Tool of the Month: ICD-10 step-by-step readiness checklist

Use this ICD-10 readiness checklist, created by Trish Twombly, HCS-D, senior director for DecisionHealth in Gaithersburg, Md. to help guide your preparation for the implementation of the new code set.

Action Item	Responsible Team member(s)	Target Timeline	Date Completed
PLANNING Phase		October 2014 to January 2015	
Step 1			
Identify Resources			
Conduct information systems inventory			
Assess vendor readiness and support			
Identify necessary conversion tools			
Identify areas requiring operational and policy changes			
Identify stakeholders (i.e. referral sources, vendors, clearing houses, payers etc)			
Step 2			
Inform all employees			
Create project/ implementation team			
Conduct staff responsibility analysis			
Assess staff for their level of readiness			
Step 3			
Assess impact on agency/organization			
Review list of most used common IC9-CM codes			
Conduct GAP analysis of general staff and systems			
Conduct GAP analysis of billing, clinician and coding specialists			
Assess documentation practices			
Analyze the Grouper for impact on payment			
Step 4			
Secure budget			
Identify resource and system needs			
Determine stakeholder education and training needs			
Identify software upgrades/system changes			
Estimate productivity loss (i.e. billing, coding)			
Reassess and revisit budget throughout the implementation period			
Communications Phase		October 2014 to October 2015	
Step 5			
Identify challenges and create project plan			
Identify and create a communication plan			
Develop coding specialist education plan			
Develop clinician documentation improvement plan			
Develop referral source documentation improvement plan			
Step 6			
Contact Partners			
Identify, contact and ensure involvement and commitment of:			
Vendors			

Action Item	Responsible Team member(s)	Target Timeline	Date Completed
Payers			
Physicians			
Clearinghouses			
Internal staff			
Others specific to your agency			
Testing and Training Phase		October 2014 to October 2015	
Step 7			
High level training for project team			
Conduct general staff training			
Test and validate system changes			
Monitor work flow volumes to minimize backlogs			
Select and train champion coding specialist (ICD-10-CM)			
Select and train champion documentation specialist (OASIS-C1)			
Step 8			
Comprehensive training			
OASIS C1-10 staff training			
Clinician ICD-10 training; intermediate level			
Coding specialist ICD-10 training; advanced level			
Other essential personnel training at intermediate or advanced level (QA, QI, billing etc.)			
Begin Dual Coding:			
3% records per week (per coding specialist)		January 2015	
5% records per week (per coding specialist)		February 2015	
15% records per week (per coding specialist)		March and April 2015	
25% records per week (per coding specialist)		May and June 2015	
50% records per week (per coding specialist)		July 2015	
100% of records (per coding specialist)		August 2015 & forward	
Preparation and Impact Phase		January 2015 &forward	
Step 9			
Go-live final preparation			
Finalize and test system changes			
Conduct end to end testing with payers/software vendor/clearinghouses/MAC's			
Assess and adjust for case mix impact			
Audit coding accuracy			
Assess and adjust for ICD-10 Grouper reimbursement impact			
Step 10			
Monitor, measure and manage completed steps			
Manage target dates for each action item and monitor compliance			
Measure coding productivity			
Monitor documentation improvements			
Monitor referral source documentation improvement			
Manage continued coding and documentation education			
Measure competencies to evaluate knowledge and skills			
Manage on-going quality audits			