



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

How to Prepare for Documentation Changes and Improvements with ICD-10

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 to 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

Keep Up to Date on ICD-10.

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



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