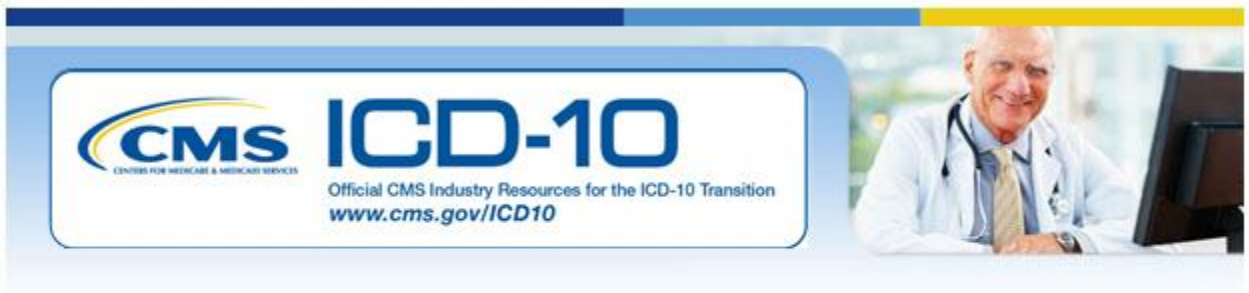


## PROVIDER ALERT

### ICD-10: TIPS FROM CMS

JULY 26, 2012



**ICD-10.**  
It's closer than it seems.

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News Updates | July 25, 2012

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#### **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

**Keep Up to Date on ICD-10.**

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