Sample Outline of ICD-10 Three-Day Provider Curriculum

I. Introduction

1. Executive Summary

2. Key highlights of ICD-10 Final Rule

3. Diagnosis Code Revisions

II. Chapter 1 The Implementation Effort

1. Introduction

2. All About Change

3. Key Obstacles

4. Organizing Implementation

5. The Project Charter

    a. What is a Project Charter

    b. How do I use the Charter

    c. Project Charter Example

6. Strategic Steering Committee

    a. ICD-10-CM Governance Structure

    b. Education Steering Committee

    c. Communication Steering Committee

7. Coordination with Business Partners

8. Educating the Project Team

    a. Benefits of ICD-10

    b. ICD-10 History

    c. Historical Perspective of ICD

    d. Rationale for Change

9. Beginning the Implementation Process

    a. Conducting the Initial Impact Analysis

    b. The Readiness Survey

    c. Assessing Awareness

IV.   Chapter 3 Conducting an In-depth Impact Analysis

1. Introduction

2. Systems and Processes Impacted by ICD-10

3. Requirements and Expectations

    a.   Users

    b.   Departments

    c.   Internal and External Information Systems

4. Contacting System Vendors

    a.   Asking the Right Questions

    b.   Software Issues

    c.   Hardware Issues

5. Project Funding

6. Project Management

    a.   Approval process

    b.   Sequence of Activities

        1. 5010 Project

        2. Electronic Health Record

7. Operations Assessment

    a.   Performance

    b.   Quality

    c.   Compliance

8. Implementation Timeline

    a.   Preparedness

    b.   Metrics and Milestones

9. End of Chapter Questions

10. Templates

V. Chapter 4 Organizing Cross-Functional Teams

1. Introduction

2. The Cross Functional Team

    a. Synergy

    b. Organizational Efforts

    c. Subject Matter Experts

    d. Teamwork

    e. Communication

3. Organizational Structure

    a. Flow charts

    b. Transparency

4. ICD-10 Impacted Areas

    a. Gap Analysis

    b. The Time Value Matrix

5. Coordination with 5010 Implementation Team

6. End of Chapter Exercises

7. Templates

VI.   Chapter 5 ICD-10 Budget Development

1. Introduction

2. Cost of Implementation

    a. Hardware and Software

    b. Implementation and Deployment

    c. Upgrading to an Electronic Health Record

    d. Staff Training

    e. Overtime Costs

    f. Workflow Processes

Upholding a Higher Standard™
2480 South 3850 West, Suite B | Salt Lake City, UT 84120 | 800-626-CODE | Fax 801-236-2258 | www.aapc.com

5

4. The Training Plan

    a.   Training schedule

    b.   Tools for on-going support

5. Temporary Staffing

6. Training Plan Communication

7. End of Chapter Questions

8. Training Plan Templates

IX.   Chapter 8 Vendors

1. Introduction

2. Working with Vendors

    a.   Preliminary Needs Assessment

    b.   Discussing key ICD-10 implementation issues with Vendors

    c.   Vendor Planning

        1. Timeline

        2. Deployment of Code to Organization

        3. Internal Testing End to End

3. Implementation Costs

Upholding a Higher Standard™
2480 South 3850 West, Suite B | Salt Lake City, UT 84120 | 800-626-CODE | Fax 801-236-2258 | www.aapc.com

6

X. Chapter 9 Implementation Planning

1. Introduction

2. Impact of ICD-10 within the Organization

3. Review of Guidelines

    a. Comparison between ICD-9-CM and ICD-10-CM Guidelines

4. Review of Mapping and Crosswalks

    a. Identify problem areas with superbills/charge tickets

5. Tracking and Trending

    a. Reporting

        1. Disease Management

        2. Other Reporting

6. Reimbursement Impact

        1. Quality Reporting

        2. Value Based Purchasing

7. Implementation Benefits

8. End of Chapter Questions

9. Templates

XI.   Chapter 10 Analyze Business Processes

1. Introduction

2. The Business Process Analysis

    a. System Processes

    b. Administrative Processes

    c. Billing Processes

    d. Other Processes

Upholding a Higher Standard™
2480 South 3850 West, Suite B | Salt Lake City, UT 84120 | 800-626-CODE | Fax 801-236-2258 | www.aapc.com

7

Upholding a Higher Standard™
2480 South 3850 West, Suite B | Salt Lake City, UT 84120 | 800-626-CODE | Fax 801-236-2258 | www.aapc.com

8

XV. Chapter 15 Implementation Compliance

1. Introduction

2. Claim Resolution

3. Carrier Payment Policy Review

4. Medical Record Documentation Assessment

  a. Audit of Documentation

  b. Correcting Deficiencies

  c. On-going Compliance

5. Compliance Assessment

  a. Productivity

  b. Proficiency Assessment

6. End of Chapter Questions

7. Templates

XVI. Chapter 16 Introduction to ICD-10-PCS

1. Introduction

2. Guidelines

3. Format and Structure

4. Coding Exercises

XVII. Chapter 17 Introduction to ICD-10-CM

1. Introduction

2. Guidelines

3. Format and Structure

4. Coding Exercises

Upholding a Higher Standard™
2480 South 3850 West, Suite B | Salt Lake City, UT 84120 | 800-626-CODE | Fax 801-236-2258 | www.aapc.com

10