

Unified Medical Terminology – Middle East (UMT-ME™)

User Manual

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1. Introduction

- a. The **Unified Medical Terminology** is a coding set that provides codes for consultations, procedures, investigations, drugs and alternative medicine. The Middle East version has been specially adapted for use in this region and is initially being launched in Dubai together with the Dubai Health Authority/DOHMS.
- b. The purpose of UMT-ME is to standardize data capture and collection and to facilitate statistical analysis. The code set is not meant to be an educational tool or guidance, or even a reference except strictly for the purpose of data coding.
- c. Inclusion or exclusion of any procedure or brand of drug does not in a way reflect the views of Tendercare, DHA/DOHMS or the hospital/institution using the code set.
- d. UMT-ME is a very comprehensive set of codes and you should be able to find every item that you need. If you are not able to find what you are looking for, please try to change your search criteria and look again.
- e. Search Assistance and support are available on www.umd-me.com and you should make use of the same.
- f. UMT-ME is *not* a diagnosis coding system and you should use ICD-10 for this purpose. You will not find any diagnosis codes in UMT-ME.
- g. While every effort has been made to ensure accuracy and completeness, this is, after all, a human team effort and subject to human errors. But please do not overlook or ignore our mistakes – let us know and we shall take appropriate steps immediately. Your feedback is critically important: please do not keep it to yourself.

2. Conventions used

- a. All descriptions in the code set are completely written. Commonly used abbreviations are also included in the descriptions at many places. These are provided to facilitate searching. For example you can search for Total Leucocyte Count by entering TLC or WBC. This is not exhaustive and, as there is no standard list of abbreviations, the abbreviation you use may not be included or may be somewhat different. If you feel that an appropriate abbreviation is missing, please provide the feedback at www.umat-me.com/feedback.asp and we will try to incorporate it into the next release of UMT-ME.
- b. The UMT-ME descriptions use UK spellings and not US spellings with certain exceptions. In some cases, especially in the names of generic drugs, the American spellings are more commonly accepted, and are, therefore, used in UMT-ME. For example, UMT-ME has the description *haemoglobin* (not hemoglobin) but uses *sulfacetamide* (not sulphacetamide). While searching for items, please use UK spellings and if you cannot find the item, then re-try with US spellings.
- c. A special mention is needed for drugs – conventional (allopathic) and alternative medicine. UMT-ME includes almost all the drugs used in the Middle East.
 - i. *Allopathic drugs*:
 1. The items are listed by brand names and additional information regarding generic name(s) and preparation are available.
 2. The generic name(s) are given for the purpose of *classification* and not to indicate the precise composition of a drug.

3. For the purpose of coding, the exact generic composition, strength and preparation are not important. For example, antacid preparations may contain many ingredients but these are broadly classified as *Aluminium and Magnesium preparations*.
4. If you have prescribed a syrup and only the tablet listing is available in UMT-ME, it is okay to use the tablet code.
5. Some drugs that have been discontinued or withdrawn are also included in UMT-ME for the sake of historical data and completeness. Their presence in UMT-ME does not mean that you should prescribe that drug.

ii. *Alternative medicine:*

1. The drugs are listed by their generic/botanical names and wherever possible, the common names are also provided. No brand names are included. Preparations and strengths are also not indicated.
 2. If you are using combinations, mixtures, concoctions, you should list the codes for each ingredient but the exact quantity of each ingredient is not required.
- d. Capital letters and lower case letters are used interchangeably—UMT-ME is not case sensitive.

3. Structure and terminology

- a. Each UMT-ME code consists of 4 digits followed by a dot then a single alphabet plus 4 more digits. *Every code is exactly 10 characters including the dot separator.*
- b. Moving from left to right keeps increasing the *granularity*, i.e. the detail of the item. The first digit is the *Class* then the *Subclass* and so on as explained below. If, for example, you take all codes beginning with 3, these will all be *Procedures and Surgeries*. 301 are *Diagnostic procedures* and 302 are *Therapeutic procedures*. Further detail can be obtained by moving to the fourth digit (called *Group*):

3011	Non-invasive Diagnostic Procedure
3012	Invasive Diagnostic Procedure
3021	Procedure (OT and anaesthesia optional)
3022	Minor surgery (done in OT/general anaesthesia optional)
3023	Major surgery (done in OT with general anaesthesia)

- c. **Please note that this classification and the actual codes used are not important for coding purposes** – this structure is used primarily for statistical purposes.
- d. The Classes are listed below but a complete listing of Subclasses, Groups and further granularity is available only to licensed users.
- e. *Structure:*

i. An example of a UMT-ME code is: **3023.K4561**

- 1. Here the first four digits 3023 are called the *Predicate* and K4561 is the *Subject*. The dot is the separator.

2. Many codes will have the same Predicate and many codes will have the same Subject – but only one code will have the same Predicate and Subject.
3. The first digit of the Predicate, 3 in this example, is the Class (see list of Classes below).
4. The second two digits, 02 here, are the Subclass. Subclasses are related to each Class and Subclasses of different Classes may have the same name/number and are distinguished on the basis of the Class number, i.e. the first digit.
5. The fourth digit, 3 in this case, is the Group. This is an optional classification and not all Subclasses have associated Groups. In this case, the Group digit is 0.
6. The structure of the Subject is different for each Class and it is **not important to know this for the purpose of coding**. However, for informational purposes, two examples are given:
 - a. In the above example, the Subject is K4561. The K corresponds to ICD-10 chapter K which is GI Disorders. The last four digits are internally generated.
 - b. An example of a drug code is 6056.A0305 for *Envas*. Here the Class is 6 (*Drugs and Pharmacological Materials*), the Subclass is 05 (*Cardiovascular system (Others)*) and the Group is 6 (*Hypertension*). In the Subject, A0305, the alphabet A denotes that this is an ACE inhibitor. The next two digits 03 are for the generic drug *enalapril* and the final two digits 05 are the serial number for *Envas*.

5020.P1017
↑ ↑
Predicate *Subject*

Class: Diagnostics → **5020** ← *Group: X-Ray*
↑
Sub-Class: Radiology

Class Numbers

1	Consultations
2	Medical Records and EHRs
3	Procedures & Surgeries
4	Ambulatory & Domiciliary Services
5	Diagnostics
6	Drugs & Pharmacological Materials
7	<i>Placeholder for future expansion</i>
8	<i>Placeholder for future expansion</i>
9	Alternative Medicine

4. Searching for codes

UMT-ME is a coding set and as such does not have any user interface. How you search for a code depends on the program being used, e.g. the UMT-ME web site, the DOHMS web site, or your in-house software. The description given here is solely for the search engine on www.umat-me.com.

a. Search Terms

- i. The minimum length of a search term is **five** characters for a Simple search and **three** for Advanced search.
- ii. You may search for multiple words by typing in as many words as you like with a blank space between each word. Only the records that contain all your search words will be displayed. The word(s) that you searched for may be in any order and may only be a part of a bigger word in the UMT-ME description, but each word must be present for the record to be displayed.
- iii. Do not use any symbols such as ‘, “/;.@()[]-=<>

b. Simple Search

- i. The simple search has the advantage of being highly “intelligent” and tries to “guess” what you are looking for. However, the disadvantage is that the number of results shown may be too many for convenience.
- ii. Just enter the search term that you want as described above. The search engine will perform the search with the following rules:
 1. If the search term is recognized as a UMT-ME code, then the single record matching that code will be displayed.
 2. The Descriptions in all Classes and Subclasses will be searched for matching word(s). All such records will be displayed.

3. If no record is found in step 2 above, the search engine will search other fields in the database for matching records.
4. If both steps 2 and 3 fail to match any records, the search engine will use only the first five characters of your search term and repeat the search.

c. Advanced Search

- i. On this page you can refine your search and narrow the number of records searched and displayed. You can:
 1. Select the Class, Subclass and Group in which to search.
 2. Restrict the search to the Description field and ignore the additional fields.
 3. Limit the number of results displayed.
- ii. You can also choose to save your Class, Subclass and Group selections so that when you come back to this page at a later date, these will be automatically selected for you.

5. Unspecified items

- a. If you are not able to find what you are looking for, please submit the online Search Assistance request at www.umt-me.com/searchassist.asp and one of our technical staff will try to locate the item for you and email the code to you. For a limited time this facility is free of cost for all users but will soon be restricted to licensed users.
- b. In the meantime, please use the generic code for each Class: ?000.Z9999 where the ? is substituted by the Class number. For example if you are unable to find a procedure code, use 3000.Z9999 as the code. For a missing drug code, use 6000.Z9999.

6. Using multiple codes

- a. Certain situations will require you to use multiple codes, for example if more than one procedure was done at the same time. You can use any number of codes at one time with the following rules:
 - i. All codes grouped into one field must belong to the same Class, i.e. all the codes must begin with the same digit. If the codes belong to different Classes, they belong to different fields in the software application.
 - ii. Each code must be separated by a comma (,) or a semi-colon (;). No other separator is acceptable.
- b. Please note that the software application that you are using might have implemented some other method of inputting multiple codes. Please refer to the documentation of your application to make sure that the correct procedure is followed.

7. Feedback

- a. Your feedback is critical in order to make UMT-ME useful for all of us. Please let us know if there are any deficiencies:
 - i. Missing items – procedures, drugs, alternative medicine items, diagnostics etc.
 - ii. Wrongly classified items – if you feel that a particular item is present in UMT-ME but is classified incorrectly.
 - iii. Wrongly spelt items – if there is any spelling mistake in the Description or any other field.
 - iv. Incomplete Descriptions.
- b. Any other comments and feedback are welcome.
- c. You can email to umt-me@tendercare.com or submit your feedback through the website at www.umt-me.com/feedback.asp.

8. Updating Code Sets

- a. Tendercare will update the UMT-ME code sets periodically and make the same available on the Internet.
- b. Licensed users will get updates automatically.
- c. Documentation listing the changes with each update will be made available on the web site.
- d. *Please do not make any changes to the code set yourself.* If you do so, the basic purpose of standardization will be lost, you will be violating the copyright, intellectual property and licensing terms and may end up submitting wrong codes.