



ICD-10 Implementation Checklist For Radiologists

While the final deadline for ICD-10 has been moved to October 2015, radiologists are advised to plan now to avoid potential operational and financial problems. ICD-10 will impact almost all aspects of your practice and your key stakeholders: especially referring physicians. All personnel, systems and functions in your work flow must be evaluated from patient referral and scheduling to billing.

Hospital-based radiologists should work closely with their hospital(s) to ensure all diagnoses and reasons for tests are specifically documented on the radiology order.

Imaging Centers must ensure their referring physicians are presenting all diagnoses and reasons for testing and patient registration should then include a verification of all test orders and prior-authorization information.

Here are the most important ICD-10 implementation steps for your radiology practice.

ICD-10 IMPACT ASSESSMENT

- Create an ICD-10 Manager or Team
- Identify potential changes to existing workflow and business processes based on your current employees, IT and environment
 - Who uses ICD-9 currently?
 - Who will need training?
- Evaluate effects of ICD-10 on other planned projects (PQRS, EHR and Meaningful Use, ACO involvement, etc.)
- Gain buy-in from management or hospital
- Develop business and technical implementation strategy, including a communications plan

REFERRING PHYSICIAN PLAN

- Radiologists and their practice managers must work with referring physicians so they provide detailed ICD-10 based medical/testing orders. Develop a plan to contact your high volume referring physicians and begin to work extensively with them to prepare for ICD-10.
- Referring physicians must supply radiologists with specific, detailed orders making use of the new ICD-10 codes and descriptions as well as supply enough documentation for their imaging tests to be pre-certified by imaging management companies.
- Failure of referring physicians to supply this information may cause delayed or lost reimbursement to the radiologist.

INSURANCE PLAN ASSESSMENT

- Include ICD-10 in payer contract negotiations
 - Understand the changes in documentation requirements for each plan
 - Insist that ICD-9 reimbursement policies stay in effect during transition

FINANCIAL ASSESSMENT

- Estimate and approve budget including implementation costs such as software, hardware procurement and staff training as well as productivity losses
- Establish a back-up plan and budget for possible cash flow interruptions caused by coding slow down, health plans not ready to accept ICD-10, IT /Vendor issues, etc.

SYSTEM AND VENDOR ASSESSMENT

- Contact your system vendors to assess their readiness for ICD-10
- Practice Management and EMR systems will need to be upgraded to ensure all forms are 5010 compatible and can store and transmit both ICD-10 and ICD-9 codes
- Systems that feed billing systems will need to be upgraded to transfer both ICD-10 and ICD-9 codes.
- Verification of any fees and transition plans with vendors should be in writing
- Develop a timeline for testing systems

TRAINING ASSESSMENT

- Plan to educate physicians and staff on all aspects of implementing ICD-10
- Define the training necessary for each type of employee
 - schedulers, front desk staff, nurses, person who preauthorizes studies from physicians, billers and coding specialists
- Send appropriate staff to medical coding classes or boot camps.
- Develop a timeline for training
- Actual ICD-10 code training should start approx. 9 months before cutover, using the final published ICD- 10 codes
- Physician Training and Education
 - Dictation specifications for radiologists: providing the level of specificity for a patient's signs/symptoms of clinical diagnosis so that accurate diagnosis codes may be assigned.
 - Ordering specifications for referring physicians
 - Radiologists can begin by reviewing their highest volume tests and compare coding required for ICD-9 vs. ICD-10

The following resources are available to physicians and practice managers to begin or continue their process of implementing ICD-10.

CENTERS FOR MEDICARE AND MEDICAID (CMS)

Provider Resources: https://www.cms.gov/ICD10/05a_ProviderResources.asp#TopOfPage
 CMS has many resources available on their ICD-10 Website including a section devoted to Provider Resources which includes a timeline and ICD-10 project plan template.

AMERICAN HEALTH INFORMATION MANAGEMENT ASSOCIATION (AIHMA)

AIHMA offers the **AIHMA ICD-10 Online Training Pathways** which provides the recommended training for your specific role and work setting. It includes training pathway tracks for inpatient and outpatient coders in acute care

as well as pathways for specialty settings and physician practices. The pathways also include a path for other non-coding health care personnel involved in the transition.

<http://ahima.org/ContinuingEd/Campus/courseinfo/ICD10.aspx?tab=2>

Training Sessions: AHIMA Academy for ICD-10-CM/PCS: Building Expert Trainers in Diagnosis and Procedure Coding – offered every month
ICD-9-CM and ICD-10-CM: Coding and Classification Conundrums – 3/13/2012

AMERICAN ACADEMY OF PROFESSIONAL CODERS (AAPC)

The AAPC offers books, boot camps and other training resources for ICD-10 implementation, including an online “Clinical Requirements in ICD-10 for **providers**” to fine-tune documentation to meet ICD-10 standards; plus a monthly e-newsletter, **ICD-10 Connect Newsletter**. <http://www.aapc.com/icd-10/index.aspx>

AMERICAN COLLEGE OF RADIOLOGY (ACR)

<http://www.acr.org/hidden/economics/featuredcategories/coding/icd910.aspx>

RADIOLOGY BUSINESS MANAGEMENT ASSOCIATION (RBMA)

Toolkit: <http://www.codingstrategies.com/products/csi-slash-rbma-icd-10-cm-toolkit>

AMERICAN MEDICAL ASSOCIATION (AMA)

<http://search0.ama-assn.org/main/jsp/templates/primaryJSP/fullview.jsp?keyword=icd-10&FilterList=&advancedSearch=&sort=&pagination=>

CSI CODING STRATEGIES

This website contains information for radiologists and radiation oncologists to prepare for ICD-10, including SWAT (specialty-specific workshops and training), as well as articles and blogs by CSI’s ICD-10 experts.

http://www.codingstrategies.com/portal/ICD_10/ICD_10_Portal.html