

# ICD-10 Checklist

To help you organize your efforts, reference the following checklist as you schedule all of your important ICD-10 prep work.

## 1 Things to Do Now (in the next few months)

- Designate your clinic's ICD-10 leader or team
- Amass an arsenal of ICD-10 information and resources
- Educate all staff members on the upcoming changes
- Pinpoint all the ways ICD-10 will affect your practice
- Ask all of your staff members how and where they currently see and use ICD-9 codes
- Make a list of your practice's most frequently used codes so you can focus on finding and learning their ICD-10 equivalents
- If you're shopping for any new vendors (e.g., billing services or EMRs), factor ICD-10 into your buying decisions
- Come up with an ICD-10 transition plan for your practice
- Include a list of specific tasks, along with deadlines and responsible parties
- Contact any business partners affected by the transition
- Crunch your numbers and make a transition budget (costs include updates to practice management systems, new coding guides and superbills, and staff training and overtime)
- Double-check with your payers and vendors (e.g., softwares, clearinghouses, billing services) to ensure they're equipped to handle the new codes and to learn about any potential system changes, timelines, costs, and testing plans

## 2 Things to Do in the Future (before September 2014)

- Provide high-level training sessions for clinicians and coders and gradually move to more detailed training
- Start testing ICD-10 codes and systems in your practice
- Use ICD-10 codes along with ICD-9 codes for diagnoses you see most often
- Check your data and reports for accuracy
- Keep a pulse on your vendors' and payers' readiness
- Begin testing ICD-10 codes in external operations (e.g., with partners such as payers, clearinghouses, and billing services)

## 3 Things to Do When the Deadline Hits (on October 1, 2014)

- Fully transition to ICD-10 on October 1, 2014, to stay compliant
- Report ICD-9 codes for services provided before October 1, 2014
- Report ICD-10 codes for services provided on or after October 1, 2014
- Identify and correct errors as necessary

We adapted this timeline from [CMS's ICD-10 implementation timeline for small and medium practices](#).