## AHIMA ICD-10-CM/PCS Readiness Assessment and Prioritization Tool

The readiness assessment and prioritization worksheet is a tool that enables organizations to initiate steps necessary to gather and organize information. Through this exercise of identifying and capturing information about what systems and processes need to be addressed through the ICD-10-CM/PCS transition management will gain information on what must be addressed and where to apply resources in preparation for the change.

- **1. Strategic Category** The categories identified in the worksheet are those that segment critical functions within an organization that will be impacted by the ICD-10-CM/PCS transition, rather the strategic priorities. Within each strategic element, it has been further specified by critical success objectives that assist in further defining the categories. Users of this tool are welcome to modify the general categories and specific categories to meet the needs of their organization.
- **2. Importance Weight** Each Strategic Category is assigned a weighted value ranging from 1-10 based upon level of importance within an organization. The value "10" represents the highest importance with "1" representing the lowest level of importance to an organization. The weight numbers should not be duplicated in their assignment.
- **3. Strategy Component** This element of the worksheet identifies specific departments or functions within an organization that will cross reference with the Strategic Category . Each Strategic Component will have required regulatory, revenue, operational and performance requirements that must be met so it is critical to understand what the priorities are in order to plan and prepare for transitioning to ICD-10-CM/PCS.

Similar to the Strategic Category, the Strategic Component is further defined by those systems (business or information technology) that will be impacted by or require changes to be compliant with ICD-10-CM/PCS. This section should be addressed in an organization's Plan of Action and Milestones or Work Breakdown Structure. It is critical to consider any and all systems/processes affected by the ICD-10-CM/PCS implementation as organization will need to assess risk and develop plans to mitigate risk through careful preparation. The list demonstrated in the worksheet is not a complete and final list, rather one that presents examples that many organizations will need to address.

Within each specific Strategic Component a value is assigned ranging from 1-5 representing a score based upon the organization's strategic priorities. The value "5" represents the highest importance with "1" representing the lowest level of importance to an organization.

The scores within each Category will be calculated for a sub-total within the specific components. These scores will enable organizations and their leadership to assess the scoring based upon the category or the overall score representing the overall ICD-10 priority score. The overall scores have conditional formatting applied with colors highlighting the level of priority.

RED – Represents the highest level of priority which has the most direct relation to the strategic category. The scoring range that determines the high priority range is based upon an organization's own policy and the weights and scores previously assigned.

YELLOW – Represents a medium level of priority which has somewhat of a direct relation to the strategic category. The scoring range that determines the high priority range is based upon an organization's own policy and the weights and scores previously assigned.

GREEN – Represents a low level of priority which has little to no direct relation to the strategic category. The scoring range that determines the high priority range is based upon an organization's own policy and the weights and scores previously assigned.

Within each Strategy Component an aggregate score is calculated and based upon the aggregate score and the parameters defined for the conditional formatting, the cell changes color to reflect the priority level. With the colorized cells, an organization can assess and determine the priority areas to focus on for the transition to ICD.

The ICD-10-CM/PCS Readiness Assessment and Prioritization Tool was submitted by Allison Viola, AHIMA and Caroline Piselli, 3M

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## Steps to completing a readiness assessment and prioritization are as follows:

- 1. Complete an Initial Assessment and Collect Findings Information
- 2. Identify all your organization's Strategic Categories, according to the initial assessment findings

   Enter information into the appropriate columns on **row 4**
- 3. Assign each Strategic Category a weight (ranging from 1-10) according to level of importance within your organization Enter weight over the appropriate Category in **row 3 shaded in purple**
- Identify all your organization's Strategic Components (we have provided samples for you), according to the initial assessment findings - Enter information into the appropriate row in column A
- 5. Assign each Strategic Component a value (ranging from 1-5) according to level of importance within your organization Enter information into the appropriate column/row shaded in purple starting on **row 6**
- 6. Notice that the Overall ICD-10 Priority Score in **column V** (shaded in green)

AHIMA ICD-10-CM/PCS - Readiness Assessment and Prioritization Tool																		
Importance Weight																		
						Revenue Cycle				Operational				Perf	formanc	е		
Strategic Category	Regulatory			R	Efficiency					Management		nt						
	ICD-10-CM/PCS Compliance		Additional:	Regulatory Score	Drop bill and no change in A/R days	Portfolio management Payer/Provider integration (Contracts)	Additional:	Revenue Cycle Score	IT System Integration	Clinical integration	Functional integration Paver/Provider integration	Additional:	Operational Score	Accuracy Quality reporting programs		Additional:	Performance Management	Overall ICD-10 Priority Score
Strategy Component: HIM Coding and Reimb	ursen	nent																
Encoding software				0	_			0					0				0	0
Case mix systems		$\perp$		0	_			0					0				0	0
DRG grouper		$\perp$		0	_			0					0				0	0
Compliance checking systems		Ш		0				0		Ш	$\perp$		0				0	0
Strategy Component: Revenue Cycle Manage	ment			<u> </u>			1											
Billing Systems		$\perp$		0				0					0				0	0
Claim submission systems		$\perp$		0				0					0				0	0
Registration and scheduling systems				0				0					0				0	0
Strategy Component: Clinical Systems																		
Test ordering systems				0				0					0				0	0
Pharmacy systems				0				0					0				0	0
Registries				0				0					0				0	0
Patient assessment data sets (PAI, OASIS)				0				0					0				0	0
Key	Relation to Strategic Category																	
400-600 - Highest Priority	Direc	t		_				1										
200-399 - Medium Priority	Somewhat																	
0-199 - Low Priority	Not																	