



ICD-10

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Meeting with Your ICD-10 Project Team

To make sure your organization successfully makes the switch from ICD-9 to ICD-10 by the **October 1, 2014**, compliance deadline, it will be important to meet with your [ICD-10 Project Team](#) regularly to discuss transition activities, challenges, and needs.

Preparing for Your ICD-10 Check-in Meeting

As you hold in-person check-in meetings or conference calls, it is helpful to establish a day and time when the meeting will occur each month (e.g., 1 p.m. on the first Tuesday of the month), so that all team members know that ICD-10 is a priority for your practice. As the transition date approaches, you should switch to more frequent meetings, weekly or bi-weekly.

To make sure the check-in meetings are productive, consider the following tips for holding an effective meeting:

- **Create an agenda.** Developing and disseminating a brief agenda prior to the meeting will help keep the conversation on track and will allow team members to prepare their updates.
- **Reserve time for questions.** Remember to set aside time at the end of the meeting for questions from project team members.
- **Take notes and draft action items.** Following each meeting, distribute key takeaways and action items to the team to keep everyone informed about any important decisions made and individual responsibilities.

During meetings, team members should plan to discuss:

- **Progress on ICD-10 transition activities.** This will help to keep the team up to date on each individual's assigned tasks. It may also be helpful to use this time to set deadlines and goals for completing task activities.
- **Upcoming education opportunities.** Share information about local events or online trainings on ICD-10 that may benefit the team. Also, feel free to

distribute ICD-10-related articles to keep the team informed about the latest ICD-10 news.

- **Best practices.** Have you done or did you hear about a novel way to address part of your transition to ICD-10? Take this time to share that information, and discuss how it can be applied in your group's implementation plan.
- **Challenges encountered.** Use this time to discuss any challenges the team has encountered, and brainstorm ways to successfully overcome these obstacles.

Keep Up to Date on ICD-10.

Please visit [the ICD-10 website](#) for the latest news and resources to help you prepare.



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