

<b>ONTRAC® Coding Guide</b>
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This document is meant to explain the definition and proper use of the “Complete” activity codes in the ONTRAC® system. These codes are used to remove an account from a worklist when no further work is to be done on the account.

**Manual Delete**

This code is used for accounts that were correctly assigned to your worklist that are not complete, but will receive no further work.

**Out of Scope**

This code is used if an account should never have appeared on the worklist.

**Quick Coding Reference**

**RP** (Rescheduled Procedure) Exception: Treat this as a new account. Check to see if any previous work applies to the new visit.

**IC** (Insurance Change) Exception: If the new insurance is part of the exception criteria (indicated by a “0 System – Not Required” code for all activities), and thus should have been excluded from the list, use **Out of Scope** to remove the account from your worklist. If the new insurance is correctly included on your worklist, treat this as a new account. Check to see if any previous work applies to the new visit.

**IV Status** is “**Ineligible**”: Use **Out of Scope** to remove the account from your authorization worklist.

If the account is past the DOS and still pending or not going to be worked, use **Manual Delete** to remove the account from your worklist.

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