ICD-10 Success Checklist

ICD-10 will affect your software, your superbills, your workflow, your documentation, and more. Use this checklist to help your practice ensure a successful transition.

- Review information provided by Kareo at www.kareo.com/ICD-10.
- Order new CMS-1500 (02/12) Paper Claim Forms. Medicare now only accepts the revised form.
- Order ICD-10-CM Coding Handbook for training and evaluating the equivalent codes for your ICD-9-CM codes. Here are a couple of good tools:
  - ICD-10-CM 2014 Codebook from the AMA
  - ICD-10-CM Mappings 2014 from the AMA
- Identify your 50-100 most commonly used ICD-9-CM Diagnosis codes and begin identifying the equivalent ICD-10-CM codes.
- Review your overall charges process for timely claims submission. Within 24 hours is good, but same day is better.
- Review your current encounter form or superbill.
  - After reviewing your most commonly used ICD-9 codes, identify the ICD-10 codes that you feel would be ideal to add to your superbill. If the volume of codes exceeds your current superbill, then evaluate other options including laminated cheat sheets.
  - If you use a paper superbill, make plans to update and reprint.
- Review your documentation.
  - Based on your review of the most commonly used ICD-9 codes and the equivalent ICD-10 codes determine if your current documentation will sufficiently allow you to identify the correct ICD-10 code or if you have to modify your current documentation methods, templates or forms.
  - To minimize the overall impact on October 1, 2015, we recommend implementing these documentation changes now.
- Analyze your workflow.
  - This is a significant change and you will need to evaluate your current workflow and how it will be impacted by internal delays (documentation, coding, billing, rejections, etc.) and create contingency plans now rather than come up with solutions as they occur. Here are some examples to consider:
    - Provider taking longer to do documentation and coding
    - Documentation not sufficient for the coder to identify the appropriate ICD-10 and have to request additional documentation from the provider
Conduct staff training.
- Identify training vendors that are ideal for your practice (i.e., specialty- or role-specific coding training).
- Order training materials now and reduce the risk of backorders.
- Schedule your staff training.

Develop a financial plan.
- Identify current practice budget (monthly) and determine funding options in the event of payment delays (payer issues, rejections, denials, technical issues, etc.). At a minimum plan for three months but have a contingency plan if it lasts longer.

Begin testing.
- Kareo will contact you when the clearinghouses and payers are ready to begin testing claims.
- Submit test claims to ensure accuracy.

Attend Kareo webinars and training.
- Check for new resources at http://www.kareo.com/ICD-10 regularly.

Go practice!

Learn more at kareo.com/icd10