

# Classifications Browser User Guide

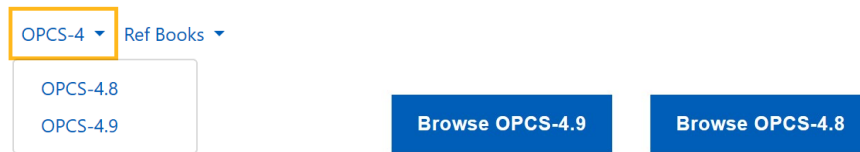
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# 1 Browse

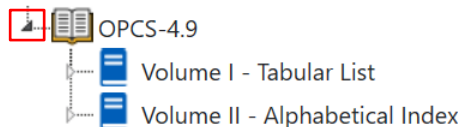
Access the classification version required using the link in the top right of the landing page or by selecting a 'Browse' button.



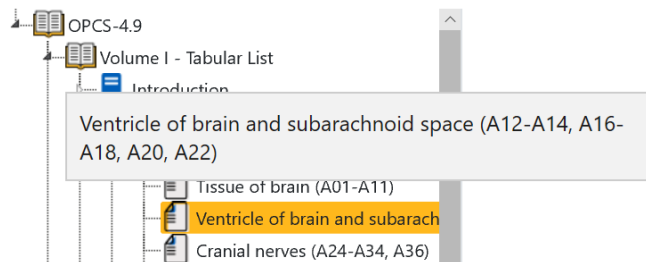
The classification version is displayed in the top left of the screen. Click on 'Classifications Browser' to return to the landing page. Click on the NHS Digital icon to open the NHS Digital website.



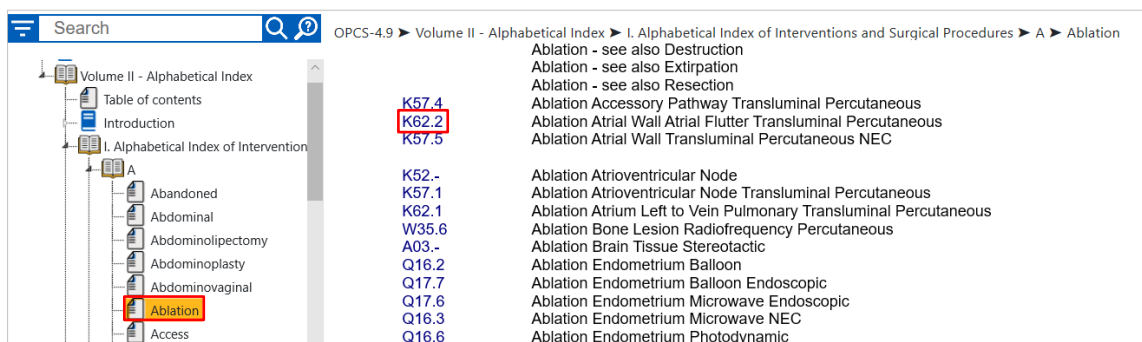
The Classification is browsed by selecting and expanding the tree in the pane on the left of the screen. Select a triangle or heading to expand the node. Reselect the triangle of an expanded node to close the node.

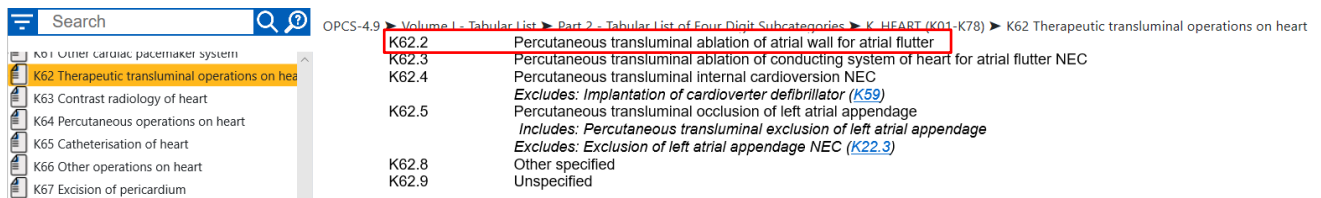


Where the full heading cannot be seen, hover over the text to display it in full.

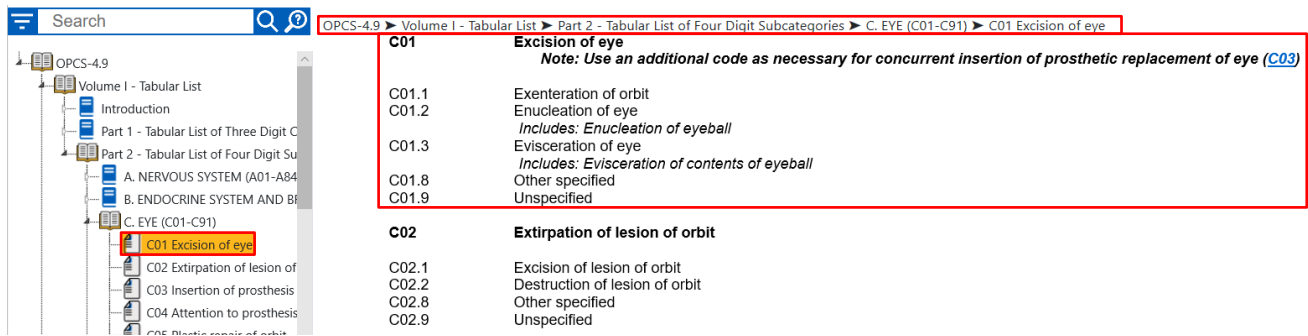


Classification content is structured and presented in the same format as the printed books and can be used in the same way. Use lead terms and modifiers to find a tentative code using the Alphabetical Index. Click on a code in the Alphabetical Index and you will be taken to that code in the Tabular List.



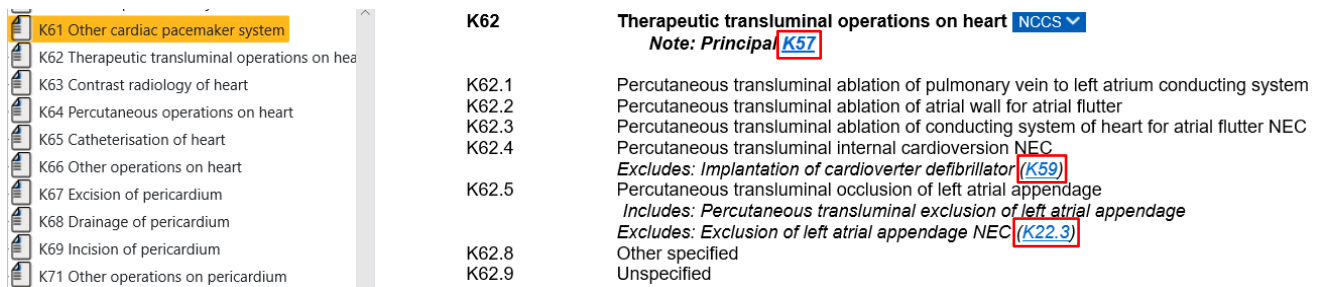


Selecting a concept within the tree in the left pane will display that concept within the classification in the pane on the right of the screen. The location within the classification is also displayed in the ribbon at the top of the pane.

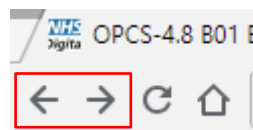


As you scroll through the content of the classification in the pane on the right the tree on the left and ribbon at the top will sync to show your location within the classification.

Throughout the Tabular List, where a code is present in a note you can click on the code to be taken to the location of the selected code in the classification.



You can navigate between pages that you have looked at previously by selecting the browser backwards and forwards buttons within your web browser.



You can create bookmarks within your web browser for specific locations within the classification. The method that this will be performed will depend on your web browser application.

## 1.1 National Clinical Coding Standards

Where a National Clinical Coding Standard within the current official National Clinical Coding Standards Reference Book OPCS-4, or the Chemotherapy Regimens Clinical Coding Standards is relevant to a Chapter, Category or Code the NCCS icon will be shown. Hover over the NCCS icon and the relevant references will be displayed.

**CHAPTER A** NCCS  
**NERVOUS SYSTEM**  
 (CODES A01-A84)


**CHAPTER A** NCCS  
**NERVOUS SYSTEM**  
 (CODES A01-A84) Rules  
Conventions  
GCS

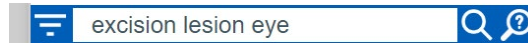
Click on a reference and the standard will display in a separate tab.

The NCCS links are updated at the start of each financial year to reflect any changes to coding standards and direct to the updated reference books.

**The links to standards are only for use in the NHS in England. For links to the coding standards used in Northern Ireland, Scotland and Wales, see the Resources page.**

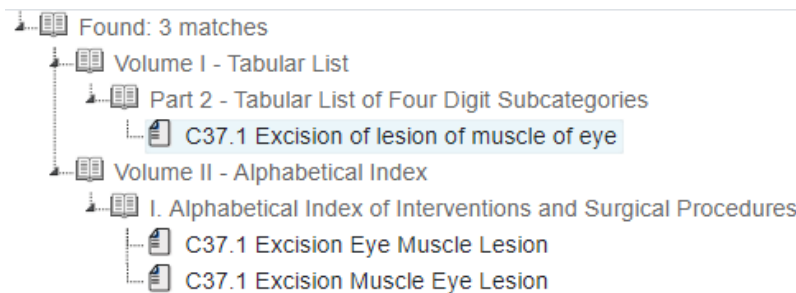
## 2 Search

To search enter text and select search  or press enter. You must enter at least 3 letters to start a search. The more words you enter the more specific the search results will be.




In OPCS-4 the default search will return results from Volume I – Tabular List, Part 2 – Tabular List of Four Digit Subcategories and Volume II – Alphabetical Index, I. Alphabetical Index of Interventions and Surgical Procedures.

The results of the search are displayed in the panel at the bottom right of the screen. The number of results (to a maximum of 3000) and their location in the classification are shown. The ordering of the results mirrors the order they appear in the classification, i.e. results from OPCS-4 Volume I – Tabular List are listed in code order and results from Volume II – Alphabetical Index are listed in Lead term alphabetical order.



Resize the search results box by selecting and dragging the arrow up or down.



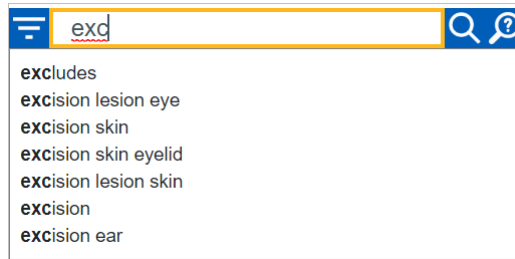
Minimise the results by selecting the minimise  icon at the top right of the search results box.


Select 'Show search results' to open the results again.




Close the search by selecting the close X icon.

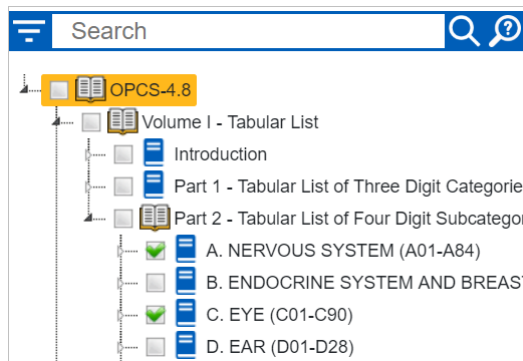
When a new search is started, after entering at least three characters, previous matching search results are displayed underneath the search box. Select a previous search without having to type the full search string.



Selecting the search help icon  displays the information search in the user guide in a separate tab.

## 2.1 Search Filter

When the filter icon  is selected tick boxes display to the side of every entry in the tree allowing you to search in a specific part(s) of the classification. Place a tick in one or multiple boxes to search in only those specific locations and select search:



Search the whole of the classification by placing a tick in the top level box:



## 2.2 Wildcard searches

If you are unsure of how a term is spelt you can do the following wildcard searches:

- If you are unsure of a single character use a question mark ?, e.g. Il?um returns results containing Ileum and Ilium
- If you are unsure of multiple characters use an asterisk \*, e.g. Angio\* returns results containing angiography, angioplasty, angiocardiography etc  
T\*th returns result containing tooth, teeth, tenth, twelfth etc

## 2.3 Fuzzy searches

You can do a fuzzy match to find similar terms by using a tilde ~ at the end of a single word, e.g.:

Hysterectomy~ returns results containing hysterectomy and hysterotomy

## 2.4 Using OR and NOT

To search for a specific word and exclude another one from the search enter NOT after the word you want the result to contain and before the word you want to exclude, e.g.

Evacuation NOT haematoma will return descriptions containing Evacuation excluding any that contain haematoma

To search for entries that contain a number of terms together in the same description or alone in different descriptions separate the words using OR, e.g.

Evacuation OR haematoma returns results that contain both evacuation and haematoma in the same description and those that contain only haematoma and only evacuation.