

Shadow File for v. 2015 ICD-10-CA and CCI

Export Personal Notes

These instructions apply to a user who already has personal notes in their Shadow File and also apply to a group of users using a common shadow file.

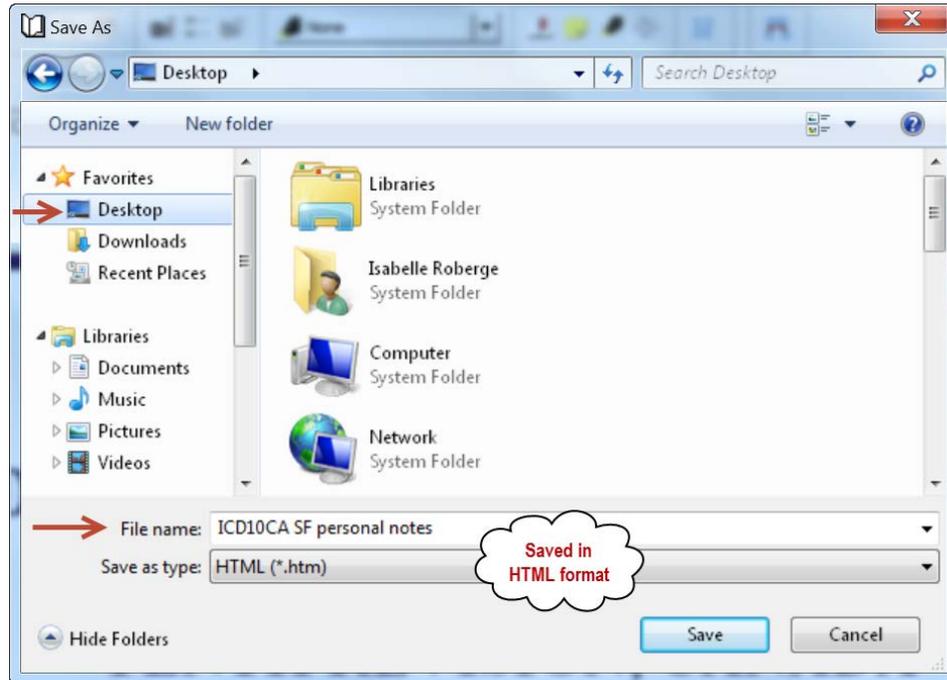
The v.2015 ICD-10-CA and CCI Shadow Files (.sdw) include a new button on the toolbar entitled "Export Notes". Prior to version 2015, it was not possible for the Folio application to produce a list of all personal notes contained in a shadow file. Now, the functionality "Export Notes" allows you to export your personal notes to a log file where your notes are listed in the order they appear in your Shadow File. The list displays the caption, the content and the location of each note. Identifying the location may not be possible for each note, but the caption and content of the note will still be copied to the log file. Any special formatting in the notes remains intact. When the process is complete, the file can be saved with the name you specify, in the location you desire.

To export your personal notes complete the following steps:

1. Ensure you close any versions of Folio that may be open.
2. From the Start menu, open the v.2015 ICD-10-CA – Shadow – English or v.2015 CCI – Shadow – English.
3. Click on the Export Notes icon . If the Export Notes icon does not appear in the toolbar, go to "Tools", "Customize", and select "Export Notes". Drag the icon  to the toolbar.
4. Create a unique name for this file when the dialogue box appears, as shown below:
 - Select where you want to save your personal notes log file. (example here is saving to the Desktop)
 - Click Save.

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After you click Save, a log file with your personal shadow file notes will open. For example, see below:

Personal Notes Summary

Exported from Shadow file: c:\cjh\ciaf8a~1\sdw\icd_2012_eng.sdw

Date: 2014/07/23

Record #	Note #	Location/Code	Caption	Note content
119	1	Parentheses ()	Test export notes	Testing this new feature
380	2	<u>fetus</u>	Abnormal, - acid base, -- fetus	Abnormal, abnormality, abnormalities (see also Anomaly) -- acid base <i>balance</i> (mixed) E87.4 -- fetus (see <i>Distress, fetal</i>) --- with documented arterial blood value of pH less than or equal to 7.00 and/or base deficit greater than or equal to 12 P20.9 --- first noted before onset of labor P20.0 --- first noted during labor and delivery P20.1 --- first noted at birth P20.2
22050	3	<u>not associated with pregnancy or childbirth</u>	Eclampsia, - not associated ...	Testing export notes
39974	4	<u>Malignant</u>	Neoplasm, - breast, -- areola	Testing notes
57588	5	<u>due to, caused by cataclysm</u>	Accident, - aircraft, -- due to	Testing index notes
61479	6	Viral infections characterized by skin and mucous membrane lesions (B00-B09)	Testing location	testing location
61480	7	B00	Testing location	Testing location
63672	8	F01.2	Testing export notes	Testing this new feature
65584	9	Influenza and pneumonia (J09-J18)	Export notes	testing
65586	10	J10	Note	Testing
74683	11	Exposure to inanimate mechanical forces (W20-W49)	Export notes	Testing notes
75403	12	Z01	Testing export Notes	Z01.1 Examination of ears and hearing Z01.2 Dental examination Z01.3 Examination of blood pressure
77088	13	Mortality tabulation lists	Testing for location	Testing for location

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After you have saved this log file in HTML format, you may wish to save it in a different format (e.g. Excel, Word). To do so, close the log file, right click on the document, select "Open with" and choose the desired format.

Tip

The log file is not linked to the ICD-10-CA or CCI .sdw products, it is stored outside Folio. It is recommended that each caption and content field for an index note contain information specific enough to assist with locating the note in the Folio Classification.

For example:

Abnormal, abnormality, abnormalities (see also Anomaly)

- acid base balance (mixed) [E87.4](#)
- fetus (see [Distress, fetal](#))
- albumin [R77.0](#)
- alphafetoprotein [R77.2](#)
- amnion, amniotic fluid [O41.9](#)
- affecting fetus or newborn [P02.9](#)
- apertures, congenital, diaphragm [Q79.1](#)
- auditory perception NEC [H93.2](#)
- autosomes NEC [Q99.9](#)
- fragile site [Q95.5](#)
- basal metabolic rate [R94.8](#)

Abnormal, - acid base, - - fetus

Abnormal, abnormality, abnormalities (see also Anomaly)

- acid base balance (mixed) [E87.4](#)
- fetus (~~see Distress, fetal~~)
- - - with documented arterial blood value of pH less than or equal to 7.00 and/or base deficit greater than or equal to 12 [P20.9](#)
- - - first noted before onset of labor [P20.0](#)
- - - first noted during labor and delivery [P20.1](#)
- - - first noted at birth [P20.2](#)