

# ICD-10 Preparation Checklist: Part 1

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Editor's note: An updated version of this checklist is available [here](#).

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Although the ICD-10-CM and ICD-10-PCS implementation date may be several years away, it is not too early to begin planning for the transition and putting some of those plans in motion. A well-planned, well-managed implementation process will increase the chances of a smooth, successful transition. The best way to manage the challenges inherent in making a transition of this magnitude is to tackle one step at a time.

Some of the ICD-10-CM and ICD-10-PCS implementation steps, such as developing strategies for medical record documentation improvement and expanding coding staff knowledge, will provide early benefits for an organization. An early start allows resource allocation, such as costs for systems changes and education and time for implementation, to be spread over several years. Thus, many of the costs can be absorbed by existing annual budgets as opposed to requiring a large budgetary commitment at one time.

HIM professionals should step up to the plate now to take the lead in their organizations' ICD-10-CM and ICD-10-PCS implementation plans. This is an excellent way for you to become the ICD-10 expert within your organization, demonstrate your knowledge of the steps and processes necessary to make this transition, and showcase your leadership skills in leading this change.

[Part 1](#) of the checklist and suggested timeline were prepared to guide you and your organization in planning and managing the transition in 2004 and 2005. Look for [part 2](#) of this ICD-10 checklist, which will take you through 2006–2008, in the July/August issue.

*Note:* This timeline assumes an implementation date of October 2007. If the date changes, the timeline should be adjusted.

## Acknowledgments

AHIMA Coding Practice Team  
Donald T. Mon, PhD

## Reference

AHIMA Practice Brief: "Destination 10: Healthcare Organization Preparation for ICD-10-CM and ICD-10-PCS." *Journal of AHIMA* 75, no. 3 (2004): 56A–56D.

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### Article citation:

Bowman, Sue, and Ann Zeisset. "ICD-10 Preparation Checklist: Part 1." *Journal of AHIMA* 75, no.6 (June 2004): 57-61.

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