

## Optimizing Coding – Administrative Checklist

Topic/Area	Task	Tools	Responsible	Due by	Complete	Notes
	Meet with Hospitals that to establish electronic exchange of Health Information for admissions system	Admin/ DON	Admin/DON			
	Set up tracking for completeness of Transfer documentation from hospital paper and electronic	MD Query log	HIM Consultant or Admin			
<b>Physician's/ Documentation requirements</b>	Meet with Medical Director re: Clinical Documentation Improvement Program (CDI)		Admin			
	Schedule Physician Orientation to PDPM and CDI		Admin			
	Develop/Adopt Tools for CDI including MD query Set up MD query Tracking tools/reporting	MD QUERY CHF Sample Other CDI Query Tools Query Tracking Log	HIM Consultant			
<b>Medical Records Coding Staff/Systems</b>	Schedule Coding training for PDPM for coders, backup coders, MDs and clinical staff who assign and sequence diagnoses		Admin			
	Work with HIM Consultant to Develop or adopt Coding accuracy performance measures/metrics/reporting system tools	Coding Skills Performance Measures Tool Coding Metrics Coding Skills QAPI Tool	Admin/DON/ HIM Consultant			

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	Set up coding accuracy evaluation schedule		Admin/DON			
	Set up follow up training based on results of coding performance evaluations		Admin/DON/HIM Consultant			
	Install/Test updates to ICD-10 coding entry into computerized diagnosis list	E HR System Specific	Admin/DON/IT Dept			
	Start coding for PDPM by third week in June*		DON			
	Purchase ICD-10 Coding book for 2020 (Ready for use on October 1, 2019) (Order Now)	Current ICD-10 Coding Book	Admin/Medical Records			
<b>Billing System</b>	Set up monthly reporting of rejected billing due to coding inaccuracy to Admin/Medical Records/HIM Consultant	Need Reporting Tool	Admin/Billing			
	Trend data		HIM Consultant			
	Schedule Follow up training/System modifications as indicated by error type		HIM Consultant			
<b>Clinical Systems</b>	Adapt Admission Diagnosis Coding Worksheet/related tool	Admission Diagnosis Worksheet – Abbreviated Sample	DON/MDS/Med Recs			
	Set up/analyze coding process workflow HO # _____		DON/MDS/Med Recs			

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	Review and revise Medicare Documentation tools –	Current Medicare Cert/Recert Form	DON/MDS			
	Medicare Certification form/process – Include specific reason for coverage that matches billing/Clinical Documentation		DON/MDS			
	Medicare Charting Guidelines to support PDPM – Assigned Nursing/NTA comorbidity category	Current Charting Guidelines	DON/MDS			
	Consider adopting Care Management Software to assist nursing staff in writing Skilled documentation		DON/Admin			
<b>IDT Coordination</b>	Review system for use selected principal diagnosis and communicate therapy diagnoses for coding		Therapies/DON/ Med Recs			
	System to make <b>IDT aware of the ARD</b> for timing completion of portions of the MDS		MDS			
<b>Diagnosis Review System</b>	Consider automation - E HR system add-on alerts for MDS/Diagnosis List matching		Admin/DON/ MDS			
	Process in place for maintaining an accurate		Admin/DON/ MDS			

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	diagnosis list including when an Interim Payment Assessment <b>(IPA) is done</b>					
<b>Policy changes</b>	Draft/finalize IPA Policy –		Admin/DON			
	Inservice staff/consider coding workflow		DSD			
	Assess need for additional staff required to complete the MDS/IPA during transition (1 <sup>st</sup> week in October)		Admin/DON/ MDS			
<b>QAPI Coding/Billing rejections/Clinical Documentation to support medical necessity/PDPM</b>	Trend performance measures/set up metrics		HIM Consultant			
	Establish compliance thresholds for PMs		Admin/DON/ Billing/ HIM Consultant			
	Analyze bottle necks in the coding process workflow based on performance evals and other monitoring		Admin/DON/ Billing/ HIM Consultant			
	Initiate QAPI based on performance		QAPI Team			
	Report results/corrections to QAPI Team and QAA Committee		QAPI Team			

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<b>Administrative Information System</b>	What you were paid = what was billed?		Admin/ Billing			
	No ADRs					
	MACS \$\$ paid as billed					
	NO ZPICS					