



ICD-10 Tips for Small Provider Practices

All health care providers covered by HIPAA must make the transition from ICD-9 to ICD-10 codes by the **October 1, 2014**, compliance deadline.

ICD-10 will affect every aspect of how your organization provides care, from software upgrades and patient registration and referrals, to clinical documentation and billing.

Key Steps to Prepare for ICD-10

With adequate planning and preparation, you can ensure a smooth transition for your practice. Whether you are just starting the planning process, or ahead of schedule, the checklist below can help make sure you keep your efforts on track.

- 1. Inform and educate staff about the transition to ICD-10.**
 - Appoint an ICD-10 coordination manager
 - Tell your staff about upcoming changes and your transition plan
 - Educate staff on changes in documentation requirements from health plans
 - Seek resources from CMS and professional and membership organizations to help with the transition

- 2. Perform an impact assessment.** Identify potential changes to existing work flow and business processes by looking at your current use of ICD-9.
 - Make a list of staff members who need ICD-10 resources and training, such as billing and coding staff, clinicians, management, and IT staff
 - Evaluate the effect of ICD-10 on other planned or ongoing projects (e.g., electronic health records)

- 3. Plan a comprehensive and realistic budget.** Estimate and secure a budget, including costs such as software, hardware, staff training, and production costs.

- 4. Contact system vendors, clearinghouses, and/or billing services to assess their readiness and evaluate current contracts.**
 - Ask your vendors how they will support you in the transition to ICD-10
 - Request a timeline and cost estimate

Getting Ready for Testing

Once you have completed the planning steps, prepare to test ICD-10. It is important to conduct internal testing of ICD-10 within a clinical practice as well as external testing with payers and other external business partners.

Resources

The CMS ICD-10 website at www.cms.gov/ICD10 offers resources and guidance to help plan for the ICD-10 transition. Tailored guidance and tips for planning are available on the [provider resources](#) page. To keep up to date on the latest news, sign up for weekly [ICD-10 email update messages](#) and follow @CMSTGov on [Twitter](#).

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