

Tips for Effective Implementation of ICD-10

The U.S. Department of Health & Human Services (HHS) announced the final rule for the transition to ICD-10-CM and ICD-10-PCS is October 1, 2015.

Specific activities depend greatly on the organization and provider; there are basic activities that are consistent for payer organizations and across all provider types that, when planned appropriately, can make the effort of migrating to the new code set a little easier. Here are efforts that can be started today to provide a foundation for a successful ICD-10 implementation.

1. Establish an ICD-10 team.

This can also be referred to as an ICD-10 Executive Steering Committee, depending on the size and complexity of an organization. A typical structure would include an executive sponsor, a project management component, and sub-work groups composed of the key business areas throughout the organization that will be impacted by ICD-10. A knowledgeable cross-functional team can provide the necessary collaborative environment to address an organization's specific needs and issues. Responsibilities should include:

- Designating a lead expert who can act as the project manager
- Identifying and prioritizing necessary activities
- Establishing regular and frequent meetings
- Creating a communication plan
- Creating an education and outreach plan

2. Perform an impact assessment.

- Examine existing uses of ICD-9 codes in order to determine aspects of work flow and business practices that ICD-10 will potentially change. Be sure to evaluate planned and ongoing projects as well.
- Create a list of staff members who need ICD-10 resources and training, such as billing and coding staff, clinicians, management and information technology staff.

3. Plan a realistic and comprehensive budget.

- Estimate a budget that includes costs such as software, hardware and staff training.

4. Coordinate with external partners.

- Contact system vendors, clearinghouses, and billing services to assess their readiness and evaluate current contracts.
- Ask your vendors how they will support you in the transition to ICD-10 and request a timeline and cost estimate.

5. Educate staff and leadership about ICD-10.

- Appoint an ICD-10 coordination manager and delegate a steering committee to manage the transition.
- Train staff on changes in documentation based on ICD-10 and target training based on duties.

6. Prepare for testing.

- Request a testing plan from your vendor.
- Conduct internal testing within your clinical practice as well as external testing with payers and other external business partners after you have completed the planning stages.

For more information regarding ICD-10, visit the websites listed below:

- [AHIMA'S ICD-10-CM/PCS Documentation Tips](#)
- [American Health Information Management Association \(AHIMA\)](#)
- [Centers for Medicare & Medicaid Services \(CMS\)](#)
- [Department of Health Care Services - Medi-Cal \(DHCS\)](#)
- [World Health Organization \(WHO\)](#)