



## ICD-10 PRACTICE CHECKLIST

Are you prepared for the ICD-10 transition on October 1, 2015? Here are steps that will help you make the transition more smoothly. We have been working to ensure that our systems will talk to the payers when the transition occurs. However, your preparation is the most important step in the transition to ICD-10. What follows is an outline to facilitate your transition.

### *Plan & Organize*

- ✓ Communicate with staff & doctors about ICD-10, what it is, the timeline for the transition and your plan.
- ✓ Establish a project team or point person to oversee the transition. This person will be a key player in your transition and will have to be able to communicate to various parties to help prepare your office.
- ✓ Review the new requirements for ICD-10. It is important to fully understand what will be required of your practice starting October 1, 2015.
- ✓ Develop a checklist based on your practice profile and set dates to achieve this items.
- ✓ Delays in reimbursements are expected. Evaluate your needs. Be prepared for the delays due to the conversion. You may want to establish a line of credit to help cover potential cash flow disruptions.

### *Assess*

- ✓ Review your charts critically to see how your current charting will convert to an ICD-10 code. Take charts that you have completed and try to code them based on ICD-10. Remember, your procedure codes (CPT) will not be changing.
- ✓ Review your top 20 ICD-9 codes, send to OMS for converting them to ICD-10. If you don't know them, we do and can help assist you in obtaining this information.
- ✓ Review your top reasons for denials. If they are due to documentation begin to start changing your habits. ICD-10 requires more detailed documentation for choosing codes. It is important to start now building those habits. (OMS provides the denial information each month in our monthly reports to the practice.)
- ✓ Is your software capable of reporting ICD-10?
- ✓ Is your software able to file claims in the proper format for ICD-10?
- ✓ Ask your top payers for their ICD-10 readiness and current status (both vision & medical payers). Review the newsletters you receive.

### *Complete Organizational Preparations*

- ✓ Ask your software vendor if you will be able to file both ICD-10 and ICD-9 codes on 10-1-2015 and after for payers who don't yet accept ICD-10 codes?
- ✓ Practice charting to ICD-10. Use a critical eye now on your charting to continue to improve on your documentation to be prepared for the transition.
- ✓ Make a plan for claims processing and denial management as the October 1 deadline gets closer. Communicate with OMS regarding your outstanding denials pending on the Message Board to create a plan.

### *Train*

- ✓ Provider and Staff should train and be prepared. There are a wealth of resources from CMS ([click here](#)).
- ✓ Use the Document Library located in the Solution Center on our website as a resource for training.
- ✓ Ask your software provider about any specific training they have for transition with their system.
- ✓ Learn your specific detailed codes now.
- ✓ Note the difference in the descriptions of diagnosis between ICD-10 and ICD-9.
  - Documentation is the key.
  - Audit charts at the end of the day and review the documentation

- Was the chart coded to the highest specificity?
  - Was RT and LT documented in the Medical record?
  - Are you coding to the highest degree of accuracy and completeness?
  - You should be documenting “mild”, “moderate”, or “severe” when applicable.
- ✓ Train staff to collect “better” information from this point forward to assist in your documentation.

### Test

- ✓ Review your documentation. Flag specific cases where more documentation is needed. Use these as training examples.
  - Laterality,
  - Initial or subsequent encounter for injuries,
  - Details about diabetes and related complications.
- ✓ Coordinate testing of ICD-10 claims processing with OMS.
- ✓ Verify your Practice Management System is ICD-10 ready:
  - Generate a claim.
  - Code an office visit and procedures.
  - Enter Meaningful Use data (PQRS, CQM’s etc).
  - Update patient history and problems.

### Transition: Implement & Evaluate

- ✓ Monitor your progress of how the doctors are charting and the progress made in ICD-10.
- ✓ Is your staff working towards the goal?
- ✓ Evaluate your progress weekly against your plan goals and dates you set.

OMS is a resource to assist you in your implementation of ICD-10. Please do not hesitate to seek our assistance if you have questions or need support. You can email [help@optmedsol.com](mailto:help@optmedsol.com) to submit your question or request for help. CMS provides a tremendous amount of training and resources for your review. Take advantage of the links below.

## CMS ICD-10 Resources

Click the titles to access the information below

Updated [CMS ICD-10 Resources Flyer](#)

The video’s are on Medscapes website. It is a free site and a tremendous educational resource. Sign up for free access to the videos. <http://www.medscape.com/>

Video: [ICD-10: Getting From Here to There -- Navigating the Road Ahead](#)

Video: [ICD-10 and Clinical Documentation](#)

Expert Column: [Preparing for ICD-10: Now Is the Time](#)

View the [ICD-10 Introduction](#) fact sheet.

[ICD-10 Look up tool](#)

[ICD-10 Implementation Article](#): Optometric Management 6/1/15

Find official resources designed to help [providers](#), [payers](#), [vendors](#), and [non-covered entities](#) with the transition to ICD-10.