

# Kentucky Department of Medicaid Services

## ICD-10 Quick Start Guide

This guide outlines five steps health care professionals should take to prepare for ICD-10 by the October 1, 2015, compliance date. You can complete parts of different steps at the same time if that works best for your practice.

### 1. Make a Plan

- Assign target dates for completing steps outlined here**
- ✓ Obtain access to ICD-10 codes. The codes are available from many sources and in many formats:
 

○ Code books, CD/DVD and other digital media	
Online Resources for ICD-9/ICD-10 codes, mappings guidelines	
<ul style="list-style-type: none"> <li>• <a href="#">2016 ICD-10-CM and GEMs</a></li> <li>• <a href="#">2016 ICD-10-PCS and GEM;</a></li> <li>• <a href="#">ICD-10 Code Lookup;</a></li> <li>• <a href="#">ICD10Data.com</a></li> <li>• <a href="#">ICD-10 Charts;</a></li> <li>• <a href="#">ICD-10 Relay Health Central Coding Guidance</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">ICD-10 Code Translator (AAPC)</a></li> <li>• Submit coding questions to the American Hospital Association's (AHA) <a href="#">codingclinicadvisor.com</a> ; however registration is required to <a href="#">view AHA's free webinars</a></li> </ul>
- Decide role(s) your clearinghouse(s) will play in your transition. Some providers who are not ready could benefit from contracting with a clearinghouse to submit claims**

Clearinghouses <b>can help</b> by: <ul style="list-style-type: none"> <li>○ Providing guidance about how to fix rejected claims (e.g., more or different data need to be included)</li> <li>○ Identifying problems that lead to claims being rejected</li> </ul>	Clearinghouses <b>cannot help</b> you code in ICD-10 unless they offer third-party billing/coding services
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### 2. Train Your Staff

- Train staff on ICD-10 fundamentals using the wealth of free resources by visiting:**

✓ KY DMS ICD10 <a href="#">website</a>
✓ <a href="#">Road to 10</a>
✓ Identify top codes. What ICD-9 diagnosis codes does your practice see most often? Target the top 25 to start. You might want to look at common diagnosis codes available from the <a href="#">Road to 10</a> Clinical Concepts Series with tailored guidance for: <a href="#">Family Practice</a> <a href="#">Internal Medicine</a> <a href="#">Pediatrics</a> <a href="#">OB/GYN</a> <a href="#">Cardiology</a> <a href="#">Orthopedics</a>

### 3. Update Your Processes

- Update hard copy and electronic forms (e.g., superbills, CMS 1500 forms)**

✓ Resolve any documentation gaps identified while coding top diagnoses in ICD-10
✓ Make sure clinical documentation captures key new coding concepts: <ul style="list-style-type: none"> <li>○ Laterality—or left versus right</li> <li>○ Initial or subsequent encounter for injuries</li> <li>○ Trimester of pregnancy</li> <li>○ Details about diabetes and related complications</li> <li>○ Types of fractures</li> </ul>

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### 4. Talk to your Vendors and Health Plans

- Call your vendors to confirm the ICD-10 readiness of your practice's systems
- Confirm that the health plans, clearinghouses, and third-party billing services you work with are ICD-10 ready
- Ask vendors, health plans, clearinghouses, and third-party billers about testing opportunities

### 5. Test Your Systems and Processes

- Verify that you can use your ICD-10-ready systems to:

✓ <b>Generate a claim by</b>	
○ Perform eligibility and benefits verification	○ Schedule an office visit
○ Schedule an outpatient procedure	○ Prepare to submit quality data
○ Update a patient's history and problems	○ Code a patient encounter

- Test your systems with partners like vendors, clearinghouses, billing services, and health plans; focus on those partners that you work with most often

The Department for Medicaid Services, in conjunction with its MMIS fiscal agent, HP Enterprise Services (HPES) is testing for ICD-10. Please contact the [EDI Helpdesk](#) at 800-205-4696.

- Explore alternate ways to submit claims to health plans if you think your systems might not be ready for ICD-10 by Oct 1.

<b>You must use</b>	○ <b>ICD 10 codes</b> for all services provided <b>on or after October 1 2015</b> ;
	○ <b>ICD-9 codes</b> for all services provided <b>before Oct. 1, 2015</b>
<b>Or your claims will deny.</b>	
<b>You may also use paper claims.</b>	

### For More Information:

To learn more about getting ready, visit the [KY DMS ICD-10 website](#).

- For additional questions regarding ICD-10, please email the [CHFS DMS ICD-10 Questions mailbox](#).
- For electronic claims issues, contact the [EDI Helpdesk](#) or the [EDI staff email box](#) or call 800.205.4696.
- For paper claim issues, please contact the HPES provider representatives at 800-807-1232 or view the [provider representative listing](#).