

ICD-10 Implementation Plan Worksheet

Initiative/Activities	Owner	Deadline	Status	Tips and Advice
Survey Operations/Conduct Impact Analysis				
Conduct system inventory - internal				Identify all the areas in which ICD-10 codes touch your business, so you can address each area in your plan. Add or change items to fit your business.
Conduct system inventory - vendor				
Identify training needs - internal				
Identify training needs - external				
Review all client arrangements and needs				
Review EMR impact				
Evaluate potential system acquisitions				
Identify vendors to review				
Establish Communication Plan				
Create plan for staff communications				Communications outreach will help staff and clients understand the magnitude of ICD-10 and help them prepare of how the change may impact them.
Create plan for client communications				
Find Out Where Your Vendors Stand With The Transition (Impact Analysis)				
Review ICD-10 implementation/transition plans				Gain comfort with your vendors and their plans for ICD10. Identify any costs involved, upgrades needed and get specific details for steps you'll need to take.
Product (will the product be ready)				
Support (How are the vendors planning to assist you?)				
Review your vendor choices				
Evaluate alternative coding tools				
Estimate Budget				
Identify ICD-10 related internal costs				Prepare for potential cash flow disruptions. Should a line of credit be in place? How will a potential slow down of productivity effect your budget.
Identify ICD-10 related external costs				
Develop Training Plan				
Define training audience (physicians, providers, coding staff)				Will you train at your location, off site, via seminars or online? What works best from a cost and effectiveness perspective - group, individual or online training? Will you train by specialty? Consider the costs are associated with each training option.
Identify training sources				
Define time requirements & resources				
Set timeframes for training				
Determine coverage during training				
Define ongoing support/training				

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Develop Implementation Plan Within Your Organization				
Introduce concept to your staff				<p>These are examples of topics your plan should cover to help get you started. You will need to add or change to fit your business.</p> <p>Remember: Monitor updates, coordinate education, identify related costs, determine who is going to "own" each process and find resources to help you.</p>
Select internal champion				
Allocate budget				
Document your current coding processes				
Review paper documents				
Work with software vendors				
Define, plan and schedule IS changes				
Billing system				
Coding edits				
Clearinghouses				
Interfaces				
Utilization & reporting				
Claims submission				
Groupers & coding edits				
Clinical systems				
Hardware changes				
Software applications				
Data conversion				
Analyze Business Processes - [NEAR TO IMPLEMENTATION]				
Identify business process changes that need to occur prior to implementation (e.g., contracts, etc.)				Review contracts
Education and Training				
Perform training				Don't wait!
Policy Change Development				
Review new medical necessity policies				Think about all areas that need to be updated.
Identify opportunities to improve internal processes				
Identify opportunities to improve client issues				
Deployment of Code				
Conduct accuracy testing				Who is going to be responsible for this?
Conduct integration testing				
Customize interfaces, etc. as needed				
Test systems with clearinghouses, payers, etc.				
Implementation Compliance				
Conduct ongoing monitoring for accuracy and compliance.				The initial transition is just the beginning.....