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## ICD-10 Preparation Checklist

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This document describes the various areas that should be of focus when evaluating your organization for ICD-10 implementation planning

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Recommended focus areas include Information Technology, Operations (includes HIM, Clinical Documentation and Revenue Cycle) and Finance (includes contingency planning, budget)

### Information Technology

The information technology work should focus on any systems that originate, transmit or store ICD-9 codes today so that they may be evaluated for future impacts related to ICD-10. Areas that should be addressed include:

- Identify and validate systems that need remediation or replacement due to ICD-10
- Identify system interdependencies for sequencing of implementation activities and testing
- Identify reports that may be impacted
- Validate and determine vendor readiness
- Validate the hardware implications due to the substantial increase in data on storage, transmission and user interface
- Develop a testing strategy for validating data
- Develop a plan of action, including a project plan to address systems that are impacted
- Develop an IT budget of software and/or hardware costs associated with remediation

### Operations

The operations work should follow the patient from admissions to discharge, looking at all the people, process and technology utilized throughout the processes. This will identify affected systems, people who may need training and education and areas where ICD-10 may exasperate problem processes. Areas that should be addressed include:

- Determine the training and education needs for stakeholders, including coders, clinical documentation specialists, physicians, revenue cycle personnel, IT and others
- Identify process changes necessitated by ICD-10
- Develop a plan of action, including a project plan of all key activities and tasks
- Develop an operations budget to address costs related to training, process changes, etc.
- Identify ICD-10 clinical documentation deficiencies, issues and/or gaps
- Determine where documentation training can address documentation deficiencies
- Identify needs for ICD-10 education and training to address knowledge gaps
- Identify risks with outsourced ICD-10 coder educational needs
- Identify risks associated with outsourced processes and partners

- Align delivery of education within overall project plan and activities
- Develop dual coding strategy and approach

## Finance

The finance work should focus on ensuring that high risk areas are addresses from a risk mitigation perspective. Understanding how ICD-10 may impact reimbursement through proper clinical documentation will be key. Additionally, focus on project budget and understating what resources are needed to support the ICD-10 implementation. Areas that should be addressed include:

- Identification of documentation deficiencies to determine opportunities for clinically appropriate reimbursement
- Review of payer contracts for ICD-9/10 language
- Quantification of potential lost revenue from missed clinical coding opportunities
- Contingency planning for potential cash flow impacts related to ICD-10 implementation
- Develop key performance indicators to monitor financial health after go live