

- 1) On the top of the screen click on the ICD-10 DB button ICD-10 DB
- 2) Once in the ICD 10 screen click on the import/export button

Import/Export

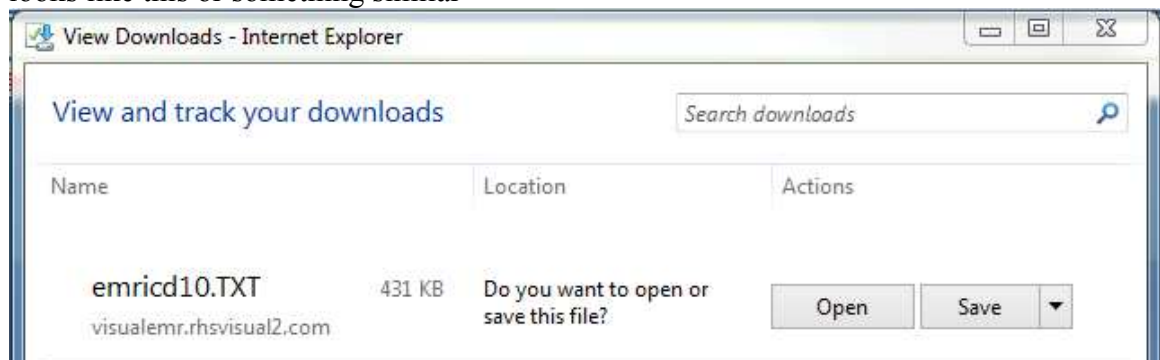
- 3) Click on the Export ICD-10 Profiles to CHARTS link

- 4) Click on the create button on the top right of the screen

Create

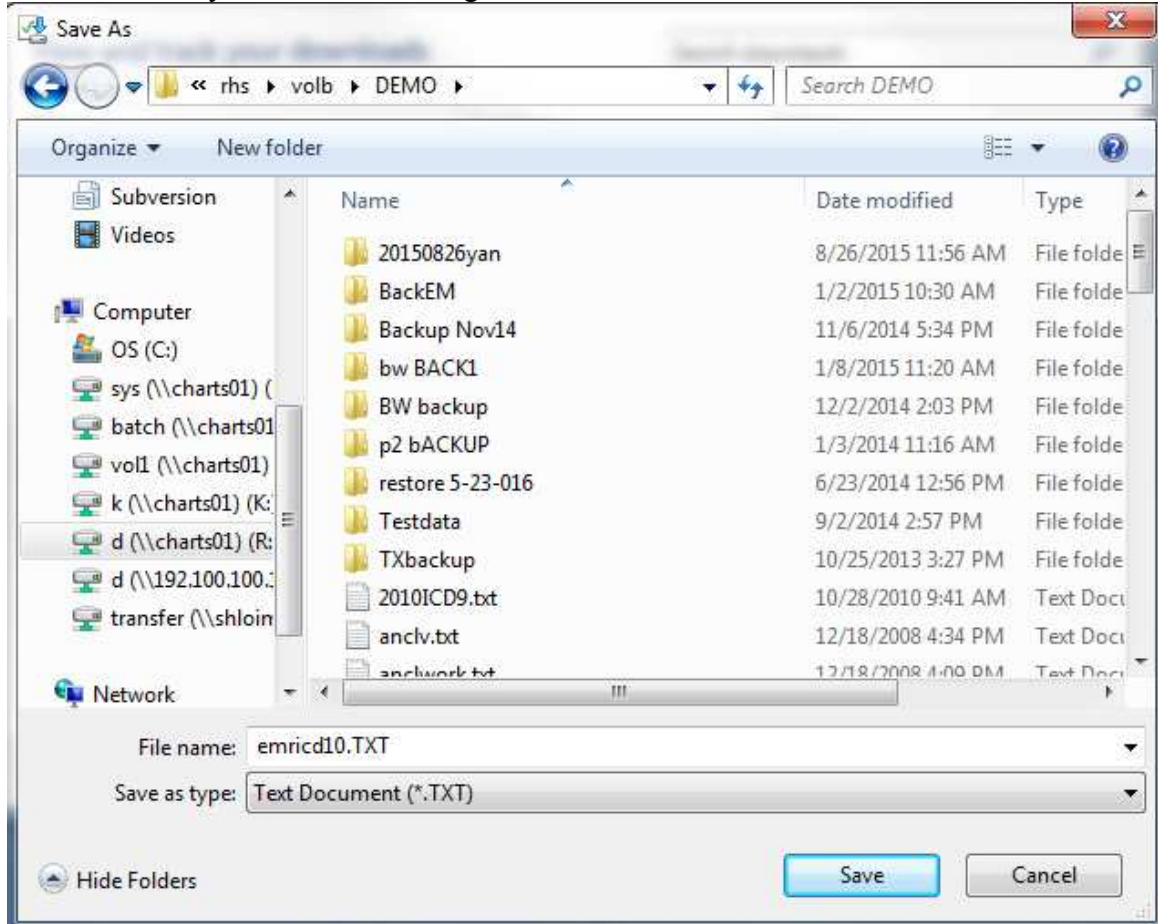


- 5) You will get the following pop up
- 6) Click yes to create the file to import into CHARTS
- 7) Once the file has been created the screen will display a message on the top left that says "Charts Billing data generated"
- 8) When you see that message click on the link that says "OR Click here to download the File"
- 9) Depending on your version of Internet Explorer you will see a message that either looks like this or something similar

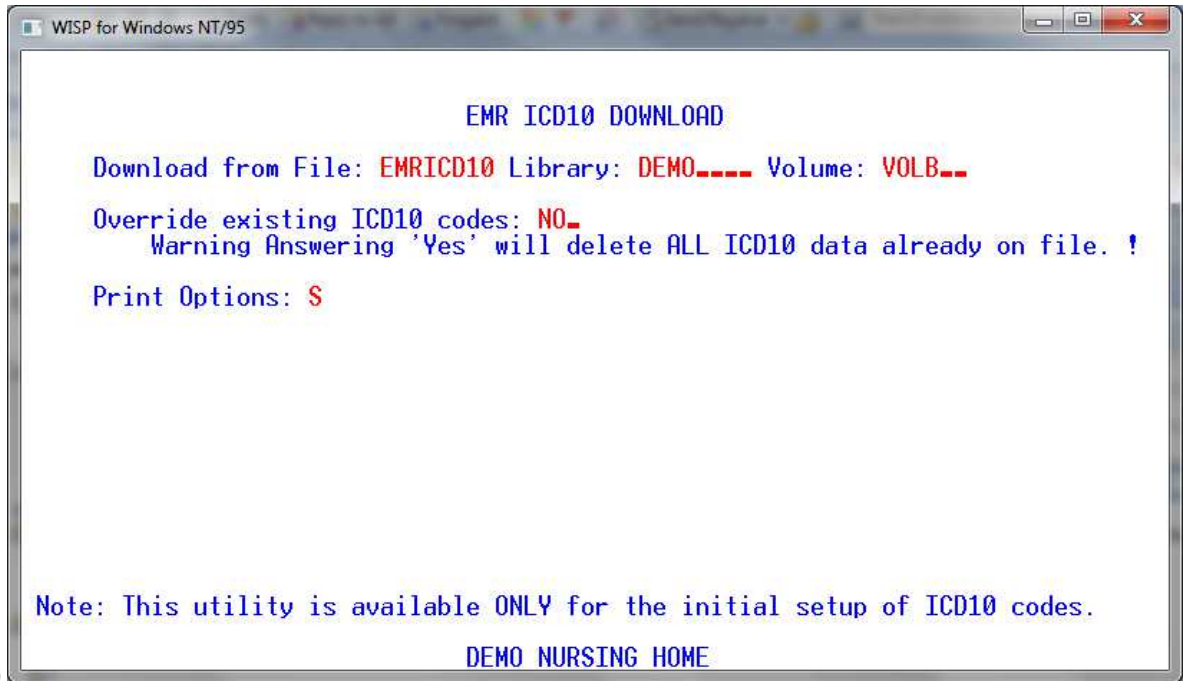


- 10) Click on the little arrow next to the save button to save it into the desired directory by clicking "save as"

- 11) Save the file in the CHARTS DATA directory. In our example below this the DEMO directory for Demos Nursing Home



- 12) At this point you are done with the Visual side of the download or the export process
- 13) To import the file into CHARTS patch 91 must be installed and have been loaded after September 11th - to verify you can check the date on a program EMRICD10 in charts – it should be at least 9/11.
- 14) If the date is prior to 9/11 – the update can be reloaded without concern
- 15) To run in CHARTS type **EMRICD10** [CC, 5, 10] from any menu and press enter



16)