

## ICD-10 Back to School: Create a Project Plan

With less than a year to go, you should be getting ready now for the October 1, 2014 transition to ICD-10. You can help guide your practice through a smooth transition with a project plan that maps out your practice's ICD-10 prep from start to finish.

Your project plan should identify each task to be completed, when tasks should begin and end, and who should be responsible for each task. At a minimum, your organization should consider the following activities:

- **Ensure senior leadership understands the breadth and significance of the ICD-10 change.** Download free ICD-10 fact sheets and background information from the [CMS website](#) and share trade publication articles on the transition.
- **Assign overall responsibility and decision-making authority for managing the transition.** This can be one person or a committee depending on the size of the organization.
- **Plan a comprehensive and realistic budget.** This should include costs such as software upgrades and training needs.
- **Ensure involvement and commitment of all internal and external stakeholders.** Contact vendors, physicians, affiliated hospitals, clearinghouses, and others to determine their plans for ICD-10 transition.
- **Take advantage of free webinars and implementation materials.**
- **Share best practices with peers.**
- **Schedule software/hardware testing.**
- **Review internal policies to support the transition.**
- **Adhere to a well-defined timeline.**

Here are some tasks that should be included in the project plan.

- Identify commonly used ICD-9 codes and begin to explore related ICD-10 codes.
- Identify and update paper and electronic forms to accommodate the ICD-10 code structure.
- Schedule ICD-10 training for clinicians, office managers, billers, coders, and other key staff.

For more information, check out the resources on [implementation planning on the Provider Resources page](#) of the CMS ICD-10 website.

### WEDI ICD-10 Status Survey

The Workgroup for Electronic Data Interchange (WEDI) is currently hosting their [October ICD-10 Status Survey](#). The survey closes on Friday, November 1.

**Want more information about ICD-10?**

Visit the CMS [ICD-10 website](#) for the latest news and resources to help you prepare for the October 1, 2014, deadline. Sign up for [CMS ICD-10 Industry Email Updates](#) and [follow us](#) on Twitter.