND SIG	1	0	2 ASTHMA (J45)	1	100	2 VITAMIN B12 DEFICIE	1	0	2 J45.809	1	100	2 R04.0	1	0
3 DISEASES OF THE SI	3	87.5	3 ACUTE UPPER RESPI	1	100	3 DERMATITIS AND EC	3	87.5	3 ACUTE SINUSITIS (J0	1	100	3 OTHER AND UNSPEC	3	87.5	3 J01.90	1	100	3 L30.9	3	87.5
4 SYMPTOMS, SIGNS /	1	0	4 DERMATITIS AND EC	3	87.5	4 INJURIES TO THE AB	6	100	4 OTHER AND UNSPEC	3	87.5	4 SUPERFIC INJ ABDOL	6	100	4 L30.9	3	87.5	4 S30.1XXA	6	100
5 DISEASES OF THE BI	1	0	5 SYMPTOMS AND SIG	1	0	5 ACUTE UPPER RESPI	1	100	5 VITAMIN B12 DEFICIE	1	0	5 ACUTE SINUSITIS (J0	1	100	5 R04.0	1	0	5 J01.90	1	100

Figure 38: Skill Gap Detailed Case Data

2. Click a **Sub-Category**
 - a. Applicable code category will display

#	Sub Category	Cases	Accuracy	PDX(%)	Cases	SDX(%)	Cases
1	ACUTE UPPER RESPIRATORY INFECTIONS (J00-J06)	1	100	100	(1)1	-	(0)0
2	CHRONIC LOWER RESPIRATORY DISEASES (J40-J47)	1	100	100	(1)1	-	(0)0

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Figure 39: Skill Gap Sub-Category

3. Click a **Code Category**
 - a. Applicable code(s) will display

#	Code Category	Cases	Accuracy	PDX(%)	Cases	SDX(%)	Cases
1	ACUTE SINUSITIS (J01)	1	100	100	(1)1	-	(0)0

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Figure 40: Skill Gap Code Category

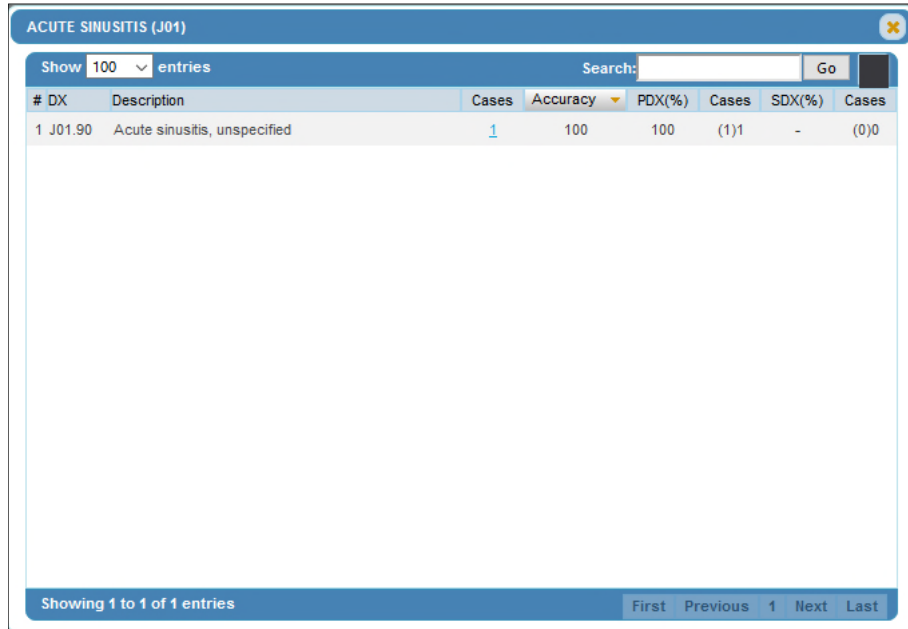


Figure 41: Skill Gap Code

1. Click **Category** bar graph icon to see category data
2. Click **Sub-Category** bar graph icon to see sub-category data
3. Click **Code Category** bar graph icon to see code category data
4. Click **Code** bar graph icon to see code data



Figure 42: Skill Gap Code

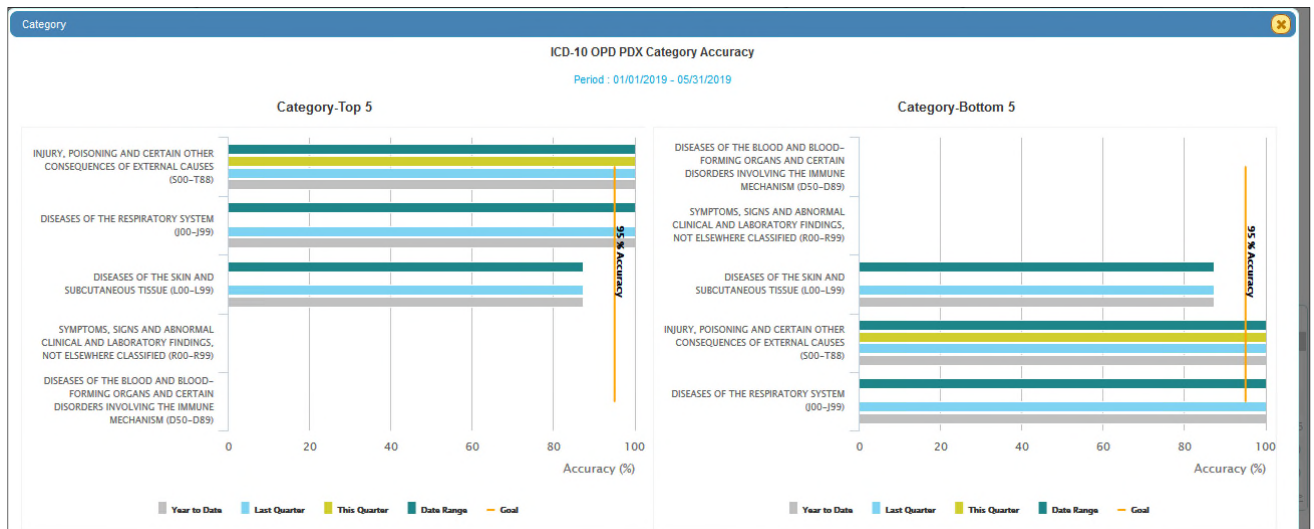


Figure 43: Bar Graph Data

Codes Tab

The user can see all the codes that were used within the specific time frame selected. There are 3 tables; Category, Sub-Category, and Code Category which are then further classified into (DX, PX and CPT). DX, PX, and CPT will only be listed if the code was recorded in the Answer Key.

1. Click on **Codes** link
 - a. Detailed DX, PX and CPT data is displayed

The screenshot shows the 'Codes' tab with three data tables. The top navigation bar includes 'KPI Dashboard', 'Skill Gap', 'Codes', 'Coders', 'Facilities', 'Cases', and 'Summary'. The date is 'Updated :05.31.19 05:52 am (EST)' and 'Patient Type: All | INP | AMBS | ER | OPD'. Each table has a search bar and a 'Go' button. The DX table shows 173 entries, the PX table shows 17 entries, and the CPT table shows 23 entries. Each table lists code numbers, descriptions, and various performance metrics.

Figure 44: Codes

2. Click on **Category** link
 - a. Applicable sub-category data will display

The screenshot shows the 'Category' tab with three data tables. The first table, 'Category', lists 19 categories with their respective cases and accuracy. The second table, 'ADMINISTRATION (3)', lists 4 sub-categories. The third table, 'SURGERY (10021-99990)', lists 6 sub-categories. An arrow points from the 'Category' link in the previous step to the first table. Each table has a search bar and a 'Go' button. The bottom of each table shows the number of entries and pagination options.

Figure 45: Codes – Category

3. Click on **Sub-Category** link
 - a. Applicable Code Category will display

The screenshot shows a web interface with a table of sub-categories. At the top, there is a search bar and a 'Go' button. Below the search bar is a table with the following data:

#	Sub Category	Cases	Accuracy	PDX(%)	Cases	SDX(%)	Cases
1	ACUTE UPPER RESPIRATORY INFECTIONS (J00-J06)	1	100	100	(1)1	-	(0)0
2	CHRONIC LOWER RESPIRATORY DISEASES (J40-J47)	1	100	100	(1)1	-	(0)0

At the bottom of the table, it says 'Showing 1 to 2 of 2 entries'. Navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last' are visible.

Figure 46: Codes – Sub-Category

4. Click on **Code Category** link
 - a. Applicable code(s) will display

The screenshot shows a web interface with a table of code categories. At the top, there is a search bar and a 'Go' button. Below the search bar is a table with the following data:

#	Code Category	Cases	Accuracy	PDX(%)	Cases	SDX(%)	Cases
1	ACUTE SINUSITIS (J01)	1	100	100	(1)1	-	(0)0

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'. Navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last' are visible.

Figure 47: Code Category

ACUTE SINUSITIS (J01)

Show 100 entries Search: Go

#	DX	Description	Cases	Accuracy	PDX(%)	Cases	SDX(%)	Cases
1	J01.90	Acute sinusitis, unspecified	1	100	100	(1)1	-	(0)0

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Figure 48: Codes – Code

Show 100 entries Search: Go

#	Coder	Cases	Pat Type	Dx(%)	Cases	PDX(%)	Cases	SDX(%)	Cases
1		1	INP	100	(1)1	-	(0)0	100	(1)1

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Figure 49: Codes – Cases

5. Select **Cases** from the Code Screen to access Coded Cases List
 - a. Applicable case(s) will display

6. Select Answer Key icon to display Coder's Answers



Figure 50: Codes – Coded Cases List

a. Select **Genie Bottle** icon to display code rationale

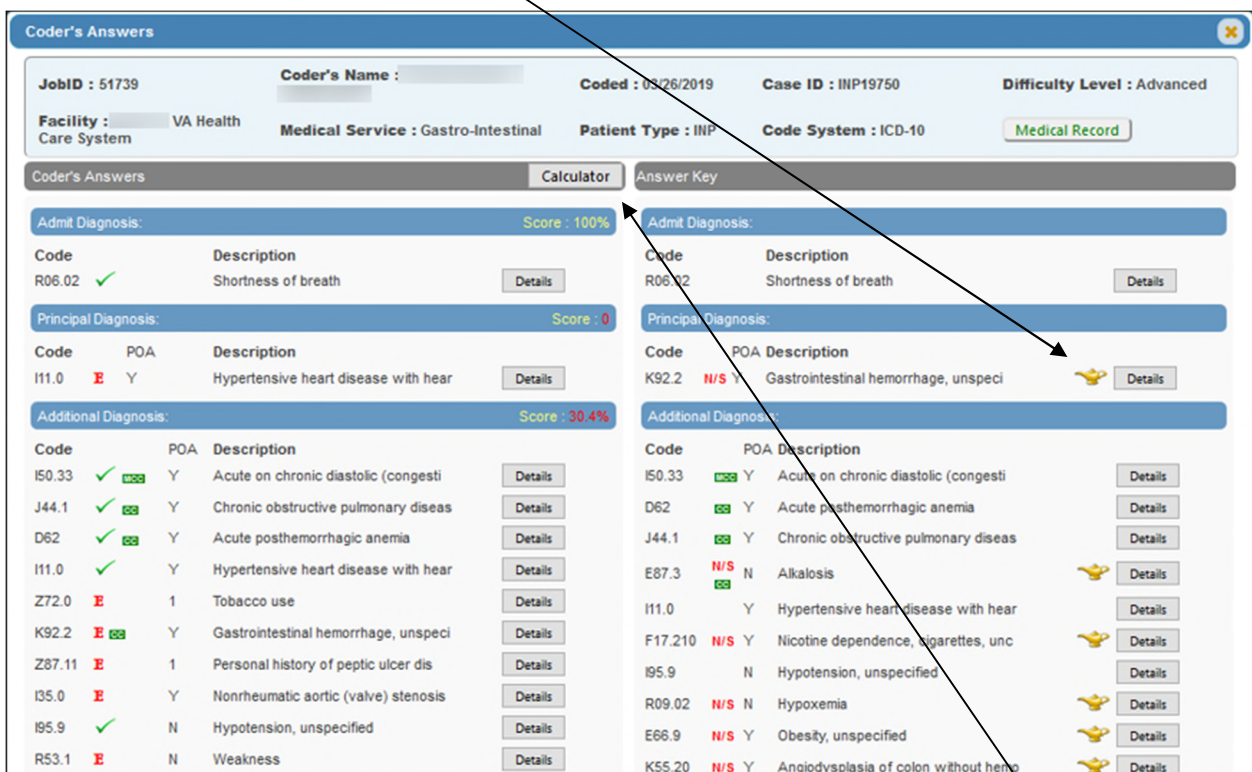


Figure 51: Codes – Coder's Answers

b. Select the **Calculator** button to view the Total Score and Code Type calculation details

INP - Accuracy Score Report				
Code Type	Correct Answers	#of Answers	#of Excess Codes	Coder's Score
Principal Diagnosis	1	1	0	100%
Additional Diagnosis	4	6	5	36.4%
Procedure Codes	0	0	0	-
Total	5	7	5	41.7%
CC/MCC*	2	2		-
DRG	1	1		100%

* CC/MCC - Score is included in "Additional Diagnosis" Calculations

Figure 52: Codes – Total Score and Code Type Details

Follow the same process to view and drill-down into **Sub-Category** and **Code Category** tables.

Coders Tab

The coders tab shows the productivity and accuracy performance for the currently logged-in coder.

1. Select **Coder's Performance Profile** icon from a Top or Bottom Coder
 - a. **Coder's Performance Profile** will display

Show 100 entries		Top Coders				Search:		Go					
#	Coder(INP)	Exp Yrs	Coding Hrs	Cases/Hr	Cases	Score	PDX	SDX	Avg Ex-Dx	CC/MCC	Proc	Avg Ex-Px	DRG
1	[Redacted]	0.3	05:35:17	0.9	5	31.6	60.0	30.4	5.0	31.8	29.4	1.2	40.0
2	[Redacted]	2.3	00:01:19	91.1	2	0	0	0	2.0	0	0	0	0

Figure 53: Codes – Coder's Performance Profile

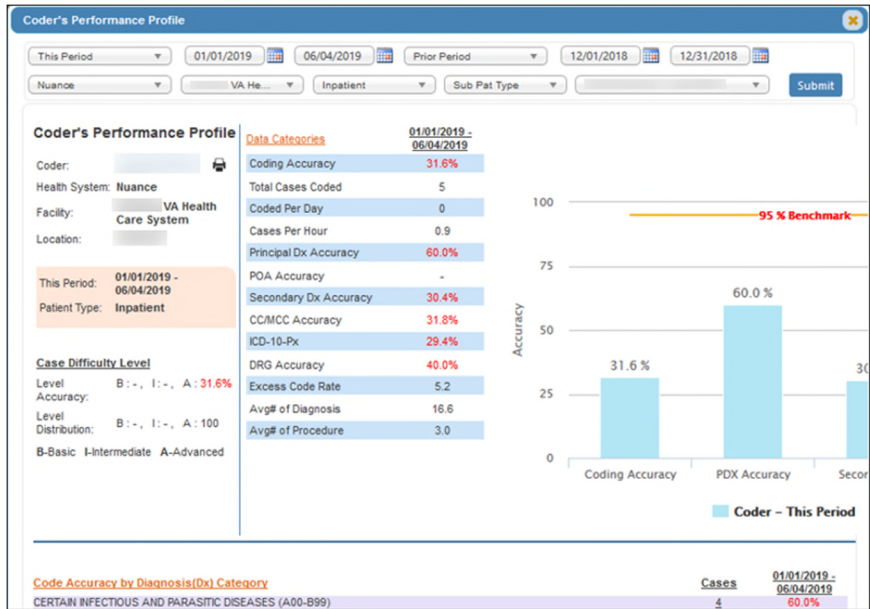


Figure 54: Codes – Coder's Performance Profile

- b. Select a Period or Date Range
- c. Select a Facility (If Necessary)
- d. Select **Submit**

Facilities Tab

The Facilities Tab displays data that is organized by patient types and facility. This tab allows those with access (such as VISN/VHA leadership, etc.) to compare, analyze and review data among each facility for strengths and weaknesses in order to make improvements to National VHA Coding Guidelines and develop and secure additional training for VHA Coding Staff with a goal to improve the accuracy and consistency in code assignment across all VHA facilities.

1. Select a number under the **Cases** column
 - a. Click on the header to sort by ascending or descending order
 - b. Use the Search bar to filter results for one specific facility
 - c. Export the data using the **Excel** icon for additional filtering/sorting and manual customization



Figure 55: Facilities – Cases

2. Select a number under the **Cases** column

- d. Click on the header to sort by ascending or descending order
- e. Use the Search bar to filter results for one specific facility
- f. Export the data using the **Excel** icon for additional filtering/sorting and manual customization

#	Coder	CaseID	PatType	Score(%)	Coding Hrs	Prod Std	PDX	SDX	CC/MCCs	PX	DRG	Avg Ex-Dx	Avg Ex-Px	Coded Date
1		INP19745	INP	41.7	00:40	1.8	100	36.4	100	-	100	6.0	0	03/28/19 13:47
2		INP19746	INP	39.4	02:32	1.8	100	43.5	16.7	22.2	0	5.0	3.0	04/02/19 14:29
3		INP19750	INP	32.3	01:02	1.8	0	30.4	60.0	42.9	0	7.0	3.0	03/26/19 14:51
4		INP19744	INP	30.4	00:57	1.8	0	33.3	20.0	0	0	6.0	0	04/04/19 14:25
5		INP19747	INP	6.7	00:22	1.8	100	0	0	-	100	1.0	0	03/28/19 14:11
6		INP19761	INP	0	00:00	1.8	0	0	0	-	0	2.0	0	01/14/19 12:27
7		INP19744	INP	0	00:00	1.8	0	0	0	0	0	2.0	0	05/31/19 13:19

Figure 56: Facilities – Cases

Cases Tab

Displays all the coded cases' data in detail. A user may sort data Ascending or Descending by clicking on the column header. A user may click on Cases or Avg Score, this will display the **Cases Score & Excess Count** table. If the user clicks on Avg Excess Dx or Avg Excess Px, the detailed data displayed will be only the Excess codes.

#	Case ID	Version	Facility	Type	Assigned#	Coded#	Start Time	Completed	Coding Hrs	Prod Std	Cases/Hr	Avg Score	DX1	DX2	CC/MCCs	PX	CPT	DRG	APC	Avg Excess Dx	Avg Excess Px	TAT Days
1	OPD1187	ICD-10	VA Health Care System	OPD	0	(1)1	01/13/19 15:07	01/13/19 15:07	00:04	20	13.3	100	100	100	-	-	-	-	-	0	0	0
2	AMBS9713	ICD-10	VA Health Care System	AMBS	1	(1)1	03/13/19 14:15	03/13/19 14:15	00:26	7	2.3	100	-	-	-	-	100	-	-	0	0	0
3	ER10383	ICD-10	VA Health Care System	ER	1	(1)1	03/14/19 14:28	03/14/19 14:28	00:21	9	2.7	50.0	100	0	-	-	50.0	-	-	1.0	0	0
4	OPD1185	ICD-10	VA Health Care System	OPD	14	(7)7	01/13/19 14:26	03/27/19 15:04	01:11	20	5.9	46.2	85.7	-	-	-	0	-	-	0.1	0	73
5	OPD1207	ICD-10	VA Health Care System	OPD	0	(1)1	01/13/19 16:23	01/13/19 16:23	00:11	20	5.0	42.9	100	33.3	-	-	-	-	-	0	0	0
6	INP19745	ICD-10	VA Health Care System	INP	4	(1)1	03/28/19 13:47	03/28/19 13:47	00:40	1.8	1.5	41.7	100	36.4	100	-	-	100	-	6.0	0	0

Figure 57: Cases – Data Options

- 1. Click on **Coded#** or **Avg Score** to access **Cases Score & Excess Count**
 - a. Click on Gold Answer Key icon to display Coder's Answers

- b. Click on Blue Medical Record icon to display Medical Record

The screenshot shows a table titled 'Cases Score & Excess Count'. At the top right, it says 'Coded: (1/1)'. Below the title bar, there is a search bar and a 'Go' button. The table has a header row with columns: #, Coder, CaseID, PatType, Score(%), Coding Hrs, Prod Std, PDX, SDX, CPT, APC, Avg Ex-Dx, Avg Ex-Px, and Coded Date. A single data row is visible with the following values: 1, [redacted], W, [blue medical record icon], OPD1187, OPD, 100, 00.04, 20, 100, 100, -, -, 0, 0, 01/13/19 15:07. A blue arrow points to the blue medical record icon. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons: First, Previous, 1, Next, Last.

Figure 58: Cases – Cases Score & Excess Count

2. Click on **Avg Excess Dx or Px** to display avg excess count
 - a. Click on Gold Answer Key icon to display Coder's Answers
 - b. Click on Blue Medical Record icon to display Medical Record

The screenshot shows a table titled 'Cases Avg Excess Count'. At the top right, there is a close button. Below the title bar, there is a search bar and a 'Go' button. The table has a header row with columns: #, Coder, CaseID, PatType, Score%, Med Service, E-DX, and X-DX. A single data row is visible with the following values: 1, [redacted], [gold answer key icon], ER10383, ER, 50.0, Cardiology, 1, 0. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons: First, Previous, 1, Next, Last.

Figure 59: Cases – Avg Excess Count

Summary Tab

Displays data via multiple graphs. Each graph features a **hover over feature**, which can be used by placing the cursor arrow over the top of a colored bar. This data will give the user high-level details pertaining to only that data element. Data elements are **Patient Type, PDX, SDX, PX, CPT, DRG, CC, APC and E&M.**

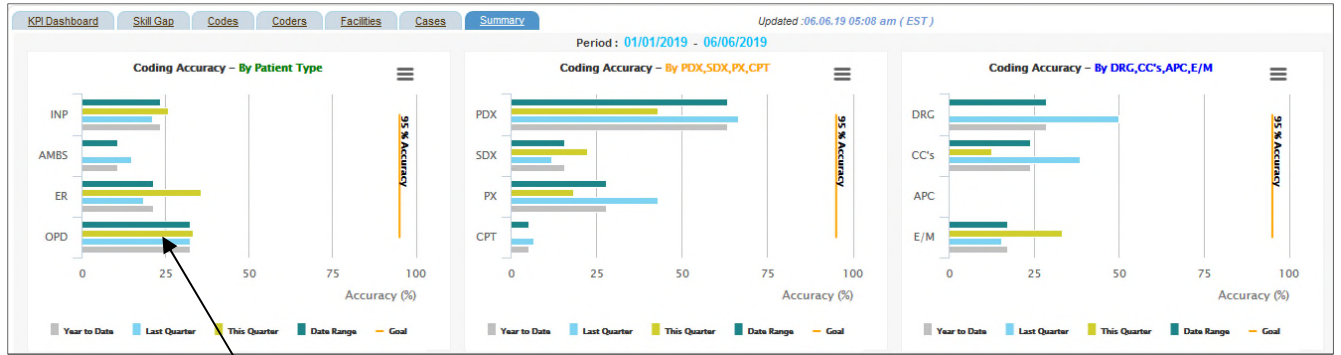


Figure 60: Summary – Coding Graphs

1. Click on a colored bar section to display Coding Accuracy, Complexity, Productivity or Expertise table for that data element

Coding Accuracy - INP													
Show 100 entries												Search:	Go
#	Coder	Coding Hrs	Cases Hrs	Cases	Score(%)	PDX	SDX	Avg Ex-Dx	CC/MCCs	PX	Avg Ex-Px	DRG	
1		00:01:19	91.1	2	0	0	0	2.0	0	0	0	0	
2		05:35:17	0.9	5	31.6	60.0	30.4	5.0	31.8	29.4	1.2	40.0	

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Figure 61: Summary – Coding Accuracy

- a. Click a number under **Cases** to display Coder's Coded Cases List
- b. Click on Gold Answer Key icon to display Coder's Answers
- c. Click on Blue Medical Record icon to display Medical Record
- d. Click on **Avg Ex-Dx/Px** to display avg excess count

Appendix A

1. To log in to Central Learning, or for a forgotten password, follow these steps
 - a. An email with instructions and credentials will be sent

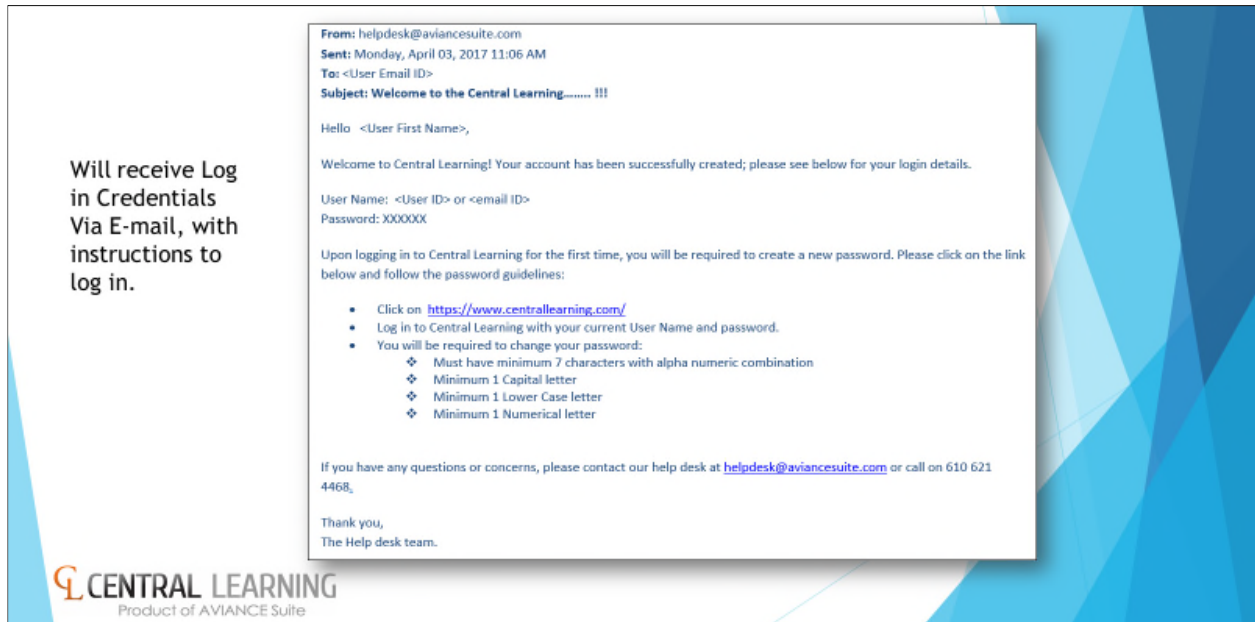


Figure 62: Central Learning logon information email

2. Enter credentials into the Username and Password fields and click Sign in

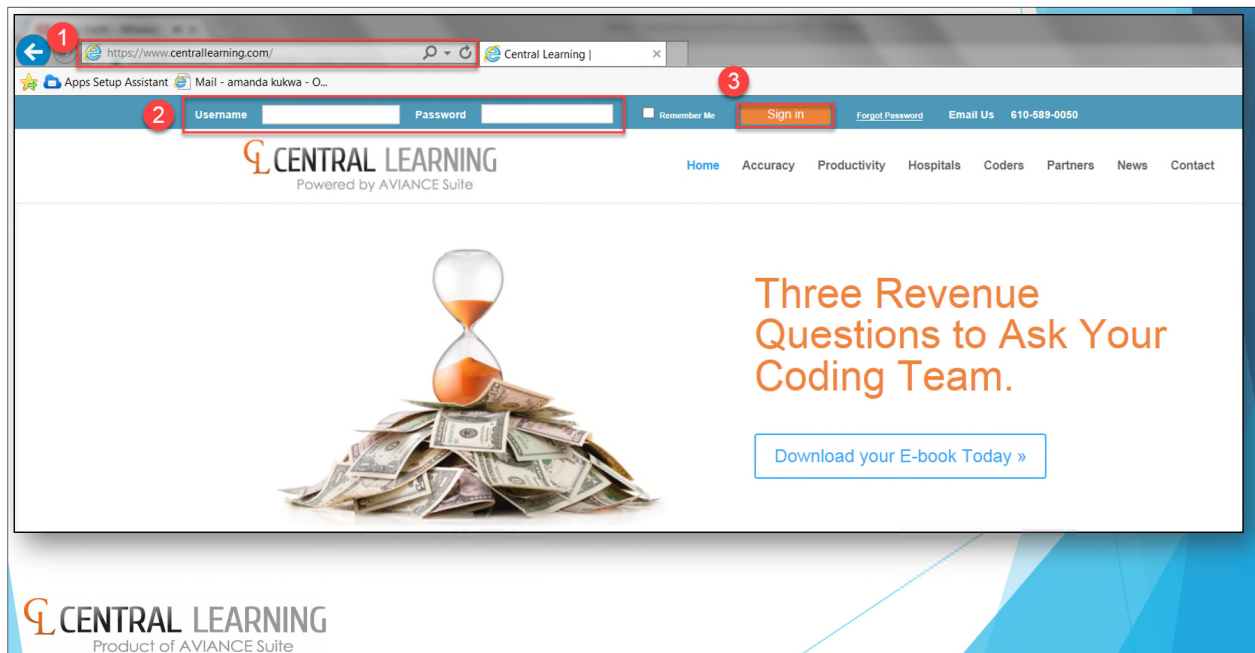
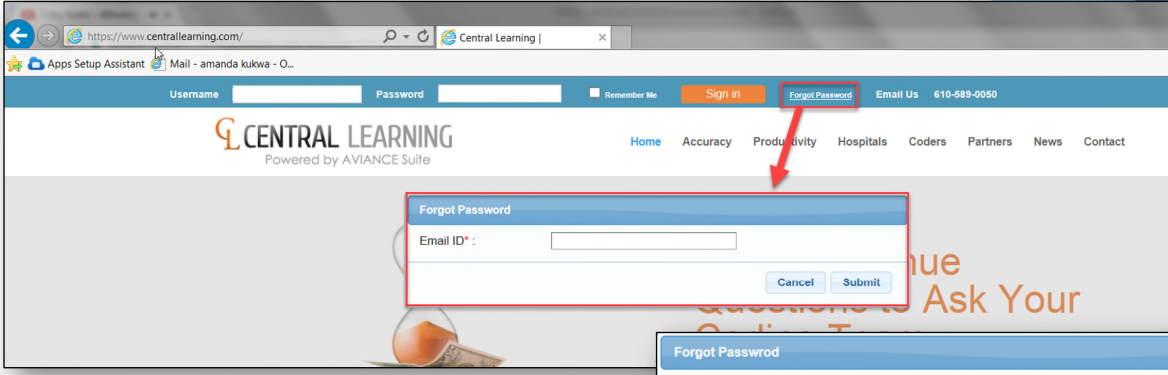


Figure 63: Central Learning logon fields and Sign in button

3. For a forgotten password, click on Forgot Password and enter your email address

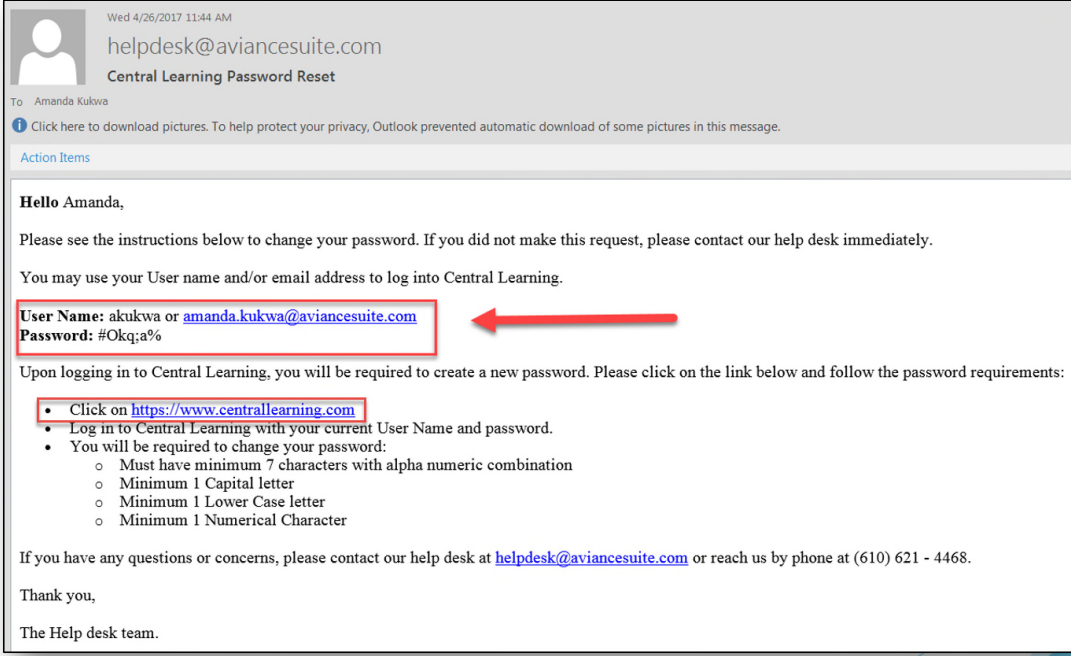


The screenshot shows the Central Learning website interface. At the top, there is a navigation bar with a 'Forgot Password' link highlighted by a red arrow. Below the navigation bar, a 'Forgot Password' form is displayed, featuring an 'Email ID*' input field and 'Cancel' and 'Submit' buttons. A confirmation pop-up window is shown in the bottom right corner, stating: 'An e-mail has successfully been sent...Please log into your e-mail to reset your password.'

- Click on “Forgot Password”
- Enter the user E-mail Address
- Push Submit
- Confirmation Pop up

Figure 64: Forgot Password link and Email ID field

4. An email with password reset instructions, a temporary password, and a link will be sent to the email address entered in Step 3



The screenshot shows an email from helpdesk@aviancesuite.com titled 'Central Learning Password Reset'. The email content includes the following text:

Hello Amanda,

Please see the instructions below to change your password. If you did not make this request, please contact our help desk immediately.

You may use your User name and/or email address to log into Central Learning.

User Name: akukwa or amanda.kukwa@aviancesuite.com

Password: #Okq;a%

Upon logging in to Central Learning, you will be required to create a new password. Please click on the link below and follow the password requirements:

- Click on <https://www.centrallearning.com>
- Log in to Central Learning with your current User Name and password.
- You will be required to change your password:
 - Must have minimum 7 characters with alpha numeric combination
 - Minimum 1 Capital letter
 - Minimum 1 Lower Case letter
 - Minimum 1 Numerical Character

If you have any questions or concerns, please contact our help desk at helpdesk@aviancesuite.com or reach us by phone at (610) 621 - 4468.

Thank you,
The Help desk team.

Figure 65: Password reset instructions email