



## CHECKLIST - PREPARATIONS FOR HIM/CODING STAFF

- Take advantage of the lead time to brush up on or expand your knowledge of anatomy and physiology. *ICD-10-CM* and *ICD-10-PCS* have the ability to provide greater specificity, and you need to be ready to select the more specific code.
- Keep current on the status of *ICD-10* issues by reading articles, attending conferences, or visiting the Web sites of the *ICD-9-CM* cooperating parties:

**American Hospital Association:** [www.ahacentraloffice.org](http://www.ahacentraloffice.org)

**American Health Information Management Association:** [www.ahima.org](http://www.ahima.org)

**National Center for Health Statistics (NCHS):**

[www.cdc.gov/nchs/about/otheract/icd9/abtcd10.htm](http://www.cdc.gov/nchs/about/otheract/icd9/abtcd10.htm)

**Centers for Medicare & Medicaid Services (CMS):**

[www.cms.hhs.gov/ICD10](http://www.cms.hhs.gov/ICD10)

- It may be too early to take a full-blown *ICD-10* coding seminar, but you can get an overview of the system and familiarize yourself with the coding structure.
- Review the coding system by downloading the classification from the NCHS and CMS Web sites.
- Review the draft *ICD-10-CM* and *ICD-10-PCS* guidelines and become familiar with new concepts such as definitions of root operations.
- If you are really ambitious, work your way through the *ICD-10-PCS* training manual available from CMS. Even though this is a preliminary draft and is very likely to change before actual implementation, it will give you a basic knowledge of the classification and a chance to practice code assignment.
- Start working with your medical staff to improve medical record documentation. There are tangible benefits that can be gained even with *ICD-9-CM*.

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AHA Central Office is the official clearinghouse for information on the proper use of ICD-9-CM codes, level I HCPCS codes (CPT-4 codes) for hospital providers, and certain level II HCPCS codes for hospitals, physicians, and other health care professionals.

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- Inform senior management regarding the potential budgetary, administrative, and operational implications of making the transition to *ICD-10*.
- Identify key players in your organization who should be part of your *ICD-10* implementation team.
- Identify an *ICD-10* team leader.
- Obtain a senior management level “sponsor” for *ICD-10*-related activities.
- Develop an inventory of existing databases and systems likely to be affected by a transition to *ICD-10-CM* and *ICD-10-PCS*.
- Determine which systems use homegrown, proprietary, or custom-made software.
- Consult with your existing software vendors to determine their awareness of *ICD-10* and their plans for upgrades.
- Determine whether your current contractual agreements with vendors will cover a change to *ICD-10*.
- Ensure that any future system improvements, such as plans for an electronic health record, take into consideration *ICD-10* readiness.

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## LINKS TO 1-10 REFERENCE MATERIALS & RESOURCES

### ICD-10-CM Field Testing Project - Report on Findings

The complete report is available to download from the *ICD-10* Resources section at [www.ahacentraloffice.org](http://www.ahacentraloffice.org).

### July 2007 Release - International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM)

The *ICD-10-CM* is available for download at [www.cdc.gov/nchs/about/otheract/icd9/icd10cm.htm](http://www.cdc.gov/nchs/about/otheract/icd9/icd10cm.htm)

### Draft ICD-10-CM Official Guidelines for Coding and Reporting for Acute Short-term and Long-term Hospital Inpatient and Physician Office and other Outpatient Encounters

The complete 2003 version of the guidelines may be found by visiting [www.cdc.gov/nchs/data/icd9/draft\\_i10guideln.pdf](http://www.cdc.gov/nchs/data/icd9/draft_i10guideln.pdf). An updated revision of the guidelines is under review by the *ICD-9-CM* cooperating parties at this time.

### ICD-10-PCS 2008 Version - What's New in this Release

The specific changes for 2008 are available on the CMS Web site at [www.cms.hhs.gov/ICD10](http://www.cms.hhs.gov/ICD10). Click on the *ICD-10-PCS* link in the left-hand column and select the PDF link titled "2008 Version—What's New."

### ICD-10-PCS Draft Coding Guidelines

The guidelines can be found on the CMS Web site in Appendix B of the *2008 ICD-10-PCS Reference Manual*. This manual can be found at [www.cms.hhs.gov/ICD10/Downloads/pcs\\_refman.pdf](http://www.cms.hhs.gov/ICD10/Downloads/pcs_refman.pdf).

### Procedure Code Set General Equivalence Mappings - ICD-10-PCS to ICD-9-CM and ICD-9-CM to ICD-10-PCS, 2008 Version - Documentation and User's Guide

The General Equivalence Mappings (GEMs) are used to facilitate linking between the procedure codes in *ICD-9-CM* volume 3 and the new *ICD-10-PCS* code set. The file contains a list of code pairs. In addition, a documentation and user's guide was also made available online at [www.cms.hhs.gov/ICD10/Downloads/pcs\\_gemguide\\_2008.pdf](http://www.cms.hhs.gov/ICD10/Downloads/pcs_gemguide_2008.pdf).

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