

ICD-10 Basics for Kentucky Medicaid Providers

KY Medicaid Providers should begin now for the ICD-10 transition to make sure they are ready by the **October 1, 2013**, compliance deadline. The following quick checklist will assist you with preliminary planning steps.

- ✓ **Identify your current systems and work processes that use ICD-9 codes.** This could include your clinical documentation, encounter forms/superbills, practice management system, electronic health record system, contracts, and public health and quality reporting protocols. It is likely that wherever ICD-9 codes now appear, ICD-10 codes will take their place.
- ✓ **Talk with your practice management system vendor about accommodations for ICD-10 codes.** Contact your vendor and ask what updates they are planning to your practice management system for ICD-10, and when they expect to have it ready to install. Check your contract to see if upgrades are included as part of your agreement. If you are in the process of making a practice management or related system purchase, ask if it is ICD-10 ready.
- ✓ **Discuss implementation plans with all your clearinghouses, and billing services to ensure a smooth transition.** Be proactive, don't wait. Contact organizations you conduct business with such as clearinghouse, billing service and third party vendors. Ask about their plans for ICD-10 compliance and when they will be ready to test their systems for transitions.
- ✓ **Identify potential changes to work flow and business processes.** Consider changes to existing processes including clinical documentation, encounter forms, and quality and public health reporting.
- ✓ **Assess staff training needs.** Identify the staff in your office who code, or have a need to know the new codes. There are a wide variety of training opportunities and materials available through professional associations, online courses, webinars, and onsite training. If you have a small practice, think about teaming up with other local providers. You might be able, for example, to provide training for a staff person from one practice, who can in turn train staff members in other practices. Coding professionals recommend that training take place approximately 6 months prior to the October 1, 2013, compliance date.
- ✓ **Budget for time and costs related to ICD-10 implementation, including expenses for system changes, resource materials, and training.** Assess the costs of any necessary software updates, reprinting of superbills, training and related expenses.
- ✓ **Conduct test transactions using ICD-10 codes with your billing services and clearinghouses.** Testing is critical. Allow yourself enough time to test claims containing ICD-10 codes.

For more information on the ICD-10 transition, refer to the KY Department for Medicaid Services website at <http://chfs.ky.gov/dms/ICD10.htm>.