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The ICD-10 Planning Checklist

With the ICD-10 transition deadline set for **October 1, 2014**, providers, payers, and vendors need to focus on planning their ICD-10 transitions. Below is a checklist of essential planning activities.

The ICD-10 Planning Checklist
Whether you've already started or are just beginning your ICD-10 transition, you will need to thoughtfully plan for the transition and then communicate those strategies to internal staff and external partners. Below are a few steps to help guide your planning process:

- **Seek Resources on the ICD-10 transition.** [CMS](#) and professional and membership organizations have developed information and resources to guide you through ICD-10 implementation.
- **Establish an ICD-10 Project Team.** This [team](#) will be responsible for overseeing the ICD-10 transition, and will vary based on the size of your organization. Larger practices should have a team with representatives from different departments (e.g., executive leadership, physicians, and IT). Smaller practices may only have one or two individuals responsible for helping the practice make the switch to ICD-10.
- **Develop an ICD-10 Communication and Awareness Plan.** This [plan](#) will map out how your organization will communicate with internal staff and external partners about ICD-10 throughout the transition.
- **Revisit and Revise Your Implementation Timeline.** Since the ICD-10 compliance deadline is now October 1, 2014, your timeline for ICD-10 implementation activities will need to be updated.
- **Share Your Implementation Plans and Timelines.** Discuss the new ICD-10 compliance deadline and share your revised implementation plans and timelines with internal staff and external partners to ensure transition activities are coordinated.

Share Best Practices and Lessons Learned
Communication and collaboration will help organizations as they transition to ICD-10. As you continue planning, share lessons learned and best practices with others in your area. You can do this through organization newsletters and social media as well as at conferences, workshops, and other educational events. Remember, ICD-10 will affect everyone currently using ICD-9 codes!

Keep Up to Date on ICD-10.
Please visit the ICD-10 website for the latest news and resources to help you prepare.