Let’s start by taking a look at the –PCS files or what you would have as a codebook. On the webpage, it’s listed as **PCS Index and Tabular Grids**. So if you’ll look at those, you’ll notice that the index and the tables are combined in one document. It’s a rather large document, as you can see.

The first page is a list of all of the sections. There are two ways to find codes. First, you can select codes by either clicking on the links for the first three characters. For instance, go ahead and click on the Medical-Surgical link. It then takes you to the second character, which would be, in this case, the body system. If you click on a body system, it takes you to a set of root operations for that body system. So, that’s one way to start building a code. Go back to the first page of the PCS file.

Another way is to use the index, which is at the bottom of that page. So, scroll down and If you click on thelast link, **Index**, you will see different terms listed alphabetically. And within that alphabet system, you can find terms in many different ways. Terms are listed either by their common medical terminology, like appendectomy or Cesarean section or adhesiolysis, what you are used to in ICD-9. Or you can find terms by their PCS terminology, the root operation terms, like alteration or extirpation or bypass.

If you look through the index you will also see body part names, so if the record documentation does not match up to the PCS terms, you can find the equivalents in the index. You can also find device names, and what body systems they are used for.

In the index you will either see a cross reference to another section or another term, or you will actually see anywhere from three to seven digits of a code. Because they are in blue and underlined, that means they’re links. So if you click on any of those terms, it will take you to the Tabular List or the Tables or Grids, as I call them. These grids will allow you to complete the code by selecting the remainder of the seven digits.

Be aware that some code tables are very large and will be listed on subsequent pages. So, if you can’t find what you’re looking for, there’s a chance that it’s because the table is continued on the next page.

At the top of each page, you’ll see a link in the upper right hand corner that says, “**Back to the Top”.** This takes you to the top of whatever section you’re in. If you’re in the Index, it takes you to page one of the Index. If you’re in the Tables, it takes you to the actual Table of Contents page one.

Also on page one there is a link to **Definitions** for operations, body parts**,** and approaches for each section.These correspond to the Appendices in the Training Manual. You also see a **Body Part Key** that helps you select the correct PCS anatomy for the term for any body part. So you may have it listed one way in the chart you’re working with, but it’s classified differently or with a different term in PCS. So it tells you which PCS term to use.

**Device Key** lists different devices that might be used and how they’re classified in PCS; it sometimes even gives brand names. So you know what they’re using it for. And then a **Device Aggregation Table** which is another resource for devices, but it lists the root operations that they would be used with, for what body systems, and a general device name.

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|  | *MoHealthWINs* |

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