

[Today's date]

[Recipient's address]

Dear [insert name of person]:

[Insert facility name] is auditing its information technology systems to assess our readiness and compliance with ICD-10-CM and ICD-10-PCS code sets. It's vital that our vendors are likewise positioned and ready for this important change.

According to the Center for Medicare and Medicaid Services (CMS):

On August 4, 2014, HHS published a final rule in the *Federal Register* to adopt the ICD-10-CM and ICD-10-PCS code sets to replace the ICD-9-CM code sets in HIPAA transactions. This rule applies to HIPAA-covered entities, including health plans, healthcare clearinghouses, and certain healthcare providers.

The final rule states that covered entities must comply with ICD-10-CM and ICD-10-PCS code sets on October 1, 2015.

[Insert facility name] must work with compliant vendors who are ready to accept ICD-10-CM and ICD-10-PCS codes by the October 1, 2015 deadline. Please use the attached questionnaire to detail your current status, and return it by [insert date] in the enclosed envelope.

If you have questions or wish to submit this information electronically, please contact [insert contact information].

Thank you,

[insert name of author and title]

Enclosure

## **[Insert vendor name] ICD-10 Readiness Questionnaire**

1. Provide a brief description of how you plan to accommodate the ICD-10-CM and/or ICD-10-PCS code sets in your application(s) (for example, what modifications are expected in screen and reporting formats? How will compatibility be achieved- merely accept and store ICD10 codes, or ICD10 processing/analysis capability?)
2. Specify whether or not the application(s) can accommodate both the ICD-10-CM/PCS and ICD-9-CM code sets in a dual use testing strategy.
3. Specify whether or not the application(s) can support dual use of the ICD-10-CM/PCS and ICD-9-CM code sets after implementation. How long do you anticipate dual use can be supported? Is this addressed in the contract? Is additional support needed?
4. Specify how the ICD-9-CM codes can be disabled for dates of service after October 1, 2015, while remaining enabled for earlier dates of service. Also, how will ICD-9-CM legacy data be accommodated?
5. Specify how this ICD-10-CM/PCS compatible application version can handle ICD-9-CM codes interfaced with other applications (for example, will ICD-9-CM codes be cross-walked to ICD-10-CM or ICD-10-PCS codes?).
6. Specify how you intend to support testing of interfaces.
7. Do interface assessment and modifications require an additional cost? If so, what is the cost structure, and when is the cost incurred?
8. List all the steps the facility must perform to test and implement the ICD-10-CM and ICD-10-PCS code sets in this application.
9. Specify hardware requirements for the ICD-10-CM/PCS-compatible application (for example, is additional hardware needed for the upgrade or replacement? Is hardware required for testing?)
10. Specify the date the ICD-10-CM/PCS compatible application is available for testing.
11. What customer support and training can be provided for the new version of the application?
12. Specify the earliest date a current software version can be upgraded to accommodate the ICD-10-CM and ICD-10-PCS code sets.

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13. What is the contingency plan if this application is not ready for go-live on October 1, 2015?
14. Specify how long it will take to implement the ICD-10-CM/PCS compatible version.
15. Attach your proposed project schedule for testing, implementing, and training on the compatible version and for supporting ICD-10-CM and ICD-10-PCS code sets.
16. Specify recommended resources necessary to upgrade the current software version to comply with the ICD-10-CM and ICD-10-PCS code sets
17. If you recommend additional resources, please indicate which ones are available to assist with the application upgrade (for example, third party contractors and consultants).
18. Indicate the cost estimate for the system modifications to be completed.
19. Does the cost estimate include additional maintenance fees? If not, what are the additional maintenance fees?
20. Must a contract addendum be signed before work on the system modifications? If so, what are the terms of the contract addendum?