User Guide

World Health Organization

User Guide

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Welcome

The guide that follows will explain what the tool consists of, and how to use it – depending on the learning you need to do.

An online support forum, and an online version of the training can be accessed at www.who.int/classifications/icd/implementation/

The course

The course:

- provides an overview of coding
- focuses on the different chapters
- gives a minimum of medical background

and

- provides short summaries.

Physicians will skip parts that relate to medical knowledge. Those at the managerial level may choose to gather an overview of ICD by taking a 'short track' route through the training.

Using the 'course planner' shown later in this guide will help you to find the most suitable way of becoming acquainted with ICD. You can of course select other sections if you wish to obtain more detailed training, or alternatively you can skip some of the detail.

Technical information for using the tool

The ICD-10 training tool uses cookies. These cookies keep track of your progress. Please make sure your browser settings allow cookies.

The screen resolution is optimised for 1024x768. The key F11 will activate the full screen mode (Microsoft® Internet Explorer and Mozilla Firefox). Pressing F11 again will get the browser buttons back.

The tool requires you to allow for active content - Java functionality that is built into your browser. No plug-ins are necessary.

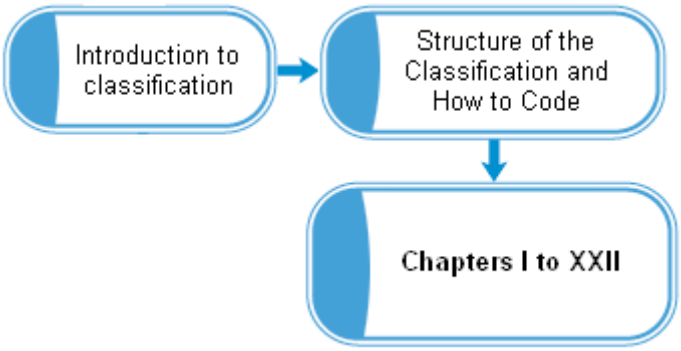
Note that the tool's exit button will only work if you are using Microsoft® Internet Explorer. If you are using a different browser, click on that browser's X button to leave.

How the tool is structured – page 1 of 4

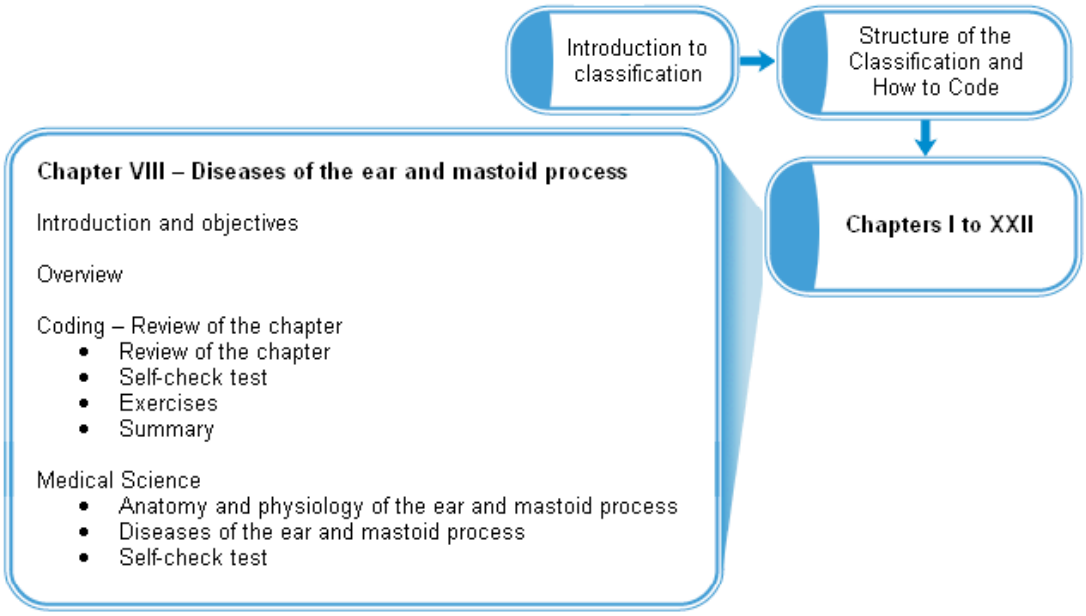
Although you may not intend to use every part of this training tool, you need to know what it consists of to make the best use of it.

The first module is entitled are 'Introduction to classification' and ‘Structure of the Classification and How to Code’.

There is then a separate module for each chapter of the ICD-10.

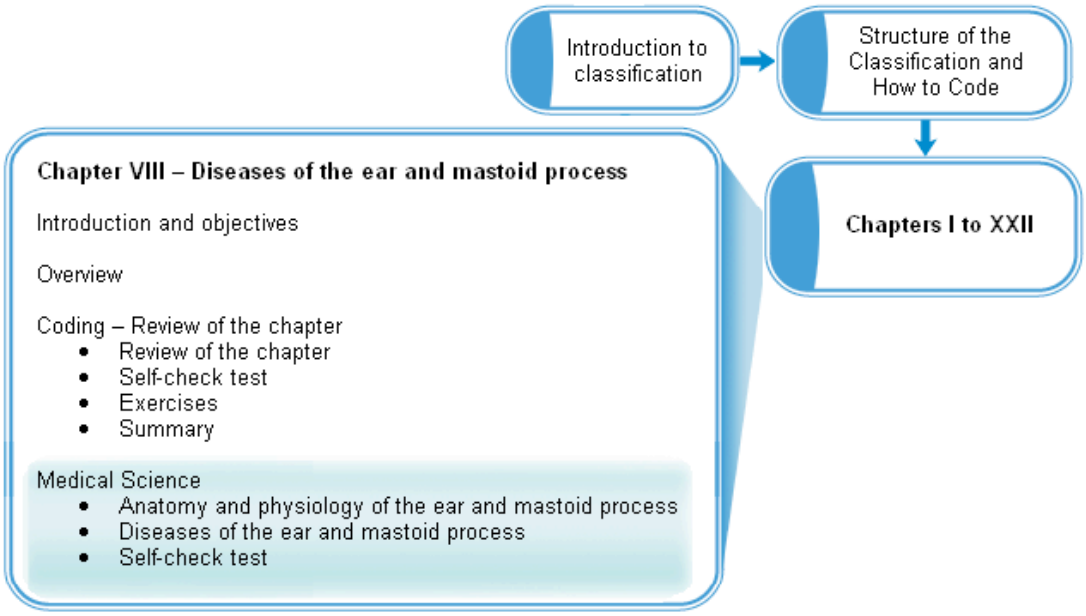


For each chapter module, there is a menu from which you can select the sections you need to study. Shown here are the sections of one example chapter. You will see this same basic structure for most modules.



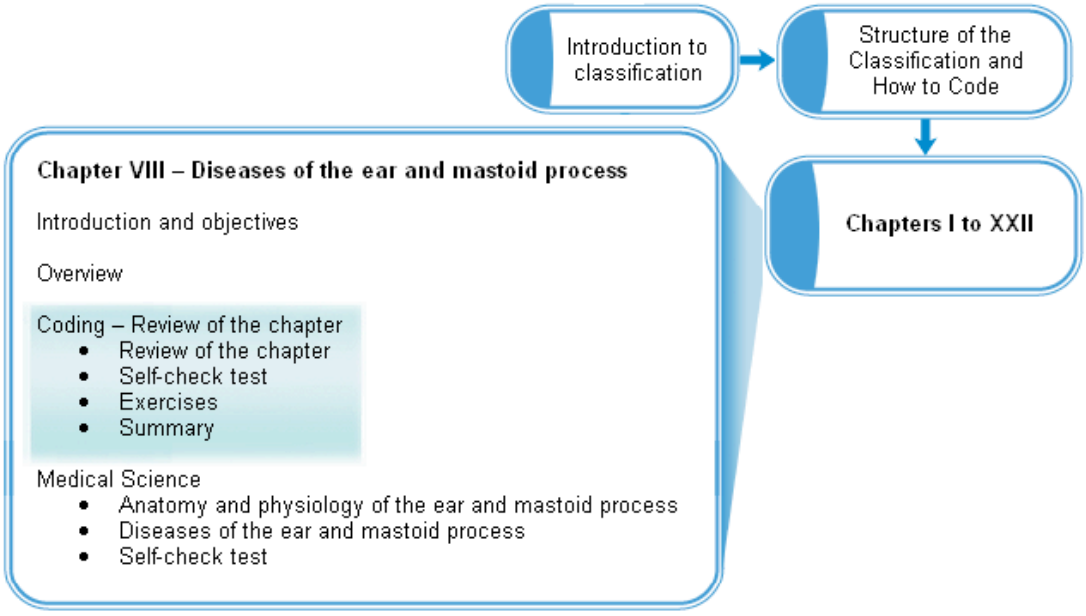
How the tool is structured – page 2 of 4

In each chapter module, there is a Medical Science part, including a self-check test. You may or may not need to complete this, depending on your medical background. (You can test your knowledge by going straight to the self-check test, if you wish.)



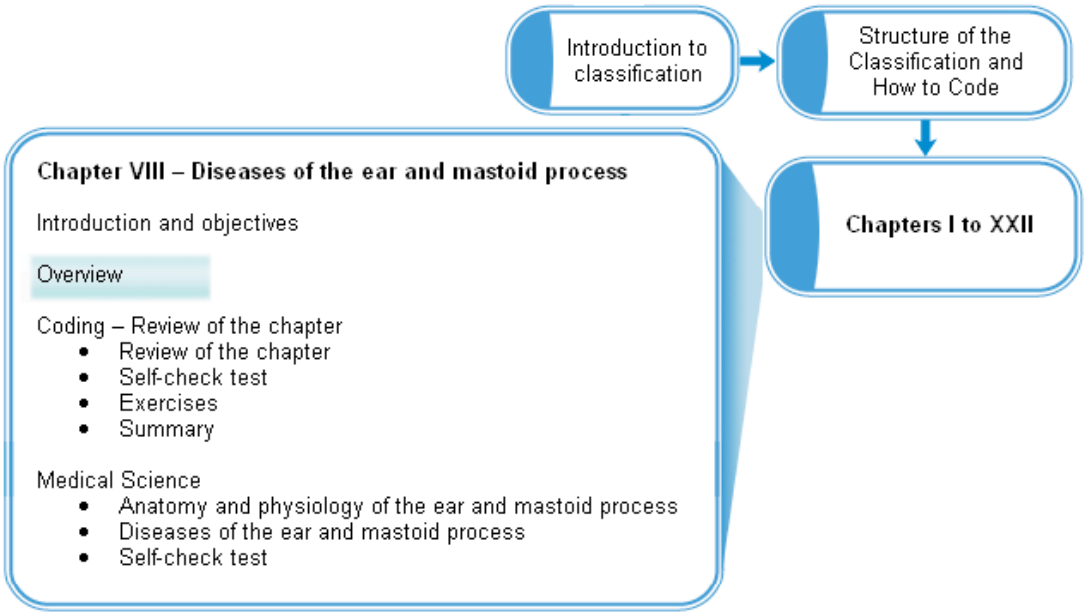
The coding part of the module consists of a detailed *Review of the chapter* followed by some *Exercises* to test yourself, and then a *Summary*.

Note that to complete the coding part of each module, you will need either the electronic or printed version of the ICD-10 Tabular List (Volume I) and Alphabetical Index (Volume 3).



How the tool is structured – page 3 of 4

There is also an *Overview* of the chapter. Note that this short section will **not** teach you how to code the diseases and conditions covered.

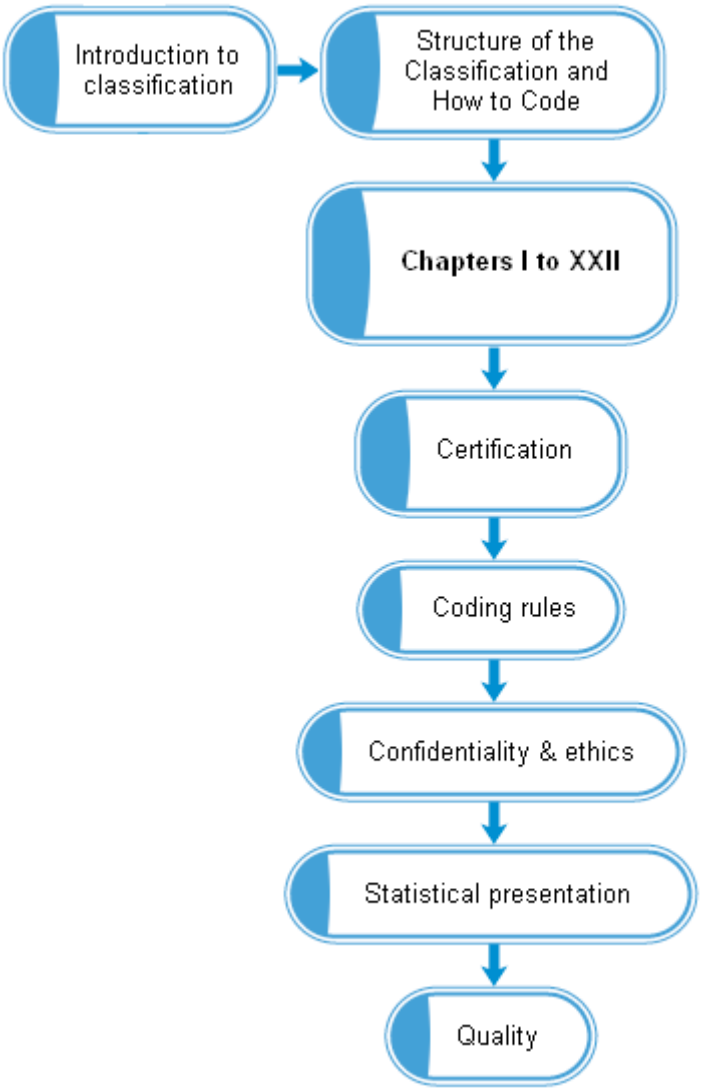


How the tool is structured – page 4 of 4

The tool also has modules on:

- Certification
- Rules and guidelines for mortality and morbidity coding
- Confidentiality & ethics, statistical presentation and quality - as shown on the diagram.

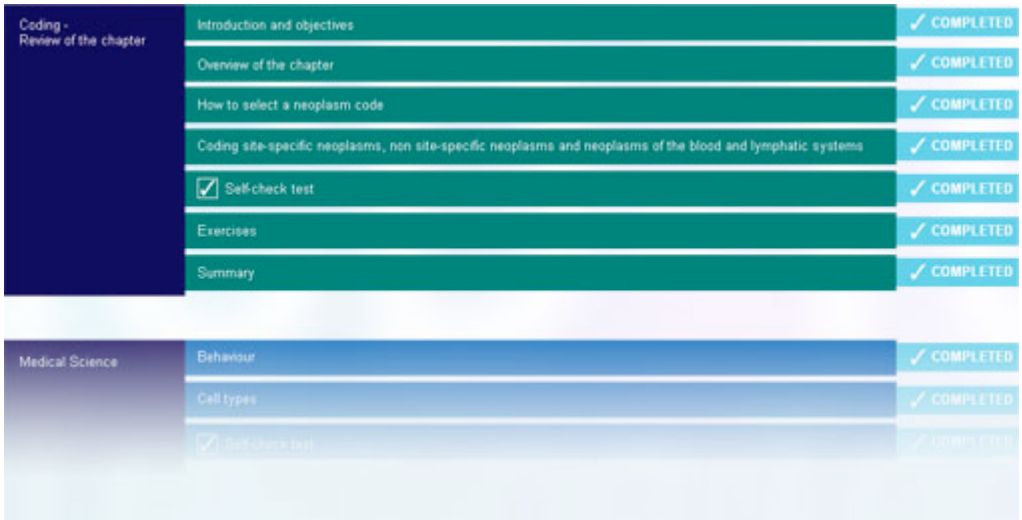
For the coding rules modules, you will need the either the electronic or printed version of the Instruction manual (Volume II).



How to use the tool

The tool is designed as a self-study course, and you can work at a pace that suits you, repeating any sections as often as you want. No self-check test or exercise scores are recorded – they are shown for your own benefit.

If your computer is set up in the right way (with 'cookies' enabled), you will be shown which sections of a module you have completed. You will also be shown which modules you have accessed on the tool's main menu. Note that you will need to use the same computer if you wish to make use of this feature throughout your learning.



The record can be deleted (for example if someone else wants to use the tool on the same computer).

Course planner - page 1 of 2

As you have learned earlier, you may not need to work through every section of a module.

To have a course recommended for you, first select which type of user describes you best from the menu as shown below, then click on the tick button to confirm.

1. Have to apply ICD codes and rules; have medical background

You have identified yourself as a **person who has to apply ICD codes and rules, and who has a medical background**.

These are the elements you are recommended to study:

- Introduction to classification
- Structure of the classification and how to code
- Chapters I to XXII – Review of the chapter, Exercises, Summary
- Certification
- Rules and guidelines for mortality coding
- Rules and guidelines for morbidity coding
- Statistical presentation
- Quality
- Confidentiality & ethics

Remember that you will be able to look at other sections of any module if you want to.

2. Have to apply ICD codes and rules; have no or little medical background

You have identified yourself as a **person who has to apply ICD codes and rules, but who has no or little medical background**.

These are the elements you are recommended to study:

- Introduction to classification
- Structure of the classification and how to code
- Chapters I to XXII – Introduction, Medical Science, Review of the chapter, Exercises, Summary
- Certification
- Rules and guidelines for mortality coding
- Rules and guidelines for morbidity coding
- Statistical presentation
- Quality
- Confidentiality & ethics

Remember that you will be able to look at other sections of any module if you want to.

Course planner - page 2 of 2

3. Have to fill in death certificates

You have identified yourself as a **person who has to fill in a death certificate**.

These are the elements you are recommended to study:

- Introduction to classification
- Structure of the classification and how to code - Summary only
- Chapters I to XXII – Summary only
- Certification
- Rules and guidelines for mortality coding – Summary only
- Statistical presentation – Summary only
- Quality – Summary only
- Confidentiality & ethics – Summary only

Remember that you will be able to look at other sections of any module if you want to.

4. Want to know more about ICD, but will probably never have to assign codes

You have identified yourself as a **person who wants to know more about ICD, but who is unlikely to ever have to assign codes**.

These are the elements you are recommended to study:

- Introduction to classification
- Structure of the classification and how to code – Summary only
- Chapters I to XXII – Overview only
- Certification – Summary only
- Rules and guidelines for mortality coding – Summary only
- Rules and guidelines for morbidity coding – Summary only
- Statistical presentation – Summary only
- Quality – Summary only
- Confidentiality & ethics – Summary only

Remember that you will be able to look at other sections of any module if you want to.

Using the tool's control buttons - page 1 of 2

You move around the tool using four buttons which will be in the top right corner.

This is the **next** button, for going to the next page.

This is the **back** button, for going back to a previous page.

This is the **menu** button. Clicking on this from any page within the learning (or a test) will take you to the particular module's menu. If you click on it again, you will go back to the tool's main menu.

This is the **exit** button for the course.
(Remember – this will only work for Microsoft® Internet Explorer.)

There is also a **resources** button in the bottom right corner which will open a menu of items available to you when you use the tool.

Using the tool's control buttons - page 2 of 2

In the bottom left corner of the tool's pages, you will see a series of squares. These show your progress through a particular section.

An additional feature is that you can click on them to make jumps within a section.

Finally, you will see:

this **confirm** button for confirming your answer whenever there is a question or exercise to complete

this **more information** button for revealing extra detail on certain pages

this **read about** button for revealing specific learning points

this **important note** button for revealing important extra information.

You are now at the end of this User Guide.