



ICD-10

Official CMS Industry Resources for the ICD-10 Transition
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ICD-10. It's closer than it seems.

News Updates | July 25, 2012

Tips for Small Provider Practices to Plan for the ICD-10 Transition

Although the final rule on the proposed ICD-10 deadline change has yet to be published, it is important to continue planning for the transition to ICD-10. The switch to the new code set will affect every aspect of how your organization provides care, but with adequate planning and preparation, you can ensure a smooth transition for your practice.

You should consider the following checklist to help keep your efforts on track with your transition:

- **Educate staff and leadership about ICD-10**
 - Appoint an ICD-10 coordination manager and delegate a steering committee to manage the transition
 - Train staff on changes in documentation requirements from health plans and how this will affect work flow
- **Perform an impact assessment**
 - Examine existing uses of ICD-9 codes in order determine aspects of work flow and business practices that ICD-10 will potentially change. Be sure to evaluate planned and ongoing projects as well
 - Create a list of staff members who need ICD-10 resources and training, such as billing and coding staff, clinicians, management, and IT staff
- **Plan a realistic and comprehensive budget**
 - Estimate a budget that includes costs such as software, hardware, staff training, and any initial change in patient volume
- **Coordinate with external partners**
 - Contact system vendors, clearinghouses, and billing services to assess their readiness and evaluate current contracts
 - Ask your vendors how they will support you in the transition to ICD-10 and request a timeline and cost estimate

- Analyze existing health plan trading partner agreements
- **Get ready for testing**
 - Request a testing plan to schedule from your vendor
 - Conduct internal testing within your clinical practice as well external testing with payers and other external business partners after you have completed the planning stages

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Please visit [the ICD-10 website](#) for the latest news and resources to help you prepare!



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