

SYSTOC 7.60+ ICD-10 Import Instructions

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Import ICD-10 Codes

Use the SystocImporter utility to import ICD-10 codes into your SYSTOC database.

▲ *These instructions are intended for an IT system/network administrator.*

SystocImporter is a program included with SYSTOC. If you have never used this program before, it may need to be activated and licensed. If you have never performed ICD imports, you may need to download and run the ICD9_Free import file. Contact SYSTOC Customer Support at 844.881.8713 for assistance with import instructions as well as the ICD-10 import files themselves.

Important Considerations

Some things to consider before starting the ICD-10 code import process:

- The import transfers only the ICD-10 code and a description, not the NCCI Body Site and Injury Code. The import has no effect on any NCCI codes that were previously entered on existing codes in your system.
- The import is not selective; it imports all codes that do not already exist and updates existing codes. If your clinic practices only occupational medicine, you may want to remove unwanted codes from the spreadsheet before importing them into your SYSTOC database.

See the PDF document SYSTOC Standard Generic Import Overview for additional information about importing.

Prerequisites and Preparation

Preparation includes:

- Requesting and downloading an ICD-10 code spreadsheet for your version of SYSTOC.
- Activating and licensing the SystocImporter.
- Verifying that you have the ICD9_Free import file.
- Making sure that you have a connection to the SYSTOC database.

ICD-10 Code Spreadsheets

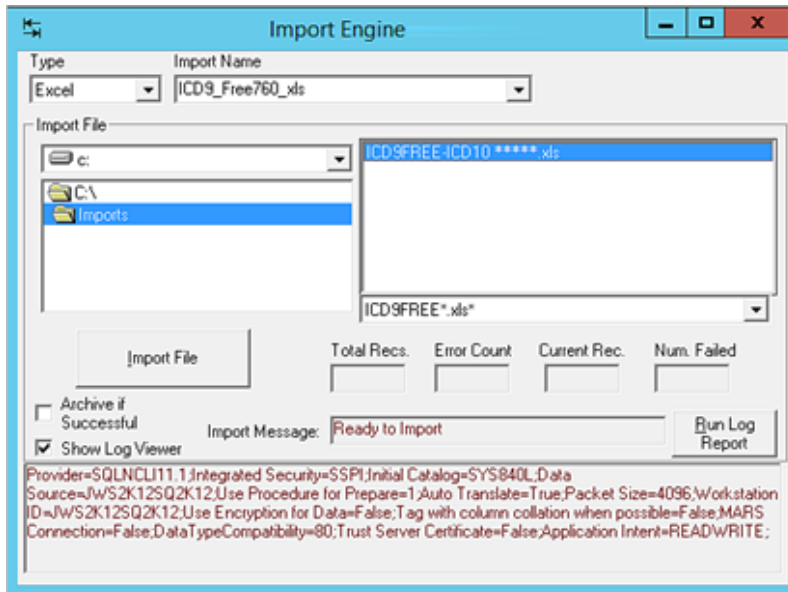
Request one of the following from SYSTOC Support.

SYSTOC Version	Spreadsheet Title	Description
7.60 and above	Complete 2026 ICD10 code list for SYSTOC 7.60 and higher.zip	Complete code set for FY2026 (2 files); unzip prior to importing.
7.60 and above	ICD9FREE-ICD10 updates FY2016-FY2026 for v7.60 and higher	All updates - additions, deletions (unchecks active flag), and description changes.*
7.60 and above	ICD9FREE-ICD10 updates FY2026 only for v7.60 and higher	Only FY2026 updates - additions, deletions (unchecks active flag), and description changes.*

*Choose the appropriate update file if you have previously imported the complete ICD10 code set.



SystocImporter Screen



Review the fields and field descriptions for helpful information before you begin the import process.

NOTE: The ***** in the image represents the text for the spreadsheet appropriate for your SYSTOC version.

Field	Description
Type	Format of the file to be imported: select Excel for the ICD-10 import.
Import Name	Select ICD9_Free760_xls.
Import File	Click the drop-down menu to browse to the location where you downloaded the ICD spreadsheet for your SYSTOC version. When the list of ICD-10 xls files displays, select the spreadsheet for your SYSTOC version that you downloaded previously.
Import File button	Initiates the import process.
Total Recs.	Displays the total number of records importing.
Error Count	Displays the number of errors received during the import.
Current Rec.	Displays the record currently being imported.
Num Failed	Displays the number of failed records during the import.
Archive if Successful	Leave the archive check box unchecked and manually remove\delete\archive your import files after you have imported them.
Show Log Viewer	When checked, provides a useful log report after the import has run.
Import Message	Displays the status of the import utility.
Run Log Report	Used to review a log report that was previously run, not to run a new report.

Instructions

Prerequisites:

Download the ICD-10 spreadsheet from SYSTOC Customer Supprt and save to a location that is easily accessible.

UL-hosted customers: download your ICD-10 spreadsheet, make any necessary changes, and contact Customer Support to have the selected ICD-10 codes imported into your database.

Self-hosted customers: if you have never used the SystocImporter, it may need to be activated and licensed. If you have never performed ICD imports, you may need to download and run the ICD9_Free import file. Contact Customer Support at 844.881.8713 for assistance.

1. Navigate to the Client Install folder on the SYSTOC file share.
2. Locate the SystocImporter shortcut, but do not launch it yet.

You are now ready to start importing ICD-10 codes.

Import to the SYSTOC Training Database

This process imports ICD-10 code data into your SYSTOC training database to review and verify before importing to your live database.

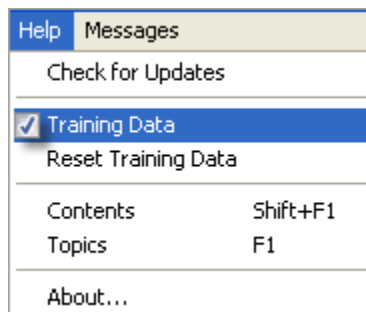
Prerequisites:

Have your IT department back up your SYSTOC training database before performing these steps.

NOTE: Call Customer Support at 844.881.8713 if any errors occur while logging into SYSTOC, either live or training, and do not continue with the live import.

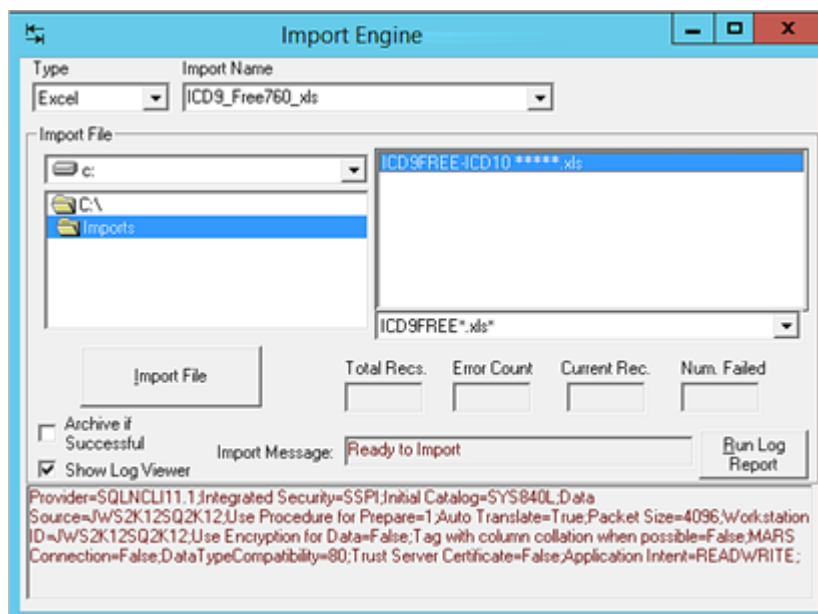
1. Launch SYSTOC.
2. Switch to your training database.
 - (a) Navigate to **SYSTOC > Help > Training Data**.
 - (b) Highlight **Training Data**.
 - (c) Click **Yes** when prompted, to confirm switching to Training Data.

A check mark displays next to **Training Data**.



- (d) Log onto the training database with your SYSTOC User ID and Password. The title bar displays SYSTOC Tutorial to indicate that you are in training data mode.

3. Double-click the SystocImporter desktop icon to open the import engine.



4. Fill out the import engine screen.
 - (a) In the Type field, select Excel from the drop-down list.
 - (b) In the Import Name field, select the import module ICD9_Free760_xls.
 - (c) In the Import File section, browse to and select the ICD-10 spreadsheet you downloaded for your version of SYSTOC.
 - (d) Click on the file name in the right-hand pane to select it; otherwise the import will not run.
The drop-down field beneath the right-hand pane populates when you click on the file name.
5. Import ICD-10 Records to your SYSTOC training database.
 - (a) Click **Import File**.
An import log displays when the import is finished, to indicate a successful import or to alert you to errors that may have occurred.
 - (b) Close the import program.
6. Review and verify the imported data records in SYSTOC.
 - (a) Navigate to **SYSTOC > File Maintenance > Setup Injury > ICD**.
 - (b) Review the ICD-10 imported records.
7. Update the spreadsheet as necessary.
After reviewing the ICD-10 codes and descriptions, make modifications based on your clinic's requirements.
8. Switch back to your live database by navigating to **SYSTOC > Help > Training Data**.
*The check mark is removed when you click **Training Data**.*
9. Click **Cancel** on the SYSTOC logon screen to exit the application.



Import to the SYSTOC Live Database

This process imports ICD-10 code data into your live SYSTOC database.

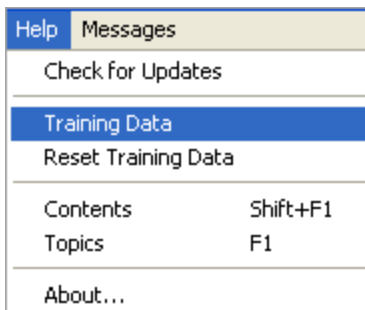
Prerequisites:

Have your IT department back up your SYSTOC live database prior to performing these steps. The backup must be done right before performing any other importing steps; this ensures that you have captured your most recent work.

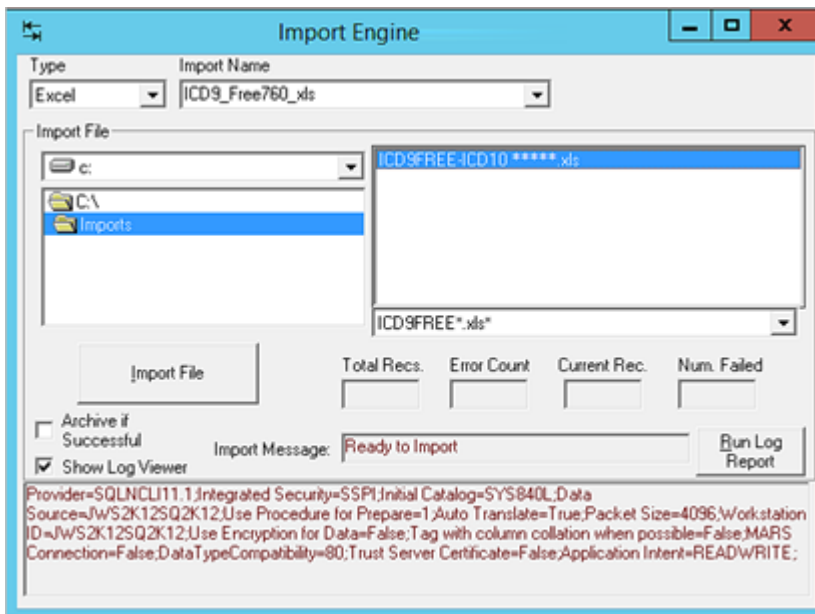
NOTE: Call Customer Support at 844.881.8713 if you have any issues.

1. Log into SYSTOC if not already logged in.
2. Navigate to **SYSTOC > Help > Training Data** to make sure you are no longer in Training Data mode.

In live mode, there is no check mark next to Training Data.



3. Double-click the SystocImporter desktop icon to open the import engine.



4. Fill out the import engine screen.
 - (a) In the Type field, select Excel from the drop-down list.
 - (b) In the Import Name field, select the import module ICD9_Free760_xls from the drop-down list.
 - (c) In the Import File section, browse to and select the ICD-10 spreadsheet you downloaded for your version of SYSTOC.
 - (d) Click on the file name in the right-hand pane to select it; otherwise the import will not run.
The drop-down field beneath the right-hand pane populates when you click on the file name.
5. Import ICD-10 records to your SYSTOC live database.
 - (a) Click **Import File**.
An import log displays when the import is finished, to indicate a successful import or to alert you to errors that may have occurred.
 - (b) Close the import program.
6. Review and verify the imported data records in SYSTOC.
 - (a) Navigate to **SYSTOC > File Maintenance > Setup Injury > ICD**.
 - (b) Review the ICD-10 imported records.

