Follow these steps to report an ICD – 9 Diagnostic Code.

Note: **If you are completing the diagnosis at a later time, start at page 2 of the job aid.**

	Add a Professional Service
1.	Select the **Clients** module. *The **Client Search** page appears.*
2.	Enter search criteria.
3.	Click **Search**. *The results appear below the search criteria.*
4.	Click the Client link. *The **Applicant Face Sheet Summary** page appears.*
5.	Select **Services** from the navigation bar. *The **Service Plans** page appears.*
6.	Click the start a new service plan link or click **Add Plan**. *The **Add Service Plan** page appears.*
7.	Enter plan details, making sure to populate all required fields.
8.	Click **Save New Service Plan**. *The **Service Plan Summary** page appears.*
9.	Select **Services** from the navigation bar. *The **Service Plan Calendar** page appears.*
10.	Select **Services** from the navigation bar. *The **Service Search** page appears.*
11.	Click **Add Professional Service**. *The **Add Service** page appears.*
12.	Select a **Service Code**. *Additional data entry fields appear.*
13.	Select a **Rendering Provider**. *Additional data entry fields appear.*
14.	Select a **Taxonomy Code**.

15.	Use **Facility Code** default: office visit.
16.	Enter **Service Date**.
17.	Use **Units**: default 1.
18.	Click **Save New Service** . *The **Service Summary** page appears.*

Add a ICD-9 Diagnostic Code	
1.	Click **Add Diagnosis** . *The **Diagnosis Search** page appears.*
2.	Enter **ICD-9 Code** in textbox. *Tip:* If your search results do not generate the expected results, use a % before a partial ICD-9 code.
3.	Click **Search** . *The search results appear below Diagnosis Search.*
4.	Click **Save Diagnosis** . *The **Service Summary** page appears with the Diagnosis Code displaying.*
5.	Update Status to **Reported**.
6.	Click **Save Changes** . *The record has been saved.*
For system and access questions call: **Virtual Gateway Customer Service (www.Mass.Gov/vg) : 1-800-421-0938** **For program policy or data forms questions call:** **DPH Resource Center : 1-800-232-0093**	