

# ICD-10 Preparation Checklist

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Preparing for ICD-10 is a monumental process. But like any large task, it can be broken down into discrete steps. A multiyear plan can be approached in four major phases, beginning with an assessment of ICD-10's impact on the organization. The following is a high-level look at the assessment phase, excerpted from the more-detailed full version of the original document.

## Phase 1—Impact Assessment

The first stage of preparation involves assessing the impact of the change to new coding systems and identifying key tasks and objectives. Major tasks in this phase include creating an implementation planning team; identifying and budgeting for required information system (IS) changes; and assessing, budgeting, and implementing clinician and code set user education.

### Target Audience

- Health information management (HIM) leadership team
- Coding professionals
- Senior management
- Medical staff
- Financial management (including accounting and billing personnel)
- IS personnel
- Clinical department managers
- Other data users (e.g., quality management, utilization management, case management, performance improvement, tumor registry, trauma registry, research)
- Vendors (contract coding, software developers)
- Business associates (including payers)

### Goals

#### Organizationwide Implementation Strategy

1. Establish an interdisciplinary steering committee to oversee ICD-10 implementation.
2. Create ICD-10 code set impact awareness.
3. Employ change management strategies to minimize “fear of change” factor.
4. Assess readiness for data standard changes.
5. HIM managers and coding professionals should:
  - Educate themselves on the value of ICD-10, particularly related to data quality measurement initiatives.
  - Understand the regulatory process for adoption.
  - Learn the connection to health IT and data exchange.
  - Gain familiarity with the structure, organization, and unique features of ICD-10-CM and ICD-10-PCS.
6. Develop a budget for ICD-10 implementation.

7. Conduct a detailed assessment of staff education needs (for all staff) and determine budgetary estimates.
8. Evaluate current data flow, workflows, and operational processes to identify processes and reports that will be affected and determine opportunities for improvement.
9. Assess extent of changes to systems, processes, policies/procedures, and education needs; determine associated budgetary assessments and compare to initial budget estimates and make note of variances for planning purposes.
10. Assess impact on organizational operations of change to new coding systems, such as implementation costs beyond the investment associated with education and systems changes; this would provide an assessment of the total cost of ownership for this change.
11. Assess status of payers' and other business associates' progress toward ICD-10 preparedness by confirming when they expect to be ready.
12. Provide senior management with regular updates as to project status.
13. Keep affected staff informed through frequent updates regarding progress, next steps, and issue identification and resolution.

### Information Systems

1. Orient IS personnel on the specifications of the code sets that they will need to know to implement systems changes, including the logic and hierarchical structure of ICD-10-CM and ICD-10-PCS.
2. Perform a comprehensive systems audit for ICD-10 compatibility
3. Determine vendor readiness and timelines for upgrading software to new coding systems and determine if upgrades are covered by any existing contracts.
4. Build flexibility into systems currently under development to ensure ICD-10 and, when possible, the next version of ICD compatibility.

### Education of Coding Professionals

1. Assess adequacy of staff knowledge and skills for translation of clinical data into codes for secondary use.

### Documentation Improvement

1. Conduct medical record documentation assessments through an internal or external review process.
2. Implement a documentation improvement program to address deficiencies identified during the review process and a plan to prevent recurrence.
3. Report summary of documentation assessment related to the use of ICD-10 and the achieved progress in improvements, to senior management.

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