**News Updates | June 24, 2015**

### ICD-10 Deadline October 1, 2015: Update Your Processes

**Get Ready Now with the New CMS Quick Start Guide!**

*While ICD-10 is almost here, you still have time to get ready. But you must get ready now.*

Each day this week we are highlighting 1 of the 5 steps from the new Quick Start Guide:
1) Make a Plan, 2) Train Your Staff, 3) Update Your Processes, 4) Talk with Your Vendors and Health Plans, and 5) Test Your Systems and Processes. Today our focus is:

### Step: 3 Update Your Processes

- **It is crucial to update hard-copy and electronic forms (e.g., superbills, CMS 1500 forms )**
- Resolve any documentation gaps identified while coding top diagnoses in ICD-10
- Make sure clinical documentation captures key new coding concepts:
    - Laterality—or left versus right
    - Initial or subsequent encounter for injuries
    - Trimester of pregnancy
    - Details about diabetes and related complications
    - Types of fractures

**Tips**

- Create a documentation checklist for any new concepts that need to be captured for ICD-10 coding
- Remember that ICD-10 does not change the requirements for good documentation, which is always about capturing the complete clinical picture in order to provide high-quality patient care
- Review NCDs and LCDs with ICD-10 codes to ensure consistency with internal policies (e.g., coding, billing, and documentation processes)
- Outpatient and office procedure codes aren't changing—ICD-10 does not affect the use of CPT and HCPCS coding for outpatient and office procedures

*To learn more about getting ready, visit cms.gov/ICD10 for free resources including the Road to 10 tool designed especially for small and rural practices, but useful for all health care professionals.*

**Keep Up to Date on ICD-10**
Visit the CMS ICD-10 website for the latest news and resources to help you prepare. Sign up for CMS ICD-10 Industry Email Updates and follow us on Twitter.