

Product Name

*Document Title*

*Document Type*

Revision Info





## **Title (Copyblock)**

*Copybody*

*Clinical Concepts Training InstructorParticipant's Guide*

Part Number: T-CR5xPIN-22

## **Printing**

January 2000. This document reflects Release 6.5 of the Patterns Customization Utility for ProMatch users.

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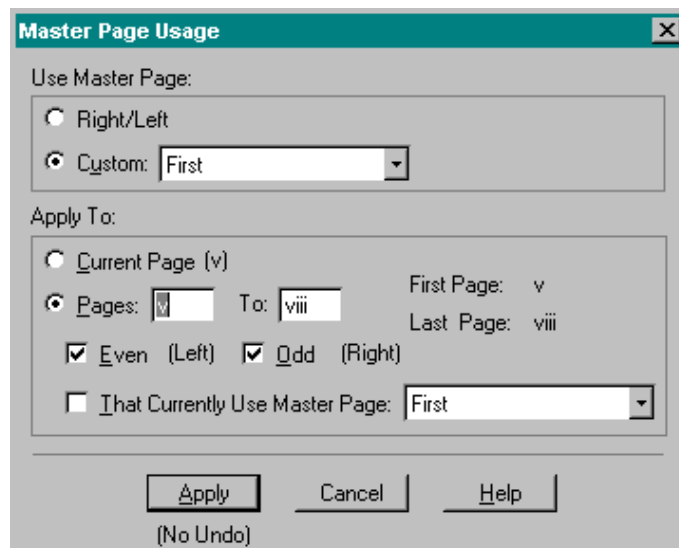
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# *Introduction (IntroTitle)*

## Instructions for This Page (Heading 1)

1. Apply Master page "First" to this page (Format>Page Layout>Master Page Usage. (Body)  
*FrameMaker displays the following dialog box.*



2. Select the Custom radio button, then select First.
3. Click the Apply button.

## (FHeading 1)

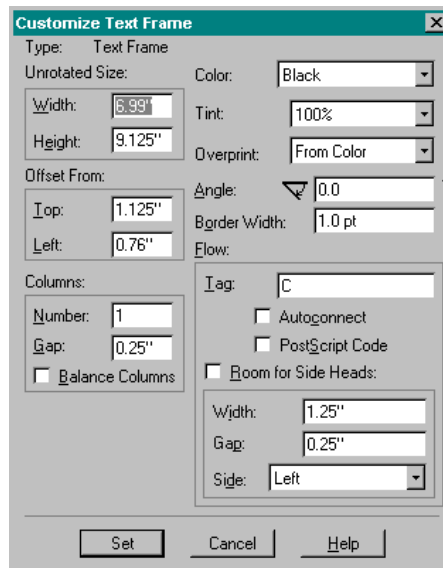
### Notes (ParticipantNotes)

#### Instructions for This Page

There is a specific Master page for this page called "LeftBlank." To create this page, follow the steps below:

1. Point to Special>Add Disconnected Pages. (NumStep(1))
2. Insert this page after the first page and use the LeftBlank page format. (NumStep)
3. Next add an FHeading 1.
4. Next type the word Note using the ParticipantNote as the paragraph tag.
5. Finally, point to Format>Customize Layout>Customize Text Frames.

*FrameMaker displays the following dialog box.*



6. In the middle of the right side of the window, enter Tag A.
7. Below that, select Autoconnect if it is already deselected.
8. Click the Set button.

## Instructor Notes (InstructHeading)

(InstructBody)

- (InstructBullet)



## About This Module (GHeading1)

(GBody) This is the introduction to Using the FrameMaker Training Template. The training template is designed to make writing training materials straight-forward. This document contains information about the elements of the template, along with a number of tips and tricks to help simplify your writing tasks in FrameMaker.

Use Paragraph Designer to make the first GHeading1 6 points in the "space above" field in the Basic folder of the Paragraph Designer. The second GHeading1 (below) should indicate 48 points.

The main differences between the Introduction any other section are as follows:

- (GBullet) There are no section numbers. In the case of the Introduction, set page numbers to lower-case roman (Format>Document>Numbering). Also, don't restart the page numbering because they continue from the Table of Contents.
- The paragraph format for the title of this (and any other unnumbered sections) is *IntroTitle*.



## Module Objectives (GHeading1)

Upon completion of this module, you will be able to perform the following tasks:

- Try to make all the objectives task-oriented. For example, when using "soft" terms, try to make them "hard":
  - (GBullet2) Instead of "understand," use "identify."
  - Instead of "think," use "write."
  - Instead of "know," use "tell the difference between."
- Become an experienced user of the training template.
- Fret about what to write, rather than how to format it.

**Notes**

---

***Section 1: (MapNum)***

***Getting Started with the Training  
Template (MapTitle)***

**Notes**

### Instructor Notes

(InstructBody) You should make some general comments about what the participants will learn.

- If necessary, you can add bullets using InstructBullet.
- (InstructBullet).



### Section Preview

This is usually the first item on page three of a new section. Note that there is a blank FHeading1 paragraph at the top of this page. This allows the graphic to line up nicely with its heading.

Under this heading, describe to the reader the purpose of the section. Include in your description reasons that help the participant understand why s/he is covering this section. In essence, weave into this description the objectives that you have for the participants studying this section.

For example, you would see here:

In this section, you will learn how to use the columns to write instructor notes as well as how to use the paragraph tags to effectively format your text for instructors and participants. As you develop training using this template, organize the information so that both participants and instructors can easily review it.



### Performance Check

The Performance Check follows the Section Preview. Here, you can simply describe the tasks that will be covered in this section, using the Heading 1 tags as your guideline.

Hence, for this document, you would see the following in this section:

Upon completion of this section, you will be able to perform the following tasks:

- Identify the appropriate Paragraph tags
- State the purposes of the left-hand column and the right-hand column
- Identify and describe how autonumbering works
- Name the different title pages
- Explain how to insert frames
- Identify the difference among the different Garamond fonts
- Prepare documents with conditional text
- Work with landscape pages

**Notes**

## Instructor Notes

InstructBody

1. InstructNumStep(1)
2. InstructNumStep

InstructBody

## Welcome to the Training Template (Heading 1)

(Body) Before you start using these templates, read through this entire document. If you have any questions, ask Ann.

Remember, in developing training materials, to follow three rules:

- Tell them what you're going to tell them.
- Tell them.
- Tell them what you told them.

Using advance organizers when designing your training serves the purpose of "tell what you're going to tell them." For example, there should NOT be only one Heading 2 tag or Heading 3 tag. If there are more than one, then use an advance organizer.

The "tell them" part comes during the training; the "tell them what you told them" part comes during Section Reviews.

## Paragraph Tags (Heading 1)

Always try to stay in the present tense. Exceptions are 1) future tense for Introduction, Section Preview, and Performance Check, and 2) past tense for Section Reviews and Module Review.

### **Heading 2**

(Body)

- (Bullet)
- (Bullet)

(BulletBody)

- (Bullet2)
- (Bullet2)

(Bullet2Body)

- a (AlphaBullet(a))
- b (AlphaBullet)
- c (AlphaBullet)

### **Heading 2**

Body



*This is a Note. In Paragraph Designer, I have adjusted the Space Below to allow enough room for the Heading 3 below. You may also have to center the Note graphic, which you can find in the Reference Pages (View>Reference Pages).*

## Instructor Notes

InstructBody

### Heading 3

A good place to use Heading 3 tags is when you are describing steps or actions to perform during the Navigation training.

1. NumStep(1)
2. NumStep

*(Reaction) Always use the active voice: Episode Profiler displays the following window instead of A window is displayed.*

3. NumStep

### Heading 3

1. NumStep(1)
2. NumStep
3. NumStep
4. NumStep
5. NumStep
6. NumStep






*Here is Note2, which lines up under NumSteps or Bullets.*

*If the Note continues to 2 paragraphs, there should be 6 points between the two. There should also be enough space between the Note and the paragraph tag below it.*

### Other Graphics You Can Use

There is a host of other graphics besides the Note graphic that you can use with the Note (Note2, Note3) paragraph tags:

- Finger (  ) – Used for referring to other parts of the training manual
- Caution symbol (  ) – Used for warnings
- Help button (  ) – Used for referring to Help topics

### Examples

EXAMPLE: Example. Type the word “Example” in upper and lower case, then apply small caps (Format>Style>Small Caps).

ExampleBody

- ExampleBullet
- ExampleBullet

## Instructor Notes

EXAMPLE2: Episode Profiler Concepts Training v3.0

ExampleBody2

- ExampleBullet2

### Cells

Tables work really well when you create them from scratch. You can easily adjust the column width by selecting in its entirety the cell you want to make longer or shorter, but at the same time, you have to adjust the other cells that you displaced.

The cell Paragraph tags for tables are as follows:

- CellHeading
- CellBody
- CellBullet
- CellNum1
- CellNum
- CellNote

| CellHeading  | CellHeading   |
|--|---|
| CellBody <ul style="list-style-type: none"><li>• CellBullet</li><li>• CellBullet</li></ul> | CellBody <ol style="list-style-type: none"><li>1. CellNum1</li><li>2. CellNum</li></ol> |
| Some more CellBody here  | <i>CellNote: This is an example of the formatting for a CellNote.</i>                   |
| Some more CellBody here  | Some more CellBody here   |

### FHeading 1

You should use FHeading 1 anywhere that you don't want a heading to appear in the Table of Contents. Other than that, it's exactly like Heading 1, except that it is set to Top of Page in the Start field of the Pagination tab in Paragraph Designer.

Use an FHeading 1 paragraph tag on a page that has a left-hand graphic pushes the first GHeading1 tag down enough to correctly position the left-hand graphic.

## Instructor Notes

### Version 2

---

(InstructCommand)  
This is a right-justified  
tag used for  
commands such as  
Tell, Ask, Handout,  
etc.

## About These Columns

Here is an example of an advance organizer. You are about to cover how to use the left and right columns:

- Using the Left Column
- Using the Right Column

### Using the Left Column

This template has been converted from our previous one to allow us to write Instructor Notes directly opposite text written for participants.

As such, the left column (Text Flow B) contains conditional text set as either *instructor's guide* or *participant's guide*. The left column is always labeled as either Instructor Notes or Notes depending upon which conditional text and the type of document you are producing.

The paragraph tag for the heading in the first column is **InstructHeading**. The paragraph heading for the first line of command is either **InstructBody** or **InstructCommand**.

- **When to use InstructBody** – To describe the actions that the participants are to perform
- **When to use InstructCommand** – To instruct or direct the participants to do something. Examples include:
  - Ask
  - Tell
  - Hand Out
  - And so on



*This is Note 3. Notice that it is another .25 indent from Note2 and lines up under Bullet2s.*

- **When to use InstructVersion:**

In addition to Instructor Notes, this column you can also identify spots within the body of the text that have been updated due to a change in the software. For example, this template has been revised and is now Version 2. To indicate a change in the text due to a change in the software, type the Version # and apply the paragraph tag **InstructVersion**.

InstructVersion has been given a separate Paragraph tag to allow us to generate a TOC that documents only the locations of changes in the text due to software changes. Trainers can then use this outline to prepare and deliver training updates.

### Instructor Notes

#### ***Using the Right Column***

Use the right column (Text Flow A) for the body of the document, essentially all the information needed for the participant.

A few tricks for this page and for the manual in general:

- When importing the formats from this template into your document, you must show all conditional text (that is, **participant's guide**, **instructors guide**, and **draft**). This allows Frame to import all the information it needs.
- In the Format>Document>Numbering window, set the Before Saving & Printing field to Delete Empty Pages. This ensures that the participant's guide doesn't have a whole bunch of empty pages.
- If the page ends on an odd number, then point to Special>Add Disconnected Pages; select LeftBlank as the Master Page; and create a "This Page Intentionally Left Blank" page. Make sure that it is Text Flow C. (See Introduction, page viii, steps 5–7.)

#### **The First Page**

##### ***Autonumbering***

The first page of each section contains both the number and title of that section.

- For Section number, the paragraph format is **MapNum** and the Section name is **MapTitle**.
- For Introduction and Summary sections, there is no section number. The section name for unnumbered sections is **IntroTitle**.
- For appendices, use **AppNum** and **MapTitle**.
- MapTitle provides the left/right headers for the remainder of the document.

##### ***Setting the Master page for the First Page***

Page one uses Master Page First. Set the master page to First as follows:

1. Point to Format>Page Layout>Master Page Usage.
2. In the Use Master Page field select Custom>First.
3. Apply to Current Page (1).

## Instructor Notes

## How Section Numbering (Autonumbering) Works

Every time you create a new file and add the MapNum Paragraph format, the section comes up as Section 1. The first time you create and generate a book with all of your brand new Sections 1, FrameMaker automatically updates the section numbers to match the organization of the book (that is, the first numbered section that FrameMaker finds is Section 1; the second is Section 2; and so on).



*Note however, that this means that you can have one and only one MapNum/MapTitle per file.*

### Some Tips to Make Autonumbering Work

Make sure that when you set up the file (File>Set Up File) after you have entered all the files in your book file, perform the following three tasks:

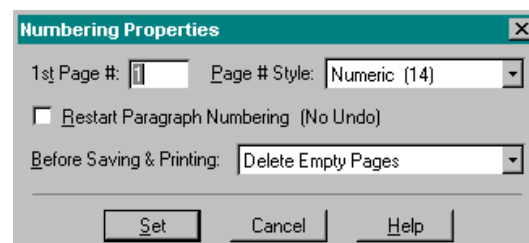
1. The Prefix field should have n- where n is the number of the sections.
2. Restart page numbering at 1.
3. Continue paragraph numbering.

## Setting up Page Numbers

In each individual document, the page numbers need to restart from 1. To do this, perform the following steps:

1. Point to Format>Document>Numbering.

*FrameMaker displays the following dialog box.*



2. In the 1st Page # field, type 1.
3. In the Page # Style, select Numeric from the pull-down menu.
4. In the Before Saving & Printing field, select Delete Empty Pages from the pull-down menu.

## Instructor Notes

### Four Different Title Pages

For the four product lines (CRMS, CCMS, CACS, and Credentialed) there are four corresponding title pages:

- CRMSNewTitle.fm
- CCMSNewTitle.fm
- CACSNewTitle.fm
- CredNewTitle.fm

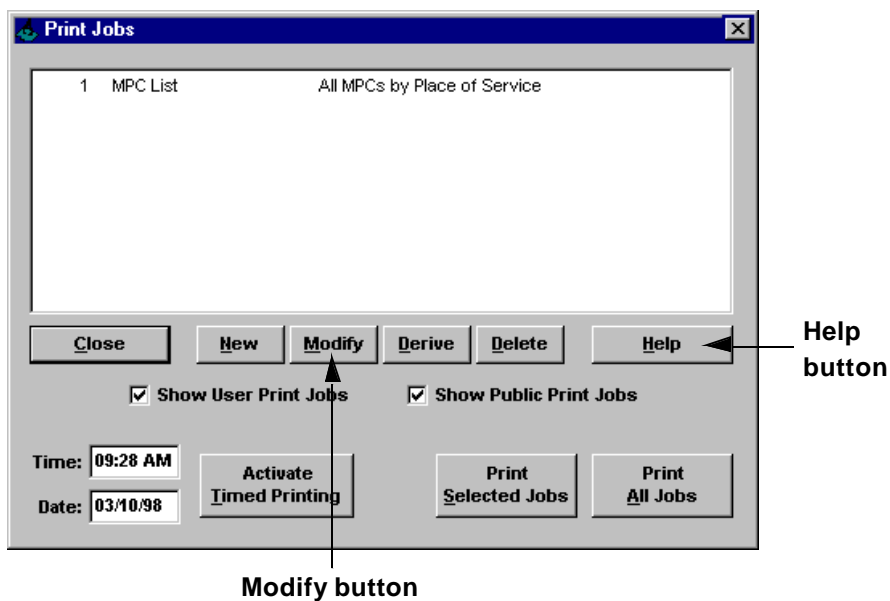
See the individual title pages for instructions on what goes where.

### Tips for Inserting Frames

When inserting and positioning frames, attach them to the last sentence of the paragraph as illustrated here:



Make sure that the frame is right-justified to line up with the right margin. Also, center the graphic within the frame so that there's room above and below the graphic. If you have call-outs, then you can do whatever you want as illustrated here:



Try to stay within the boundaries of the frame, but if you have to go outside, it's permissible.

### Instructor Notes

### A Note about Fonts

There is Garamond, and then, there is Garamond. We have discovered that Garamond comes in many different flavors. When working with training materials you want to have Adobe Garamond loaded on to your PC. Not only that, but Adobe Garamond must be the **only** flavor of Garamond that you load.

To ensure that you have the right flavor of Garamond:

1. Open HP FontSmart on your machine. This should have been loaded when you installed the HP5Si printer (if not, you may need to reinstall the printer; this time, load HP FontSmart).
2. FontSmart walks you through all of your files and displays every font you have available and every font you have actually installed.
3. Look in the Fonts installed in Windows window.
4. Scroll down to Garamond.
5. The Garamond you want is prefaced by a large red lower case a (for Adobe).
6. If you have True Type Garamond (prefaced by two little upper case TTs), remove it.
7. If you do not have Adobe Garamond installed, check in the Fonts you can Install window.
8. If it's not on your machine at all, talk to Ann or Gene.
9. When you next play in Frame, you will be informed by an error message that the "Font information for your system has changed..." That's what you want to happen; click the OK button.

## Instructor Notes

## Preparing Documents with Conditional Text Settings

When importing conditional text settings, there are a few helpful tips about which you should know. The first is that all the conditional text settings must be set to show. The second is that you can import only the conditional text settings for the document you are printing (**participant's guide**, **instructor's guide**, with **draft**, and without **draft**). Last is that if you have any other conditional text settings than the ones listed above, you should delete them.

The tasks and the steps to perform the tasks are as follows

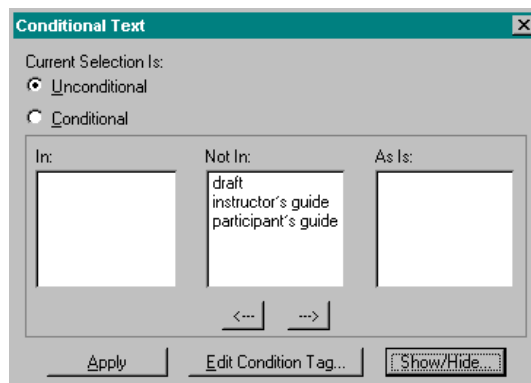
- Importing Conditional Text Settings
- Importing Conditional Text Settings for an Entire Book
- Deleting Unnecessary Conditional Text Settings

### Importing Conditional Text Settings

If you are importing conditional text settings from one document to the other, make sure that all of the conditional text settings show:

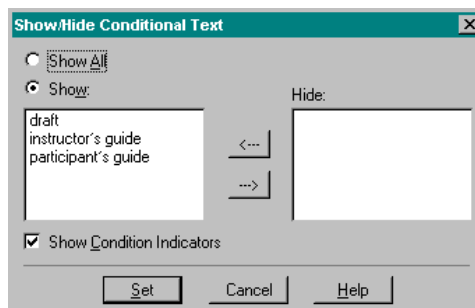
1. Point to Special>Conditional Text.

*FrameMaker displays the following dialog box.*



2. Click the Show/Hide button.

*FrameMaker displays the following dialog box.*



3. Either double-click on the conditional text setting(s) or click once then click the left arrow to go from the Hide column to the Show column.

### Instructor Notes

4. Click the Set button.

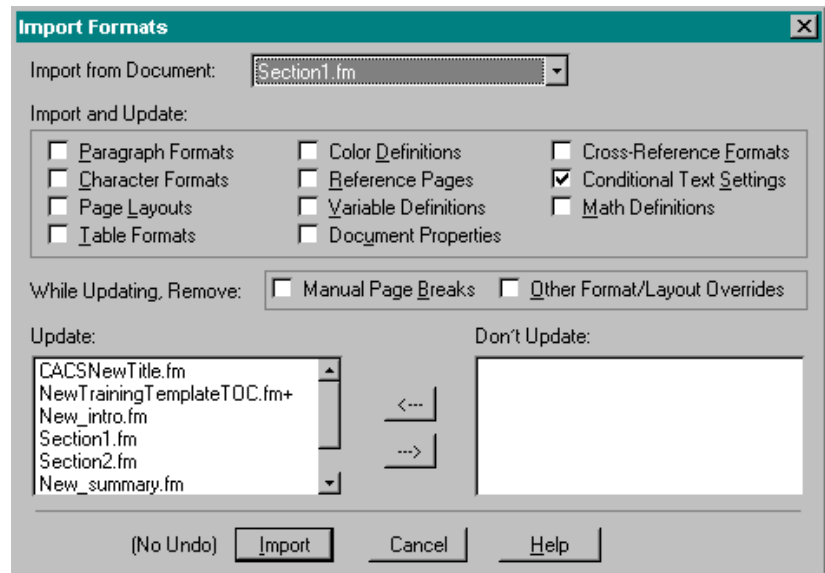
*This ensures that all of the conditional text settings are copied into your document.*

### Importing Conditional Text Settings for an Entire Book

When you are ready to print a manual, you can import the conditional text settings for one file into ALL of the other files in the book. To do so, perform the following steps:

1. Open the book file.
2. Open one file in the book.
3. Set the condition tags to the way you want them for the manual (usually either **participant's guide** or **instructor's guide**).
4. If the manual is still in draft mode, have the **draft** showing also (Special>Conditional Text>Show/Hide).
5. Select the book file.
6. Select File>Import>Formats.

*FrameMaker displays the following dialog box.*



7. Deselect everything **except** Conditional Text Settings.
8. Click Import.

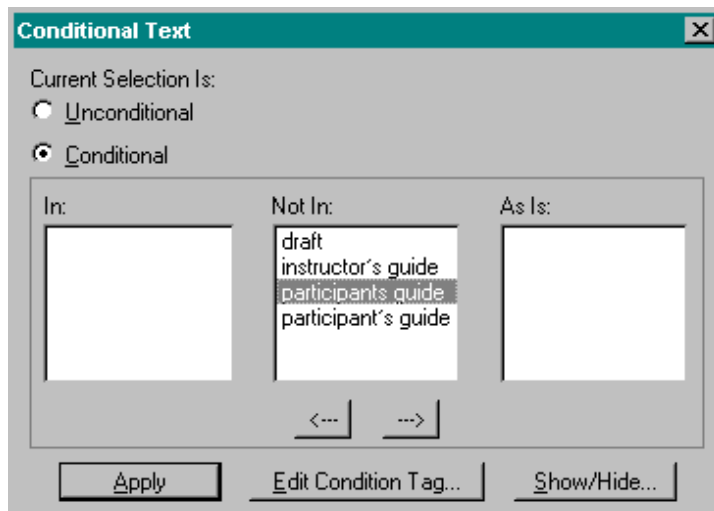
*This sets all of your other files to the Conditional Text Settings you selected.*

## Instructor Notes

### Deleting Unnecessary Conditional Text Settings

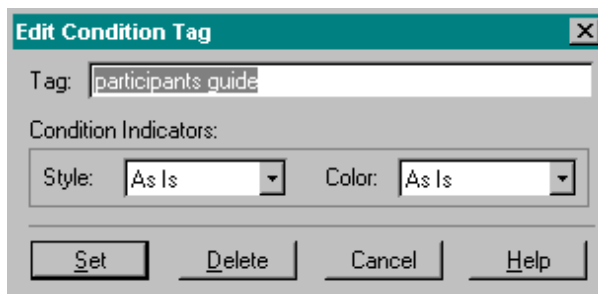
1. Point to Special>Conditional Text.

*FrameMaker displays the following window.*



2. Click the condition tag you don't want.
3. Click the Edit Condition Tag button.

*FrameMaker displays the following dialog box.*



4. Click the Delete button.

## Getting Started with the Training Template (MapTitle)

### Helpful Tips When Working with Landscape Pages

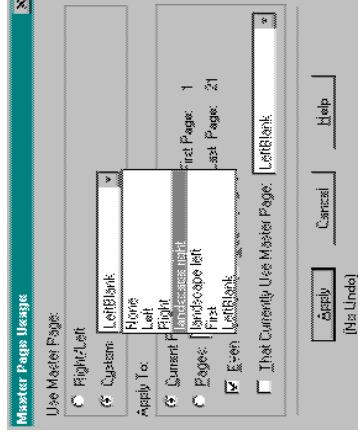
Sometimes when creating a document, you may want to insert a report. If the report is landscape, use either the landscape left and/or landscape right Master Pages. Here are two helpful tips to know: Applying landscape pages and rotating them clockwise. Here are the tasks and steps to perform them.

#### Applying Landscape Master Pages

The steps are listed below:

1. Point to Format>Page Layout>Master Page Usage.

FrameMaker displays the following dialog box.



2. Click the down arrow to access the pull-down menu.
3. Select either Master Page landscape right or landscape left.

#### Rotating Pages

To make it more easy to type when working with landscape pages, perform the following tasks:

1. Point to Format>Customize Layout>Rotate Page Clockwise.
2. Add whatever text you want.
3. When you are done point to Format>Customize Layout>Rotate Page Counterclockwise.

## Instructor Notes



### Section Review

Use this graphic for Section review. Make sure that an even-numbered page is directly facing opposite. If not, add a **ThisPageIntentionally** paragraph tag or stretch out your concepts.

Use the following wording:

In this section, you performed the following tasks (Note the use of past tense):

- How to identify the appropriate Paragraph tags
- How to tell the difference between using the left-hand column and the right-hand column
- How to explain how to insert frames
- How to identify the difference between different Garamond fonts
- How to prepare documents with conditional text
- How to work with landscape page



*Notice that the above tasks are the same as the objectives except that "How to" has been added. You can also drop the verbs from the beginning of the objectives.*

**Notes**

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***Section 1:***

***Advanced Topics***

**Notes**

### Instructor Notes

(InstructBody) You should make some general comments about what the participants will learn.

- If necessary, you can add bullets using InstructBullet.
- (InstructBullet).



### Section Preview

In this section, you will learn how to use the create book files, an integral part of formatting your training manual. It will cover adding files to the book as well as generating the book before adding a table of contents.

You will also learn how to create a generated list in the form of a table of contents (TOC). That topic will cover actually generating the list, importing formats from the template TOC, and adding finishing touches.

Finally, you will learn how to create a page break in your TOC if there is too little room at the bottom of the page.



### Performance Check

Upon completion of this section, you will be able to perform the following tasks:

- Create a book file
- Create a table of contents
- Make a page break in the table of contents
- Insert Powerpoint slides
- Set up variable definitions
- Make cross-references
- Create section exercises

**Notes**

## Instructor Notes

InstructBody

1. InstructNumStep(1)
2. InstructNumStep

InstructBody

## How to Set up the Book File

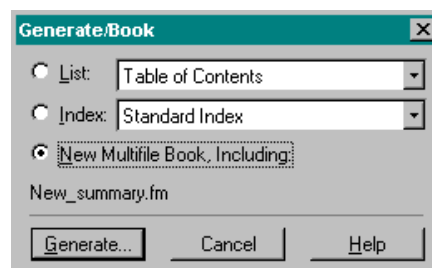
Once you've created all the files in your training manual, it's time to set up the book file. Setting up the book file involves the following two tasks:

- Adding files to the book
- Generating the book before adding the table of contents

### Adding Files to the Book

1. Open up a section of the book.
2. Point to File>Generate/Book.

*FrameMaker displays the following dialog box.*



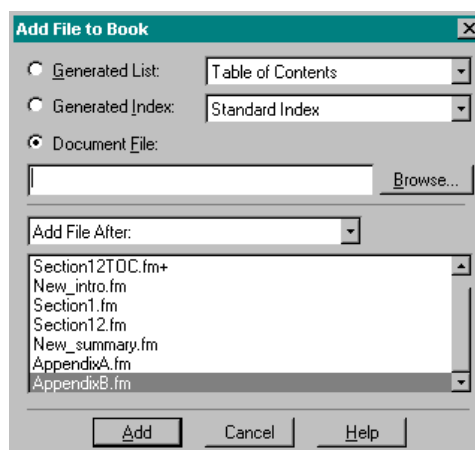
3. Select the New Multifile Book, Including: radio button.
4. Click the Generate button.



*The section that you opened gives the title of the book. For example, Section1.fm and Section1.book.*

5. Add the remaining files to the book as follows:
  - Point to File>Add File.

*FrameMaker displays the following dialog box.*

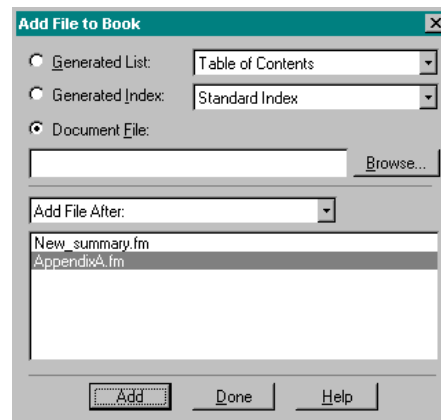


## Instructor Notes

InstructBody

- Select the Document File radio button.
- Click the Browse button.
- Select either Add File Before or Add File After from the pull-down list.
- Search for the file you want to add.
- Either double-click on the file or click once and then click the Add button in the Add File to Book dialog box.
- Click the Add button in the Add File to Book dialog box.

*FrameMaker displays the following dialog box.*

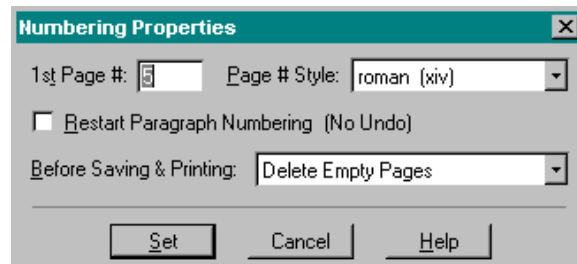


- Click the Browse button and continue adding files as necessary.
- When you have finished adding files, click the Done button.

### ***Generating the Book before Adding the Table of Contents***

6. In the book file, double-click on the Introduction.
7. Point to Format>Document>Numbering.

*FrameMaker displays the following dialog box.*



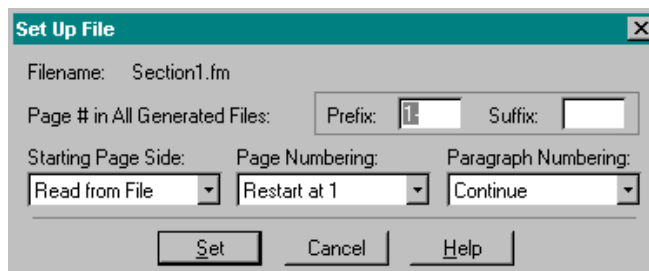
8. For the Page # Style, select lower case roman numerals.
9. Continue the page numbering (it's a continuation from the table of contents).
10. Select Delete Empty Pages from the pull-down list.

## Instructor Notes

InstructBody

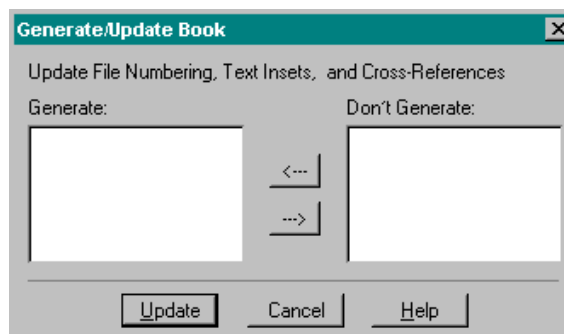
11. Click the Set button.
12. Next, set up each file as follows:
  - Highlight the file you are setting up.
  - Point to File>Set Up File.

*FrameMaker displays the following dialog box.*



- Type in the Prefix field the Section number followed by a hyphen (1-, 2-, 3-, S-, A-, B-, and so on).
  - The Starting Page Side should be Read from File.
  - Change the Page Numbering field to Restart at 1.
  - Leave the Paragraph Numbering to Continue.
13. Repeat step 11 as many times as necessary. Don't forget to include a prefix of S- for the Summary and an A-, B-, etc. for as many appendices as you have.
  14. Point to File>Generate/Update.

*FrameMaker displays the following dialog box.*



15. Click the Update button.
16. Using the book file, open each file and examine that the page numbering is correct.

## Instructor Notes

InstructBody

## How to Create a Table of Contents

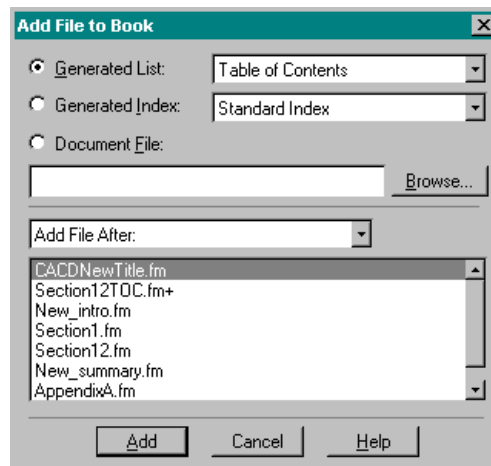
Creating a Table of Contents (TOC) consists of the following tasks:

- Adding a generated list (TOC)
- Importing a working TOC (template) into the new TOC
- Making finishing touches on your new TOC file

### Creating the TOC

1. Place all your files in a book in the order that you want them to go (title page, introduction, section 1, section 2, etc., summary, and any appendices if you have them).
2. Highlight the title page, then point to File>Add File.

*FrameMaker displays the following window.*

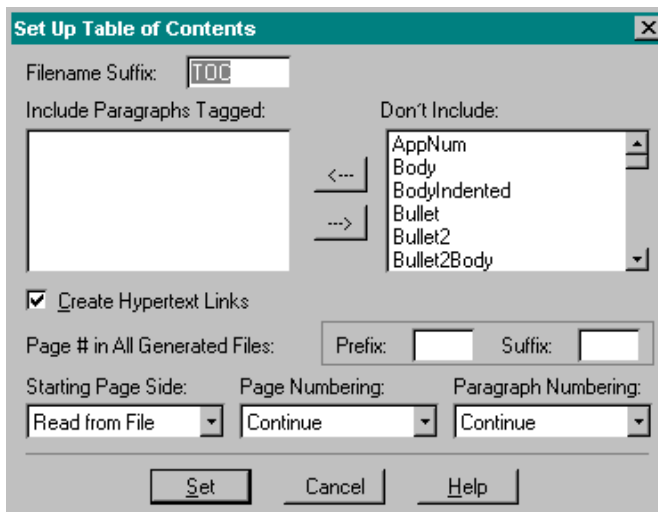


3. Select Generated List radio button.
4. Select Table of Contents from the pull-down list.
5. Select Add File After.
6. Click the Add button.

**Instructor Notes**

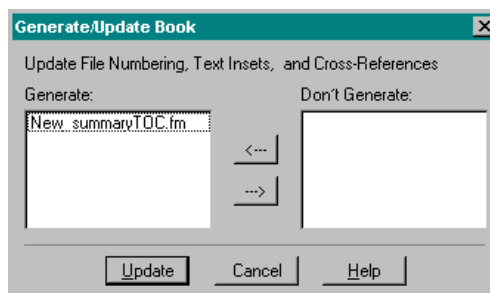
InstructBody

FrameMaker displays the following window.



7. Select the following Paragraph Tags for the Include Paragraphs Tagged field:
  - AppNum (if applicable)
  - GHeading1
  - Heading 1
  - IntroTitle
  - MapNum
  - MapTitle
8. Click the Set button.
9. Click the Done button.
10. With the TOC+ highlighted, point to File>Generate/Update.

FrameMaker displays the following dialog box.

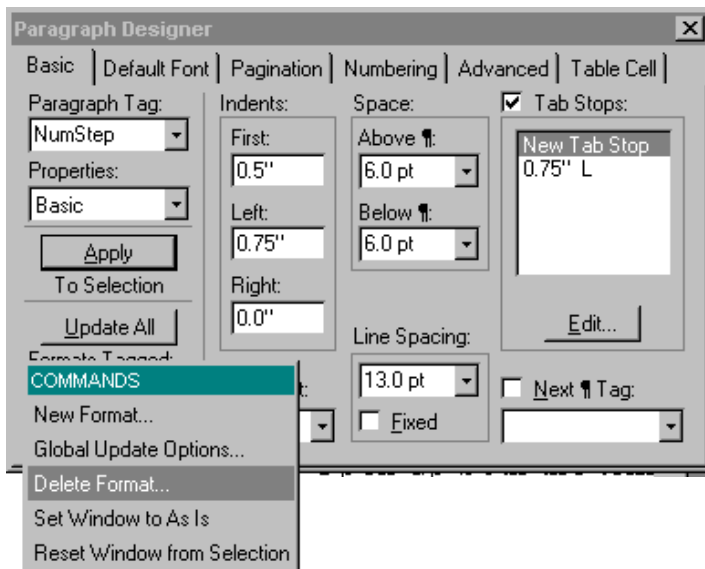


11. Click the Update button.
12. If necessary, click the Skip Remaining Consistency Issues, then click the Continue button.
13. Save the new TOC.

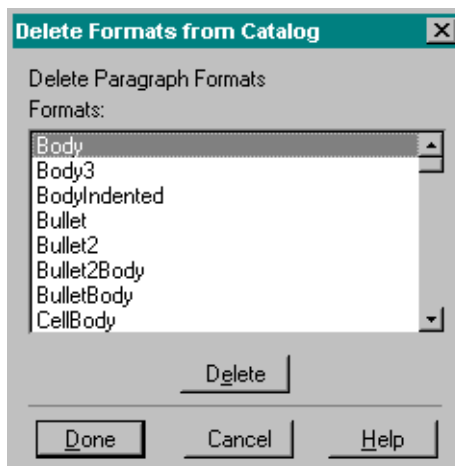
### Instructor Notes

#### Importing a Working TOC (template) into the New TOC

1. With the new TOC active, delete all the Paragraph formats (with the Paragraph Designer open, point to the Commands pull-down list, and select Delete Format.)



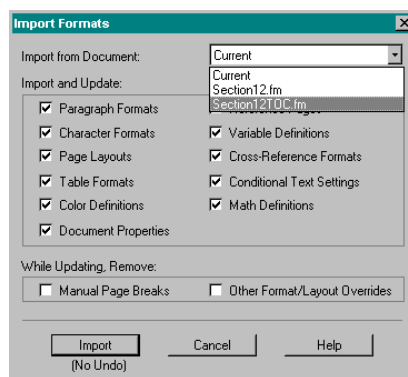
FrameMaker displays the following dialog box.



2. Click the format.
3. Click the Delete button.
4. Repeat steps 3 and 4 until there are no more formats.
5. Click the Done button.
6. Open up the template TOC.
7. With the new TOC active, point to File>Import Formats.

## Instructor Notes

FrameMaker displays the following dialog box.



8. From the pull-down list, select the template TOC file.
9. Make sure that you select all the check boxes.
10. Click the Import button.

*FrameMaker imports the formats from the template TOC to the new TOC.*

11. With the book file open and the TOC file highlighted, point to File>Generate/Update.

*FrameMaker displays the Generate/Update Book dialog box.*

12. Click the Update button.
13. If necessary, skip any consistency issues messages.
14. Save your new TOC file.

### ***Making Finishing Touches on Your New TOC File***

1. Apply Master Page First (point to Format>Page Layout>Master Page Usage).
2. At the top of the page, type **Contents**, then apply the Contents Paragraph format.
3. If you end on an odd page, see the Introduction for instructions on how to add a page for "This Page Intentionally Left Blank."

### **How to Make TOC Topics Go to Next page**

If you have two topics or less (not including the MapNumTOC/MapTitleTOC), then you can force the MapNumTOC to the next page. To do this, perform the following steps:

1. Click on the MapNumTOC (NOT the MapTitleTOC) where you want the page break to begin.
2. Go into Paragraph Designer (CTRL + M) and click the Pagination tab.
3. In the Start field, select Top of Page.

### Instructor Notes

### Inserting Powerpoint Slides

Once you've completed your slide presentation for the Concepts training, it's time to insert the slides into your document. Try to structure your document so that the slides are on the left and the discussion is on the right. This way the learner can view the slides as s/he is learning about it.

To insert slides, perform the following steps:

1. Have both Microsoft Powerpoint and FrameMaker open at the same time.
2. In Powerpoint, switch to black and white (View>Black and White).
3. In Powerpoint, view the slide sorter (View>Slide Sorter).
4. Click the slide you want to import.
5. Click the Copy button.
6. Switch to FrameMaker.



*You must have an insertion point, such as Body with pagination set at top of page or FHeading 1.*


7. Click the insertion point.
8. Point to Edit>Paste Special>Linked Microsoft Powerpoint Slide Object.  
*FrameMaker inserts your slide into your document.*
9. Resize it by simultaneously holding the Shift key and one corner handle.
10. If you are inserting more than one slide on a page, then perform the following steps:
  - Click the frame.
  - Point to Edit>Paste Special>Linked Microsoft Powerpoint Slide Object.
  - Position the slide under (or next to) the first slide. Remember to simultaneously hold the Shift key and a corner handle on the slide you're repositioning.
  - Continue this process until all slides are in place.



*You must have Powerpoint open with the settings in black and white whenever you go to print and make a PDF.*

On the next page is an example of what the slides will look like.


## Instructor Notes



### CodeReview Customization Utility (CCU) Problems


*Environment Size*

- ◆ Tells operating system how much memory to allocate for environment variables
- ◆ Varies depending on how much environment space other applications are using
- ◆ SHELL=C:\COMMAND.COM C:\E:4096 /p (Windows 32-bit only)



### CodeReview Documentation (I)

- ◆ Technical Training Participant's Guide
- ◆ CodeReview 6.xC Installation Guide (platform-specific)
- ◆ CodeReview 6.xC Technical Guide
- ◆ CodeReview Customization Utility (CCU) 5.4/6.1K Release Notes
- ◆ CodeReview Customization Utility (CCU) Quick Reference



### CodeReview Documentation (II)

- ◆ Online Help for CCU
- ◆ Patterns Customization Utility (PCU) 6.1 Release Notes
- ◆ Online Help for PCU
- ◆ ProMatch Knowledge Base Reference
- ◆ Medicare CodeReview 5.45/6.1K Release Notes

## Instructor Notes

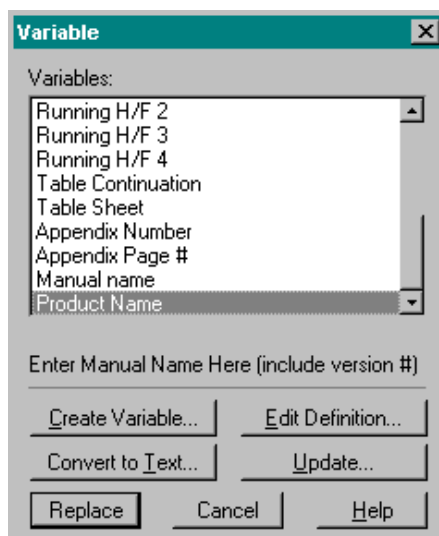
## Variable Definitions

There are two places in the Training Template that has variable definitions: the header and the footer. The header, as was explained in Section 1, gets its name from MapTitle, IntroTitle, or AppTitle (if you are working in an appendix).

The other variable definition is in the footer. To access the footer and the variable definition, perform the following steps:

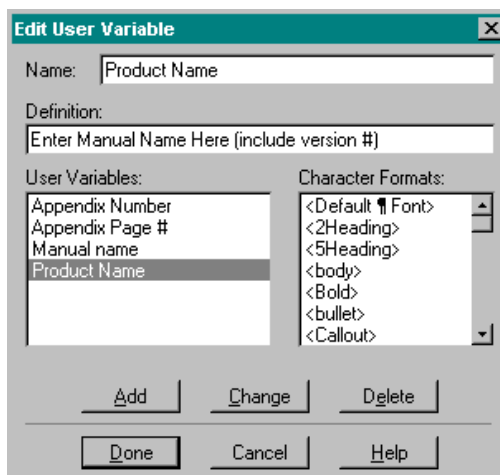
1. Point to View>Master Pages.
2. Scroll to the bottom of the page and locate the variable definition.
3. Double-click the variable definition.

*FrameMaker displays the following dialog box.*



4. Make sure that Product Name is highlighted in the Variables list, then click the Edit Definition button.

*FrameMaker displays the following dialog box.*



## Instructor Notes

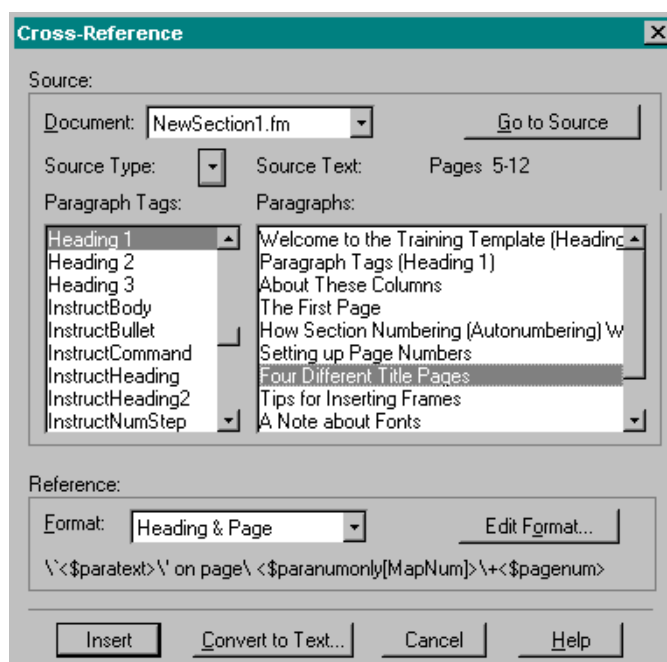
5. Type in the name of the training and the product version.  
EXAMPLE: Episode Profiler Concepts Training v3.0
6. After typing in the name and version #, click the Change button.
7. When you are done, click the Done button.
8. In the first dialog box, click the Update button.
9. When FrameMaker asks you to confirm, click the OK button.

## Cross-References

This next topic deals with inserting cross-references into your document. You can either cross refer to your current document or another document. It involves the following steps:

1. Open your document.
2. Open the document to which you are going to refer (if there is one).
3. Place your cursor at the insertion point for the cross-reference.
4. Point to Special>Cross-Reference.

*FrameMaker displays the Cross-Reference dialog box.*



5. Select the Document, Paragraph Tag, and Paragraph (to the right of the Paragraph Tag).
6. Select the Format (you shouldn't have to change the default).
7. Click the Insert button.

*FrameMaker inserts and displays the cross-reference.*

### Instructor Notes

### Section Exercises

The next topic covers how to create section exercises. It includes the three following subtopics:

- Instructions on how to create a Section Exercise heading
- Samples of questions
- Instructions on the best way to format the questions

#### ***Instructions for Creating Section Exercise Headings***

Use an FHeading 1 with GHeading1 that says Section Exercises. Give the learners instructions and a time frame.

#### ***Question Samples***

The following examples list several types of questions that you can ask:

- Short Answer
- Fill in the Blank
- Multiple Choice
- Matching
- True/False or Yes/No
- Essay
- Demonstration
- Role Play

On the next page are question examples.

Instructor Notes



**Section Exercises (GHeading3)**

Write your answers in the space(s) provided after each question. For multiple choice questions, circle the letter(s) of the response(s) that best answer the question. When you are done, check your work with the Feedback following this exercise. (Body3)

1. Which of the following sign colors denotes caution? (Multiple Choice) (Question(1))
  - a) Red
  - b) Orange
  - c) Yellow
  - d) White
2. What sign color denotes caution? (Short Answer) (Question)
3. The sign color that denotes caution is \_\_\_\_\_ . (Fill in the Blank)
4. The sign color that denotes caution is yellow. (True/False or Yes/No)



*With True/False or Yes/No questions, you should always have two that imply the same question just in case the first one was a guess.*

5. Describe the benefits of using different sign colors. (Essay)
6. Match the sign color on the right with its correct meaning. (Matching)
 

|           |                            |
|-----------|----------------------------|
| 1) Red    | A. Regulation (NumFoil(1)) |
| 2) Orange | B. Prohibition (NumFoil)   |
| 3) Yellow | C. Maintenance             |
| 4) White  | D. Caution                 |

## Instructor Notes



### Section Feedback (GHeading3)

Here are the answers to the questions. (Body3)

- 1) c (NumFoil(1))
- 2) Yellow (NumFoil)
- 3) Yellow
- 4) True
- 5) The benefits of having different sign colors is that you can quickly identify without having to read the sign (orange=maintenance, white=regulation, yellow=caution, and red=prohibition).
- 6) 1. B MatchFoil(1)  
2. C MatchFoil  
3. D  
4. A

Instructor Notes

**Best Ways to Format the Questions**

- **Multiple Choice**—Always have plausible foils. If you can make all four foils similar, that’s fine. If two foils have to be different, however, try to come up with two other foils to match. For example, try to make two foils similar with each other and the other two foils similar with each other.
  1. Which of the following is the correct interpretation for a case-mix index of 0.75?
    - a) The provider is 25% less efficient than other providers within a specialty.
    - b) The provider is 25% more efficient than other providers within a specialty.
    - c) The patients of the provider are 25% less complex than other providers’ patients.
    - d) The patients of the provider are 25% more complex than other providers’ patients.
- **Short Answer**—This question is a closed question: It requires one or two words.
  2. Name the term used to describe only those episodes within an ETG that pertain to one specialty.
- **Fill in the Blank**—With fill-in-the-blank questions, try to make the blank fit near the end of the sentence.
  3. An episode whose cost is one-fifth the mean is called a \_\_\_\_\_ outlier.
- **True/False or Yes/No**—A T/F or Y/N question consists of a statement in which the learner either has to state whether it is a true statement or a false statement. You should always give a second question when using T/F or Y/N.
  4. (T/F) An episode whose cost is one-fifth the mean is called a high outlier.
  5. (Y/N) An episode whose cost is five times greater than the mean is called a high outlier.
- **Essay**—This question is an open question: It requires the learner to explain something.
  6. Describe the various functions of Episode Profiler.

### Instructor Notes

- **Matching**—A matching question is where there are two columns, usually terms and definitions. The idea is to match the correct term with the correct definition. It is not necessary to have equal numbers in both columns.
  7. Match the letter of the definition on the right with the appropriate statistical term on the left. (Note: There are more definitions than terms.)

|                       |   |
|-----------------------|---|
| 1) Mean               | A. The value that shows the likelihood of a provider not meeting the norm |
| 2) t Test             | B. Middle of the distribution   |
| 3) p Value            | C. The measures of variance around the mean                               |
| 4) Standard deviation | D. The number of standard deviations from the mean                        |
| 5)                    | E. The average cost   |
| 6)                    | F. Determines the significance of difference within a set of values       |
- **Scenario, Demonstration, and Role Play**—Of course the scenario, demonstration, and role play are very specific to your type of training. For example, suppose that the learners have acquired all the skills from Navigations training, and now they have to perform Data Analysis tasks. You could set up a scenario and/or a role play and have the learners demonstrate how they navigate.

## Instructor Notes



### Section Review

Use this graphic for Section reviews. Make sure that an even-numbered page is directly facing opposite. If not, add a **ParticipantNotes** (which says Notes) paragraph tag or stretch out your concepts.

Use the following wording:

In this section, you covered the following tasks:

- How to create a book file
- How to create a table of contents
- How to make a page break in the table of contents
- How to insert Powerpoint slides
- How to set up variable definitions
- How to make cross-references
- How to create section exercises

**Notes**

---

# ***Summary (IntroTitle)***

### Instructor Notes

#### Module Summary



In this module we covered the following topics:

- ◆ The purpose of ProMatch and how it benefits your organization.
- ◆ The work flow of implementing ProMatch with CodeReview.
- ◆ What patterns are and how ProMatch processes claim lines.
- ◆ Performing postpayment analysis on claim lines and making decisions on how to customize the knowledge base to meet your organization's needs.



## Instructor Notes



### Module Review

Use this graphic for Concepts Module review. Make sure that an even-numbered page is directly facing opposite. If not, add a **ThisPageIntentionally** paragraph tag or stretch out your concepts.

Use the following wording:

In this module, you performed the following tasks:

- How to use the FrameMaker template
- How to not fret about formatting the template

**Notes**

---

# ***Summary (IntroTitle)***

**Notes**

## Instructor Notes



## Module Review

Use this graphic for Navigations Module review. Make sure that an even-numbered page is directly facing opposite. If not, add a **ThisPageIntentionally** paragraph tag or stretch out your concepts.

Use the following wording:

In this module, you performed the following tasks:

- How to use the FrameMaker template
- How to not fret about formatting the template

**Notes**

---

***Appendix A: (AppNum)***

***This Is the First Appendix  
(MapTitle)***

***Notes***

## Instructor Notes

## Instructions for Appendices

There's not a whole lot of difference between Sections and Appendices except that AppNum has been added as a paragraph tag. What AppNum does is as follows:

1. Changes the word "Section" to the word "Appendix."
2. Increments the numbering from numbers to alphabetic characters.

## Flow Tags

There is also another difference between the Sections and the Appendices: The Flow Tags on LeftBlank and RightBlank are all "A" (as opposed to "C" in the Sections).

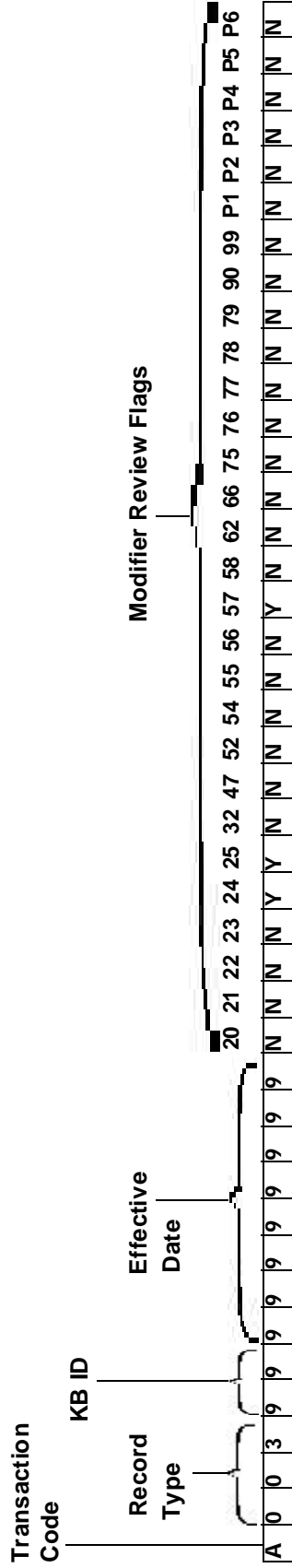
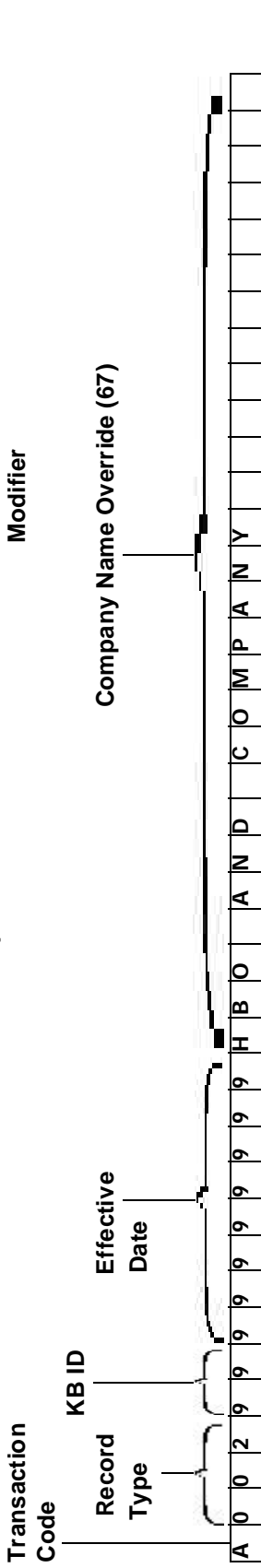
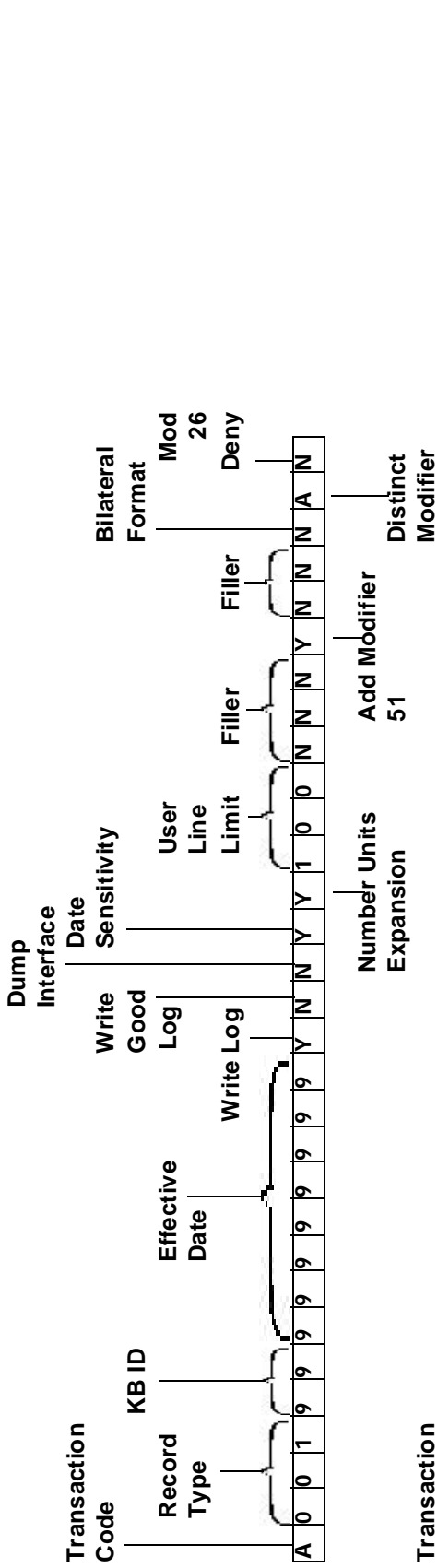
The reason for the different Flow Tags, is so that you can insert reports, hand-outs, and so on.



# This Is the First Appendix (Map Title)

## Column Position for 6.XC HPRCNTL

|   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|



## Control File 6.xC Layout

This section provides the copybook layout, FRLCTL01, for the Control file. Each Control file record is 80 bytes long and has a 13-byte key.

```
*****
*
*   COPYBOOK NAME:   FRLCTL01
*   DESCRIPTION:    RECORD LAYOUT FOR HPRCNTL
*   ORIGINAL NAME:  HPRC0008
*
*****
```

```
*****
* RECORD LAYOUT FOR HPRCNTL
*****
```

```
01 HPRCNTL-RECORD.
05 HPRCNTL-RECORD-KEY.
10 HPRCNTL-RECORD-TYPE          PIC X(03).
   88 HPRCNTL-RECORD-TYPE-001   VALUE '001'.
   88 HPRCNTL-RECORD-TYPE-002   VALUE '002'.
   88 HPRCNTL-RECORD-TYPE-003   VALUE '003'.
   88 HPRCNTL-RECORD-TYPE-SYS   VALUE 'SYS'.
10 HPRCNTL-KNOWLEDGE-BASE-ID    PIC X(02).
10 HPRCNTL-EFFECTIVE-DATE       PIC 9(08).
05 FILLER                       PIC X(67).
```

```
01 HPRCNTL-SYS-RECORD.
05 HPRCNTL-SYS-RECORD-KEY.
10 HPRCNTL-SYS-TYPE             PIC X(03).
10 HPRCNTL-SYS-KNOWLEDGE-BASE-ID PIC X(02).
10 HPRCNTL-SYS-EFFECTIVE-DATE   PIC 9(08).
05 HPRCNTL-CLAIM-ID            PIC 9(10).
05 FILLER                      PIC X(57).
```

```
01 HPRCNTL-001-RECORD.
05 HPRCNTL-001-RECORD-KEY.
10 HPRCNTL-001-TYPE             PIC X(03).
10 HPRCNTL-001-KNOWLEDGE-BASE-ID PIC X(02).
10 HPRCNTL-001-EFFECTIVE-DATE   PIC 9(08).
05 HPRCNTL-WRITE-LOG           PIC X(01).
   88 HPRCNTL-WRITE-LOG-YES     VALUE 'Y'.
   88 HPRCNTL-WRITE-LOG-NO     VALUE 'N'.
05 HPRCNTL-WRITE-GOOD-LOG      PIC X(01).
   88 HPRCNTL-WRITE-GOOD-LOG-NO VALUE 'N'.
   88 HPRCNTL-WRITE-GOOD-LOG-YES VALUE 'Y'.
05 HPRCNTL-DUMP-INTERFACE      PIC X(01).
   88 HPRCNTL-DUMP-INTERFACE-YES VALUE 'Y'.
   88 HPRCNTL-DUMP-INTERFACE-NO VALUE 'N'.
05 HPRCNTL-DATE-SENSE-OPTION   PIC X(01).
   88 HPRCNTL-DATE-SENSITIVITY-NO VALUE 'N'.
   88 HPRCNTL-DATE-SENSITIVITY-YES VALUE 'Y'.
05 HPRCNTL-NUM-OF-UNITS-OPTION PIC X(01).
```

## This Is the First Appendix (MapTitle)

---

```
      88 HPRCNTL-NUM-OF-UNITS-NO          VALUE 'N'.
      88 HPRCNTL-NUM-OF-UNITS-YES        VALUE 'Y'.
05 HPRCNTL-USER-LINE-ITEM-LIMIT          PIC 9(03).
05 FILLER                                PIC X(03).
05 HPRCNTL-ADD-MOD-51-FLAG              PIC X(01).
      88 HPRCNTL-ADD-MOD-51-YES          VALUE 'Y'.
      88 HPRCNTL-ADD-MOD-51-NO          VALUE 'N'.
05 FILLER                                PIC X(02).
05 HPRCNTL-BILATERAL-FORMAT-FLAG        PIC X(01).
      88 HPRCNTL-TWO-LINE-BILATERAL-YES VALUE 'Y'.
      88 HPRCNTL-TWO-LINE-BILATERAL-NO VALUE 'N'.
05 HPRCNTL-DISTINCT-MOD-FLAG            PIC X(01).
      88 HPRCNTL-DISTINCT-MOD-QUESTION  VALUE 'Q'.
      88 HPRCNTL-DISTINCT-MOD-IGNORE    VALUE 'I'.
      88 HPRCNTL-DISTINCT-MOD-ACCEPT    VALUE 'A'.
05 HPRCNTL-OVERRIDE-MOD-26-DENIAL       PIC X(01).
      88 HPRCNTL-OVERRIDE-MOD-26-YES    VALUE 'Y'.
      88 HPRCNTL-OVERRIDE-MOD-26-NO    VALUE 'N'.
05 FILLER                                PIC X(50).

01 HPRCNTL-002-RECORD.
05 HPRCNTL-002-RECORD-KEY.
      10 HPRCNTL-002-TYPE                PIC X(03).
      10 HPRCNTL-002-KNOWLEDGE-BASE-ID   PIC X(02).
      10 HPRCNTL-002-EFFECTIVE-DATE      PIC 9(08).
05 HPRCNTL-COMPANY-NAME-OVERRIDE        PIC X(67).

01 HPRCNTL-003-RECORD.
05 HPRCNTL-003-RECORD-KEY.
      10 HPRCNTL-003-TYPE                PIC X(03).
      10 HPRCNTL-003-KNOWLEDGE-BASE-ID   PIC X(02).
      10 HPRCNTL-003-EFFECTIVE-DATE      PIC 9(08).
05 HPRCNTL-MODIFIER-MOD20               PIC X(01).
      88 HPRCNTL-MODIFIER-MOD20-ON        VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD20-OFF      VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD21               PIC X(01).
      88 HPRCNTL-MODIFIER-MOD21-ON        VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD21-OFF      VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD22               PIC X(01).
      88 HPRCNTL-MODIFIER-MOD22-ON        VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD22-OFF      VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD23               PIC X(01).
      88 HPRCNTL-MODIFIER-MOD23-ON        VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD23-OFF      VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD24               PIC X(01).
      88 HPRCNTL-MODIFIER-MOD24-ON        VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD24-OFF      VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD25               PIC X(01).
      88 HPRCNTL-MODIFIER-MOD25-ON        VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD25-OFF      VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD32               PIC X(01).
      88 HPRCNTL-MODIFIER-MOD32-ON        VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD32-OFF      VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD47               PIC X(01).
```

```
      88 HPRCNTL-MODIFIER-MOD47-ON          VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD47-OFF        VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD52                  PIC X(01).
      88 HPRCNTL-MODIFIER-MOD52-ON          VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD52-OFF        VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD53                  PIC X(01).
      88 HPRCNTL-MODIFIER-MOD53-ON          VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD53-OFF        VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD54                  PIC X(01).
      88 HPRCNTL-MODIFIER-MOD54-ON          VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD54-OFF        VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD55                  PIC X(01).
      88 HPRCNTL-MODIFIER-MOD55-ON          VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD55-OFF        VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD56                  PIC X(01).
      88 HPRCNTL-MODIFIER-MOD56-ON          VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD56-OFF        VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD57                  PIC X(01).
      88 HPRCNTL-MODIFIER-MOD57-ON          VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD57-OFF        VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD58                  PIC X(01).
      88 HPRCNTL-MODIFIER-MOD58-ON          VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD58-OFF        VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD62                  PIC X(01).
      88 HPRCNTL-MODIFIER-MOD62-ON          VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD62-OFF        VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD66                  PIC X(01).
      88 HPRCNTL-MODIFIER-MOD66-ON          VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD66-OFF        VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD76                  PIC X(01).
      88 HPRCNTL-MODIFIER-MOD76-ON          VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD76-OFF        VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD77                  PIC X(01).
      88 HPRCNTL-MODIFIER-MOD77-ON          VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD77-OFF        VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD78                  PIC X(01).
      88 HPRCNTL-MODIFIER-MOD78-ON          VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD78-OFF        VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD79                  PIC X(01).
      88 HPRCNTL-MODIFIER-MOD79-ON          VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD79-OFF        VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD90                  PIC X(01).
      88 HPRCNTL-MODIFIER-MOD90-ON          VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD90-OFF        VALUE 'N'.
05 HPRCNTL-MODIFIER-MOD99                  PIC X(01).
      88 HPRCNTL-MODIFIER-MOD99-ON          VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MOD99-OFF        VALUE 'N'.
05 HPRCNTL-MODIFIER-MODP1                  PIC X(01).
      88 HPRCNTL-MODIFIER-MODP1-ON          VALUE 'Y'.
      88 HPRCNTL-MODIFIER-MODP1-OFF        VALUE 'N'.
05 HPRCNTL-MODIFIER-MODP2                  PIC X(01).
```

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***Appendix A:***

***This Is the Second Appendix***

***Notes***

## Instructor Notes

## Inserting Reports

Here are the instructions for inserting reports:

1. Obtain a copy of the report that you want to insert. Make sure it is in Microsoft Word text format.
2. In Word, point to Edit>Select All.
3. Click the Copy icon.
4. In FrameMaker, first select and apply either "landscape left" or "landscape right" as your Master page.
5. Rotate the page clockwise (Format>Customize Layout>Rotate Page Clockwise).
6. At the insertion point, point to Edit>Paste Special>Embedded Microsoft Word Document Object.
7. Resize the object by performing the following tasks:
  - Click once on the object so that the handles appear.
  - Simultaneously hold down SHIFT and click on one corner until the object is at the correct size.
8. Draw a box around the object to give it a border:
  - Click on the Drawing Tool (triangle icon at the top right side of your window).
  - Click on the square icon.
  - Position your cursor (now looks like a cross) where you want the beginning border to begin, hold down the left mouse button and drag until you have gone to the opposite end of the object.
  - If necessary, click on the cross-hatch icon the Drawing Tools toolbar and select None. This removes any fill pattern that may have been selected.
9. Rotate the page counterclockwise (Format>Customize Layout>Rotate Page Counterclockwise).

## Report Examples

On the following pages are some examples of inserting reports.

Clinically Questioned Example

```

CodeReview(R)
HPR Inc.
RECOMMENDATION REPORT - ALL CLAIMS
ALL DATES ON FILE
PAGE 1

-----
RUN: 10/24/97 15:34
PROGRAM: HPRBRPT
-----
ALL CLAIM TYPES
DIAGNOSES: DX1: 577.2 PANCREAT CYST/PSEUDOCYST
ARTIFICIAL CLAIM ID: 0000000252 CURRENT CLAIM NUMBER: 426
PATIENT ID: 98080980 PATIENT AGE: 057 PATIENT SEX: M KB ID: 99
PROVIDER ID: 0980980 ENTERED DATE: 10/24/1997 PM KB ID: 99

***** INPUT CODES *****
STATUS RULE DATE OF SERVICE POS CODE MOD DESCRIPTION/HISTORICAL CLAIM NUMBER CHARGED ALLOWED
-----
R C 10/05/97 21 43268 ENDOSCOPY, BILE DUCT/PANCREAS $1,000.00 $800.00
A 10/05/97 21 43262 ENDOSCOPY, BILE DUCT/PANCREAS $1,200.00 $1,000.00
Q C 10/05/97 21 47500 INJECTION FOR LIVER X-RAYS $150.00 $80.00

***** OUTPUT CODES *****
STATUS DATE OF SERVICE RVU PRO/DX CODE MOD DESCRIPTION CHARGED
-----
A 10/05/97 16.67 PAS/1 43268-51 ENDOSCOPY, BILE DUCT/PANCREAS $1,000.00
A 10/05/97 16.97 PAS/1 43262 ENDOSCOPY, BILE DUCT/PANCREAS $1,200.00
Q 10/05/97 3.61 PR /1 47500-51 INJECTION FOR LIVER X-RAYS $150.00

***** CODEREVIEW MESSAGES *****
R 10/05/97 43268 ENDOSCOPY, BILE DUCT/PANCREAS
REPLACED: Modifier -51 is added to this code to denote a secondary
procedure.
A 10/05/97 43262 ENDOSCOPY, BILE DUCT/PANCREAS
ACCEPTED: This code has been accepted with no change.
Q 10/05/97 47500 INJECTION FOR LIVER X-RAYS
QUESTION: Have the operative report reviewed by a nurse or surgical tech
to determine what was actually done. If the cholangiogram was
performed through the endoscope, delete code 47500. If the
cholangiogram was performed through the skin into the liver, allow
both codes.

***** PROMATCH MESSAGES *****
PR /1 10/05/97 47500-51 INJECTION FOR LIVER X-RAYS
PROMATCH: This service is not commonly submitted for the accompanying
diagnosis(es).

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```

Unbundling Example

|  |   |                 |              |       |       |                                     |            |            |
|--|---|-----------------|--------------|-------|-------|-------------------------------------|------------|------------|
| CodeReview(R)  |   | PAGE 1          |              |       |       |                                     |            |            |
| HPR Inc.   |   |                 |              |       |       |                                     |            |            |
| RECOMMENDATION REPORT - ALL CLAIMS   |   |                 |              |       |       |                                     |            |            |
| ALL DATES ON FILE  |   |                 |              |       |       |                                     |            |            |
| -----  |   | -----           |              |       |       |                                     |            |            |
| RUN: 10/23/97 21:28  | PROGRAM: HPRBPT   |                 |              |       |       |                                     |            |            |
| -----  |   |                 |              |       |       |                                     |            |            |
| ALL CLAIM TYPES  |   |                 |              |       |       |                                     |            |            |
| DIAGNOSES: DX1: 863.3  | SMALL INTESTINE INJ-OPEN                                      |                 |              |       |       |                                     |            |            |
| ARTIFICIAL CLAIM ID: 000000209   | CURRENT CLAIM NUMBER: 422                                     |                 |              |       |       |                                     |            |            |
| PATIENT ID: 987908080  | PATIENT AGE: 027  | PATIENT SEX: M  | KB ID: 99    |       |       |                                     |            |            |
| PROVIDER ID: 9879797   | ENTERED DATE: 10/23/1997                                      |                 | PM KB ID: 99 |       |       |                                     |            |            |
| ***** INPUT CODES *****  |   |                 |              |       |       |                                     |            |            |
| STATUS   | RULE  | DATE OF SERVICE | POS          | CODE  | MOD   | DESCRIPTION/HISTORICAL CLAIM NUMBER | CHARGED    | ALLOWED    |
| -----  | -----   | -----           | -----        | ----- | ----- | -----                               | -----      | -----      |
| D  | C   | 10/01/97        | 21           | 20102 |       | EXPLORE WOUND, ABDOMEN              | \$1,200.00 | \$1,100.00 |
| A  |   | 10/01/97        | 21           | 44120 |       | REMOVAL OF SMALL INTESTINE          | \$1,500.00 | \$1,500.00 |
| D  | C   | 10/01/97        | 21           | 49000 |       | EXPLORATION OF ABDOMEN              | \$750.00   | \$500.00   |
| ***** OUTPUT CODES *****   |   |                 |              |       |       |                                     |            |            |
| STATUS   | DATE OF SERVICE   | RVU             | PRO/DX       | CODE  | MOD   | DESCRIPTION                         | CHARGED    |            |
| -----  | -----   | -----           | -----        | ----- | ----- | -----                               | -----      | -----      |
| A  | 10/01/97  | 24.63           | PAS/1        | 44120 |       | REMOVAL OF SMALL INTESTINE          | \$3,450.00 |            |
| ***** CODEREVIEW MESSAGES *****  |   |                 |              |       |       |                                     |            |            |
| D  | 10/01/97  |                 |              | 20102 |       | EXPLORE WOUND, ABDOMEN              |            |            |
|  | DENIED: This code is part of the more global code 44120.      |                 |              |       |       |                                     |            |            |
| A  | 10/01/97  |                 |              | 44120 |       | REMOVAL OF SMALL INTESTINE          |            |            |
|  | ACCEPTED: This code has been accepted with no change.         |                 |              |       |       |                                     |            |            |
| D  | 10/01/97  |                 |              | 49000 |       | EXPLORATION OF ABDOMEN              |            |            |
|  | DENIED: This procedure is incidental to the accepted code(s). |                 |              |       |       |                                     |            |            |
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***Notes***