

The search is over.



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USER'S GUIDE

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# LOGGING IN

If you're already an HCPro customer, go to [www.medicarefind.com](http://www.medicarefind.com) and provide your existing HCPro username and password. If you don't know or can't remember your HCPro account information, call our **MedicareFind**<sup>™</sup> support line at 888/201-3650 and we'll help.

## Reset your password

If you don't know your current password, click on the request password link in the top-right of the **MedicareFind**<sup>™</sup> home page ([www.medicarefind.com](http://www.medicarefind.com)). On this page, enter the e-mail address associated with your **MedicareFind**<sup>™</sup> account, then click Reset. You'll receive an e-mail at that address with a new **MedicareFind**<sup>™</sup> password. Because this new password is automatically generated, you may want to change it to something more memorable – see “Change your password” below.

## Change your password

To change your password, log in to **MedicareFind**<sup>™</sup> and enter your current username and password into the login box at the top-right of the **MedicareFind**<sup>™</sup> home page ([www.medicarefind.com](http://www.medicarefind.com)). Then click on the Change Password button. On this page, enter your desired new password into the two boxes (you must enter it twice so we can confirm it), then click Change Password. The page will display a message saying that your password has been changed, and you will now be able to log in with your new password.

# CONDUCTING SEARCHES

## Filter results by document type, source, and year

To filter your documents, click on any of the links to the left of your results (e.g., *Transmittals/Program Memoranda, RAC, 2009*). This will reduce your results to that particular category. You can apply multiple filters at the same time. Some filters, when clicked, reveal subfilters that you can continue to apply (e.g., *Manuals*). To remove filters individually, simply click on them again.

Example: To locate proposed or final rules published by CMS that are relevant to your topic, conduct a search and then click on the *Federal Register* filter and the *CMS* filter.

## Target keyword proximity with NEAR

Insert *NEAR* (must be in all caps) between two keywords to receive results where the two words are close together within the document.

Example: Searching for *observation hours* will return every document that mentions *observation* and *hours* – though they may be unrelated to one another. Searching for *observation NEAR hours* will return only those documents where *observation* and *hours* appear close together.

## Use quotation marks to search for an exact phrase

Apply quotation marks (“ ”) around multiple keywords to receive results that contain that exact phrase.

Example: Searching for *pressure ulcer* will return those documents where the words *pressure* and *ulcer* both appear. Searching for “*pressure ulcer*” will return only those documents where the exact phrase – *pressure ulcer* – appears.

## Conduct a flexible search with OR

Insert *OR* (must be in all caps) between two keywords to receive results that include at least one of the words.

Example: Searching for *physician supervision* will return every document that mentions *physician* and also mentions *supervision* – they must both be present in the same document. Searching for *physician OR supervision* will return documents where *physician* and *supervision* appear either separately or together.

## Filter out documents with NOT

Insert *NOT* (must be in all caps) before a keyword to receive results that do not include that word. You may use *NOT* multiple times (e.g., *physician supervision NOT office NOT inpatient*).

Example: Searching for *physician supervision NOT office* will return those documents where the words *physician* and *supervision* appear but where *office* does not appear.

## Sort by date or relevance

Relevance sorting provides the most relevant documents on your first page of results. Date sorting provides the most recent documents on your first page of results. To change between relevance sorting and date sorting, click on the *Relevance* and *Date* links on the results page immediately below the search box. After you select one method of sorting, it will continue to apply to your future searches until you change it – so if you change it to date sorting don't forget to change back to relevance sorting before executing another search.

## Navigate to a manual chapter

The quickest way to locate a specific manual chapter is to click on the *Latest from CMS EasyFind* link on the **MedicareFind**<sup>™</sup> home page ([www.medicarefind.com](http://www.medicarefind.com)). From there, use the *Manuals* filter on the left and select *Internet-Only Manuals* or *Paper-Based Manuals*. Then select the desired manual. Clicking on any *More Document Details* link on this results page will generate a list of manual chapters.

Example: To access Chapter 4 of the *Claims Processing Manual*, click the *Latest from CMS EasyFind* link. Apply the following filters: *Manuals > Internet-Only Manuals > Claims Processing Manual*. Then click on any *More Document Details* link – Chapter 4 will be available in the list.

## Locate LCDs from your contractor

To easily access local coverage information specific to your area, conduct a general search for your topic of interest. Apply the *Local Contractor* filter, then whatever contractor type is applicable (e.g., *FI, Carrier, DME MAC*). From here, select the desired contractor. This results page will provide only those LCDs from your contractor.

Example: To locate retired LCDs from the fiscal intermediary National Government Services, conduct a search and apply the *Retired LCDs* filter, then the *FI* and *National Government Services, Inc.* filters.

## Access citations quickly with MedicareFind™ spotlights

The best way to access an exact reference (e.g., transmittal, MLN Matters article, final rule) is to enter the citation into the search box. The document that matches your citation will appear in a spotlight at the top of your search results. Related documents may appear under the spotlight.

Example: When looking for a particular transmittal or MLN Matters article, enter the exact transmittal or MLN Matters number (e.g., R1745CP, SE0622). When looking for specific rulemaking, enter the appropriate regulation number (e.g., CMS-1414-CN) or *Federal Register* reference (e.g., 74 FR 165).

## Locate particular sections of a large document

When you open a large PDF file (such as a final rule or manual chapter), **MedicareFind™** will work with your Adobe PDF reader to create a hyperlinked list of where your keywords are present in the document. This list will automatically appear to the side of your document. Simply scan the list and click on whatever link seems appropriate — you'll immediately be taken to that section of the document to find your answer.

To take advantage of this feature, ensure that you have the latest version of Adobe Reader. To download the most recent version, go to <http://get.adobe.com/reader>.

## Validate codes with NCCI edits

On the **MedicareFind™** home page ([www.medicarefind.com](http://www.medicarefind.com)), select the NCCI Edits **EasyFind** link. On this page, select Physician or Hospital Outpatient and enter your CPT/HCPCS codes, one per line, into the query box. Click Submit. Your results will appear below. Only those code pairs that generate an edit will be returned; if you do not see a code pair in the results then there is no edit for that pair.

Example: Select Hospital Outpatient and enter 10060, 11401, and 90760 on separate lines of the query box. Click submit and the **MedicareFind™** NCCI Edits will return code pairs that trigger an edit along with their effective/deletion dates and information about modifier use.