

Planning Your ICD-10 Transition Activities

There are two crucial ICD-10 transition milestones for providers:

- Testing ICD-10 with colleagues/staff within your practice
- Testing ICD-10 with business trading partners like payers, clearinghouses, and billing services

Review your ICD-10 timeline and make sure you are on track to meet these milestones.

Jump-starting Your Transition

To prepare for testing, be sure you have completed the following activities:

- Review [ICD-10 resources](#) from CMS, trade associations, payers, and vendors
- Inform your staff/colleagues of upcoming changes
- [Create an ICD-10 project management team](#)
- Identify how ICD-10 will affect your practice
- Develop and complete an ICD-10 project plan for your organization
 - Identify each task, including deadline and who is responsible
 - Develop plan for communicating with staff and business partners about ICD-10
- Estimate and secure budget (potential costs include updates to practice management systems, new coding guides and superbills, staff training)
- Ask your [payers](#) and [vendors—software/systems, clearinghouses, billing services—about](#) ICD-10 readiness; review contracts/proposals
 - Ask about systems changes, a timeline, costs, and testing plans
 - Ask when they will start testing, how long they will need, and how you and other clients will be involved
 - Select/retain vendor(s)
- Review changes in clinical documentation requirements and educate staff by [reviewing frequently used ICD-9 codes and new ICD-10 codes](#)

Depending on your organization, some tasks above may be performed on a compressed timeline or performed at the same time as other tasks.

Testing

- Start testing ICD-10 codes and systems with your practice's coding, billing, and clinical staff
 - Use ICD-10 codes for diagnoses your practice sees most often
 - Test data and reports for accuracy
- Begin testing transactions from start to finish using ICD-10 codes with payers and other business partners

Expect to continue testing transactions and fine-tuning your transition up until the ICD-10 compliance date, October 1, 2015.

Keep Up to Date on ICD-10

Visit the CMS [ICD-10 website](#) for the latest news and resources to help you prepare.

For practical transition tips:

- Read [recent ICD-10 email update messages](#)
- Access the [ICD-10 continuing medical education modules](#) developed by CMS in partnership with Medscape