



Large Providers

Implementation Timeline

The following is a timeline of essential activities needed to successfully transition to Version 5010 and ICD-10. While each organization's implementation may be unique, the following activities and procedures are intended to provide guidance for a smooth transition. Please note that depending on your organization, many of these timelines can be compressed and/or performed at the same time as other tasks. The estimated total duration for each activity is provided.



Actions to Take Immediately

Version 5010

- Conduct an impact analysis to determine the impact that the change to Version 5010 will have on business practices and systems (3 months)
- Determine current version of software and review current software support contract for information on costs and responsibilities for HIPAA mandated upgrades (1 month)
- Contact your vendors, payers, billing service or clearinghouse for specific details on the installation and costs of upgrades to your system (1 month)
- Develop an implementation plan, including a communications plan (1 month)
- Refine budget and secure additional funding if necessary (3 months)
- Complete internal Version 5010 testing (6 months)
- Complete vendor product deployment (9 months)
- January 1, 2011: Begin Version 5010 external testing of systems (12 months). External testing must be completed by December 31, 2011 to achieve **Level II compliance**

ICD-10

- Inform core group and senior management of upcoming changes (1 month)
- Create a governance structure, such as a project management team, interdisciplinary steering committee, executive sponsor and/or ICD-10 coordination manager (1 month)
- Perform an impact assessment and identify potential changes to existing work flow and business processes (6 months)
 - Collect information from each department on current use of ICD-9 and the number of staff members who need ICD-10 resources and training. Staff training will most likely involve billing and other financial personnel, coding staff, clinicians, management, and IT staff
 - Evaluate the effect of ICD-10 on other planned or on-going projects (e.g., Version 5010 transition, EHR adoption and Meaningful Use)
- Determine business and technical implementation strategy (1 month)

- Develop and complete implementation plan, including a communications plan (3 months)
- Estimate and secure budget including costs associated with implementation such as software and software license costs, hardware procurement, and staff training costs (2 months)
- Contact systems vendors, clearinghouses, and/or billing services to assess their readiness for ICD-10 and evaluate current contracts (2 months)
 - Determine if systems vendors and/or clearinghouses/billing services will support changes to systems, a timeline and costs for implementation changes, and identify when testing will occur
 - Determine anticipated testing time and schedule (when they will start, how long they will need, and what will be needed for testing)
 - If vendor(s) provide solution, then engage immediately
- Begin internal system design and development, if not started already
- Educate staff on changes in documentation requirements from health plans



Spring 2011

Version 5010

- Complete internal Version 5010 testing, if not already completed
- Begin external testing and revisions based on internal testing, if not started already

ICD-10

- Continue and complete an impact assessment and identify potential changes to existing work flow and business processes
 - Collect information from each department on current use of ICD-9 and the number of staff members who need ICD-10 resources and training. Staff training will most likely involve billing and other financial personnel, coding staff, clinicians, management and IT staff
 - Evaluate the effect of ICD-10 on other planned or on-going projects (e.g., Version 5010, EHR adoption and Meaningful Use)
- Continue to develop and complete implementation plan, including a communication plan
- Continue and complete estimate and secure budget
 - Include costs associated with implementation such as software and software license costs, hardware procurement, and staff training costs
- Continue and complete contact with system vendors, clearing houses, and/or billing services to assess their readiness for ICD-10 and evaluate current contracts
 - Determine if systems vendors and/or clearinghouses/billing services will support changes to systems, a timeline and costs for implementation changes, and identify when testing will occur
 - Determine anticipated testing time and schedule (when they will start, how long they will need, and what will be needed for testing)
 - If vendor provided solution, then engage immediately
- Continue internal system design and development



Summer 2011

Version 5010

- Continue external testing and revisions based on internal testing

ICD-10

- Conduct training including educating staff on changes in documentation requirements from health plans
- Continue internal system design and development (work with vendor providing solution as appropriate)



Fall 2011

Version 5010

- Complete external testing and revisions based on internal testing results, if not already completed
- Finalize vendor product deployment

ICD-10

- Continue training including educating staff on changes in documentation requirements from health plans
- Continue internal system design and development (work with vendor providing solution as appropriate)



Winter 2012

Version 5010

- Finalize vendor product deployment
- January 1, 2012: All adopted electronic transactions must be conducted using Version 5010 standards

ICD-10

- Complete system design and development
- Continue to educate staff on changes in documentation requirements from health plans
- Start to conduct internal testing. This must be a coordinated effort with internal coding, billing and technical resources and vendor resources (9 months)
- Data managers should start to collaborate with IT to begin implementing the ICD-10 project plan throughout 2012 until ICD-10 implementation. Action steps include reviewing the sample data reports, testing, and evaluating data for accuracy (11 months)



Spring 2012

ICD-10

- Continue to educate staff on changes in documentation requirements from health plans
- Data managers should collaborate with IT to continue implementing the ICD-10 project plan throughout 2012 until ICD-10 implementation. Action steps include reviewing the sample data reports, testing, and evaluating data for accuracy



Summer 2012

ICD-10

- Continue internal testing and vendor code deployment (3 months)
- Data managers should collaborate with IT to continue implementing the ICD-10 project plan throughout 2012 until ICD-10 implementation. Action steps include reviewing the sample data reports, testing, and evaluating data for accuracy



Fall 2012

ICD-10

- Complete educating staff on changes in documentation requirements from health plans
- Begin external testing (10 months)
- Data managers should collaborate with IT to continue implementing the ICD-10 project plan throughout 2012 until ICD-10 implementation. Action steps include reviewing the sample data reports, testing, and evaluating data for accuracy



Winter 2013

ICD-10

- Continue external testing
- Data managers should collaborate with IT to continue implementing the ICD-10 project plan until ICD-10 implementation. Action steps include reviewing the sample data reports, testing, and evaluating data for accuracy



Spring 2013

ICD-10

- Continue external testing
- Conduct intensive training for coders on day-to-day basis (6 months)
- Data managers should collaborate with IT to begin implementing the ICD-10 project plan until ICD-10 implementation. Action steps include reviewing the sample data reports, testing, and evaluating data for accuracy



Summer 2013

ICD-10

- Complete external testing
- Transition ICD-10 systems to production
- Continue intensive training for coders on day-to-day basis
- Data managers should collaborate with IT to begin implementing the ICD-10 project plan until ICD-10 implementation. Action steps include reviewing the sample data reports, testing, and evaluating data for accuracy



Fall 2013

ICD-10

- Complete transition of ICD-10 systems to production
- Complete intensive training for coders on day-to-day basis
- October 1, 2013: ICD-10 system implementation for full compliance. ICD-9 codes will continue to be used for services provided before October 1, 2013

On-going education and implementation assistance for Version 5010 and ICD-10 is available from many professional organizations and associations. Visit the CMS website at www.cms.gov/ICD10 for the latest information and tools to help you prepare for the ICD-10 and Version 5010 transitions.

CMS consulted resources from the American Medical Association (AMA), the American Health Information Management Association (AHIMA), the North Carolina Healthcare Information & Communications Alliance (NCHICA) and the Workgroup for Electronic Data Interchange (WEDI) in developing this timeline.



Official CMS Industry Resources for the ICD-10 Transition
www.cms.gov/ICD10

DECEMBER 2011

