

# Last Minute Steps to Prepare for ICD-10

## Practice Manager:

- ☐ **Run the Diagnosis Analysis Report** to look up the commonly-used ICD-9 codes in your practice.
  - ✓ Located in the Reports tab under Financial > Diagnosis Analysis > Detail Report
- ☐ **Use the Crosswalk** to enter your common ICD-9 codes to find an ICD-10 equivalent.
  - ✓ Located in Administration > Diagnosis Search
- ☐ **Update your Charge Slips** with the new ICD-10 codes found in the Crosswalk.
  - ✓ Refer to *Checklist #2 for Success - March 2015* found under Customers > Resource Library > ICD-10
- ☐ **Configure Insurance Exceptions** for the Payers that will not be ready to receive ICD-10 codes as of October 1<sup>st</sup>.
  - ✓ Located in Add-ins > Insurance Billing > Other Configurations > Configure ICD10 Readiness Date
  - ✓ TIP: Use a date of 10/1/16 for any insurances in which you do not know their exact start date
- ☐ **Preview Relevant Videos** through sticomputer.com or our YouTube page, [www.youtube.com/user/sticomputer](http://www.youtube.com/user/sticomputer)
  - ✓ ICD-10 Transition (Recorded Webinar): <http://tinyurl.com/q6259an>
  - ✓ Diagnosis Search: <http://tinyurl.com/p4ds74w>
  - ✓ Entering Diagnoses on the Patient Tab: <http://tinyurl.com/oy89dqw>
  - ✓ Entering Diagnoses on the Charge Tab: <http://tinyurl.com/nkxpgmt>

## YouTube ICD-10 Playlist:

- ✓ <http://tinyurl.com/icd10playlist>

## ChartMaker Clinical:

- ☐ **Add ICD-10 Codes to Applicable Templates**
  - ✓ You can modify one and then copy/paste to the rest!
- ☐ **Create a Short ICD-10 Template** (or use the Chart Prep template) to prep each chart with ICD-10 chronic codes before patient visits
- ☐ **Start Sending Charges Electronically** from the Clinical progress note to Practice Manager
  - ✓ Note > Charge Items...
- ☐ **Preview Relevant Videos** through sticomputer.com or our YouTube page, [www.youtube.com/user/sticomputer](http://www.youtube.com/user/sticomputer)
  - ✓ ICD-10 Transition (Recorded Webinar): <http://tinyurl.com/q6259an>
  - ✓ Template Editing for ICD-10: <http://tinyurl.com/othrrun>
  - ✓ Diagnosis Search: <http://tinyurl.com/ooxn4nf>
  - ✓ Using a Diagnosis Checklist: <http://tinyurl.com/nm6dwkt>
  - ✓ Selecting a Diagnosis in Order Procedure: <http://tinyurl.com/nlgebp3>

## sticomputer.com:

- ☐ **Newsletters** providing important information and checklists to guide your office through the transition.
  - ✓ Make sure you are signed up to *receive* newsletters under Manage Account > Subscribe to: STI Corporate News
  - ✓ Customers > Resource Library > ICD-10
- ☐ **Videos** demoing the ICD-10 changes in Clinical and Practice Manager.
  - ✓ Customers > Resource Library > ICD-10
- ☐ **Free Webinars** covering the preparation and the aftermath of the transition.
  - ✓ Events > Search by Topic
- ☐ **Reference Material** for additional ICD-10 info
  - ✓ Resources > ICD-10