



## Small Providers Implementation Timeline

The following is a timeline of essential activities needed to successfully transition to Version 5010 and ICD-10. While each organization's implementation may be unique, the following activities and procedures are intended to provide guidance for a smooth transition. Please note that depending on your organization, many of these timelines can be compressed and/or performed at the same time as other tasks. The estimated total duration for each activity is provided.



### Actions to Take Immediately

#### Version 5010

- Conduct an impact analysis to determine the changes Version 5010 will have on business practices (3 months)
- Determine current version of software and review current software support contract (if applicable) for information on costs and responsibilities for HIPAA mandated upgrades (1 month)
- Contact your vendors, payers, billing service or clearinghouse for specific details on the installation and costs of upgrades to your system (1 month)
- Develop an implementation plan, including a memo/letter communicating the new system changes to staff (1 month)
- Refine budget and secure additional funding if necessary (3 months)
- Complete internal Version 5010 testing (6 months)
- Complete vendor product deployment (9 months)
- January 1, 2011: Begin Version 5010 external testing of systems (12 months). External testing must be completed by December 31, 2011 to achieve **Level II compliance**

#### ICD-10

- Inform physicians and staff of upcoming changes and the practice's implementation plans (1 month)
- Identify and establish an ICD-10 coordination manager for your practice (1 month)
- Perform an impact assessment and identify potential changes to existing work flow and business processes (6 months)
  - Collect information on current use of ICD-9 and a list of staff members who need ICD-10 resources and training. Staff training will most likely involve billing and other financial personnel, coding staff, clinicians, management, and IT staff if applicable
  - Evaluate the effect of ICD-10 on other planned or on-going projects (e.g., Version 5010 transition, EHR adoption and Meaningful Use)

- Determine business and technical implementation strategy (1 month)
- Develop an implementation plan, including a memo/letter communicating the new system changes to staff (3 months)
- Estimate and secure budget, including all costs associated with implementation such as software and software license costs, hardware procurement, and staff training costs (2 months)
- Contact systems vendors, clearinghouses, and/or billing services to assess their readiness for ICD-10 and evaluate current contracts (2 months)
  - Determine if systems vendors and/or clearinghouses/billing services will support changes to systems, supply a timeline and estimate costs for implementation changes, and identify when testing will occur
  - Determine anticipated testing time and schedule (when they will start, how long they will need, and what will be needed for testing)
  - If vendor(s) provide solution, then engage immediately
- Begin internal system design and development, if not started already (work with vendors as needed)
- Seek resources from CMS, professional and membership organizations to help with transition
- Educate staff on changes in document requirements from health plans



Spring 2011

### **Version 5010**

- Complete internal Version 5010 testing, if not already completed
- Begin external testing and revisions based on internal testing, if not started already
- Seek resources from the Centers for Medicare & Medicaid Services (CMS), professional and membership organizations to help with transition

### **ICD-10**

- Continue and complete an impact assessment and identify potential changes to existing work flow and business processes
  - If applicable, collect information on current use of ICD-9 and the resources needed to transfer to ICD-10
  - Evaluate the effect of ICD-10 on other planned or ongoing projects (e.g., Version 5010, EHR adoption and Meaningful Use)
- Continue to develop and complete an implementation plan
- Continue and complete estimate and secure budget
  - Include costs associated with implementation such as software and software license costs, hardware procurement, and staff training costs

- If applicable, continue and complete contact with systems vendors, clearinghouses, and/or billing services to assess their deadlines for ICD-10 and evaluate current contracts
  - Determine if systems vendors and/or clearing houses billing services will support changes to systems, a timeline and costs for implementation changes, and identify when testing will occur
  - Determine anticipated testing time and schedule (when they will start, how long they will need, and what will be needed for testing)
  - If vendor provided solution, then engage immediately
- Continue internal system design and development (work with vendor providing solution as appropriate)
- Seek resources from CMS, professional and membership organizations to help with transition



## Summer 2011

### Version 5010

- Continue external testing and revisions based on testing
- Participate in Version 5010 learning opportunities

### ICD-10

- Educate staff on changes in documentation requirements from health plans
- Continue internal system design and development (work with vendor providing solution as appropriate)
- Seek resources from CMS, professional and membership organizations to help with transition



## Fall 2011

### Version 5010

- Complete external testing and revisions based on internal testing results, if not already completed
- Finalize vendor product deployment

### ICD-10

- Continue educating staff on changes in documentation requirements from health plans
- Continue internal system design and development (work with vendor providing solution as appropriate)



## Winter 2012

### Version 5010

- Finalize vendor product deployment
- January 1, 2012: All adopted electronic transactions must be conducted using Version 5010 standards

**ICD-10**

- Complete system design and development
- Continue to educate staff on changes in documentation requirements from health plans
- Start to conduct internal testing. This must be a coordinated effort with internal coding, billing and technical resources and/or vendor resources (9 months)
- Provider or key office personnel should contact IT support personnel to begin implementing the ICD-10 project plan throughout 2012 until ICD-10 implementation. Action steps include reviewing the sample data reports, testing, and evaluating data for accuracy (11 months)



Spring 2012

**ICD-10**

- Continue to educate staff on changes in documentation requirements from health plans
- Provider or key office personnel should contact IT support personnel to begin implementing the ICD-10 project plan throughout 2012 until ICD-10 implementation. Action steps include reviewing the sample data reports, testing, and evaluating data for accuracy



Summer 2012

**ICD-10**

- Continue to educate staff on changes in documentation requirements from health plans
- Continue internal testing and vendor code deployment (3 months)
- Provider or key office personnel should contact IT support personnel to begin implementing the ICD-10 project plan throughout 2012 until ICD-10 implementation. Action steps include reviewing the sample data reports, testing, and evaluating data for accuracy



Fall 2012

**ICD-10**

- Complete educating staff on changes in documentation requirements from health plans
- Complete internal testing and vendor code deployment
- Begin external testing (10 months)
- Provider or key office personnel should contact IT support personnel to begin implementing the ICD-10 project plan throughout 2012 until ICD-10 implementation. Action steps include reviewing the sample data reports, testing, and evaluating data for accuracy



Winter 2013

**ICD-10**

- Continue external testing
- Provider or key office personnel should contact IT support personnel to begin implementing the ICD-10 project plan throughout 2012 until ICD-10 implementation. Action steps include reviewing the sample data reports, testing, and evaluating data for accuracy



## Spring 2013

**ICD-10**

- Continue external testing
- Conduct intensive training for coders on day-to-day basis (6 months)
- Provider or key office personnel should contact IT support personnel to begin implementing the ICD-10 project plan throughout 2012 until ICD-10 implementation. Action steps include reviewing the sample data reports, testing, and evaluating data for accuracy



## Summer 2013

**ICD-10**

- Complete external testing
- Work with vendor contractor(s) to transition ICD-10 systems to production
- Continue intensive training for coders on day-to-day basis, if applicable
- Provider or key office personnel should contact IT support personnel to begin implementing the ICD-10 project plan throughout 2012 until ICD-10 implementation. Action steps include reviewing the sample data reports, testing, and evaluating data for accuracy



## Fall 2013

**ICD-10**

- Work with vendor contractor(s) to complete transition of ICD-10 systems to production
- Complete intensive training for coders on day-to-day basis, if applicable
- October 1, 2013: ICD-10 system implementation for full compliance. ICD-9 codes will continue to be used for services provided before October 1, 2013

On-going education and implementation assistance for Version 5010 and ICD-10 is available from many professional organizations and associations. Visit the CMS website at [www.cms.gov/ICD10](http://www.cms.gov/ICD10) for the latest information and tools to help you prepare for the ICD-10 and Version 5010 transitions.

*CMS consulted resources from the American Medical Association (AMA), the American Health Information Management Association (AHIMA), the North Carolina Healthcare Information & Communications Alliance (NCHICA) and the Workgroup for Electronic Data Interchange (WEDI) in developing this timeline.*



Official CMS Industry Resources for the ICD-10 Transition  
[www.cms.gov/ICD10](http://www.cms.gov/ICD10)

DECEMBER 2011

