



ICD-10 Checklist

Use this checklist of activities to guide your practice through implementing the ICD-10 code set.

Project Plan

- Gain an overall understanding of the impact of the update to the ICD-10 code set
 - Look to professional associations for information and resources to help your practice understand the impact of ICD-10 and how to prepare your practice
 - Identify a project leader/project team
 - Develop a project plan based on the categories below
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Impact Assessment

- Create a list of all your practice's electronic systems and work flow processes that use ICD-9 codes today, both clinical and administrative
 - Create a list of your vendors, including the contact person and their phone number/email address
 - Identify all staff who work with ICD-9 and exactly what they do related to ICD-9
 - Identify all possible work flow changes that will need to be made to implement ICD-10
 - Identify your billing service, if applicable, contact person and their phone number/email address
 - Identify your clearinghouse(s), if applicable, contact person and their phone number/email address
 - Identify a contact person and phone number/email address for each of your payers
 - Contact your vendor to determine their implementation plans for ICD-10
 - Contact your billing service, if applicable, to determine their implementation plans for ICD-10
 - Contact your clearinghouse(s), if applicable, to determine their implementation plans for ICD-10
 - Contact your payers to determine their implementation plans for ICD-10
 - Identify any internal work flow processes that you need to modify for ICD-10, e.g., disease management registry, data collection processes, data reporting processes, etc.
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Implementation

- Determine when your vendor will install your updates



- Determine when your billing service's system changes will be installed, if applicable
 - Contact your clearinghouse(s) to determine when they can begin testing with you, if applicable
 - Contact your payers to determine when they can begin testing with you
 - Complete internal testing
 - Complete external testing with your billing service, if applicable
 - Complete external testing with your clearinghouse(s), if applicable
 - Complete external testing with your payers
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Training

- Identify all staff who need to be trained on ICD-10
 - Identify level of training needed for each staff person
 - Identify training format(s) that will work best for the staff
 - Estimate time and costs to complete training
 - Identify where to obtain training
 - Determine timing of training with relation to implementation of ICD-10
 - Conduct staff training
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Conversion and Monitoring

- Begin using ICD-10 codes for all services and discharges performed on or after October 1, 2013
- Monitor the processing of the ICD-10 codes, look for issues such as rejection of codes, changes in reimbursements, etc.
- Monitor for any changes in reimbursement related to the ICD-10 codes

More detailed information and activities for project planning and implementing the ICD-10 code set is available in the AMA's ICD-10 "Implementation Project Plan Template" spreadsheet available on the AMA's Web site at www.ama-assn.org/go/ICD-10.

**Visit the AMA's website for more resources for
implementing the ICD-10 code set.**

www.ama-assn.org/go/ICD-10