

## Sample Timeline to Prepare for Significant Changes to Evaluation and Management Coding in 2021

It is important to take time during the remaining months of this year to prepare your practice for [changes to the Evaluation and Management codes](#) that begin on **January 1, 2021**. The coming changes are significant and may affect administrative workflows, processes, and technology.

Wondering where to begin? First, review our "[Nine Essential Tips to Prepare Your Practice for the 2021 Evaluation and Management Coding Changes](#)." Then, create a customized checklist and timeline that is appropriate for your practice. We've created a sample below to help you get started.

### Sample Timeline and Checklist



#### September

- ✓ Create a committee or workgroup to manage the transition and create a "to-do" list.
- ✓ Provide staff with educational opportunities and resources. ASCO has several resources about the changes on [ASCO Practice Central](#), in addition to resources from the [American Medical Association](#).
- ✓ Contact your EHR vendor regarding updates to the system and determine timeline for implementation of the changes.
- ✓ Review EHR templates and determine what changes need to be made according to the new guidelines.



#### October

- ✓ Continue to conduct educational sessions for staff with presentations or webinars as needed.
- ✓ Review administrative processes and workflows. Determine whether updates need to be made based on the changes.
- ✓ Continue to work on EHR template revisions.



#### November

- ✓ Based on the CMS physician fee schedule final rule, determine what the total financial impact of the changes are to your practice.
- ✓ Conduct EHR system testing and training sessions with staff as needed.
- ✓ Develop final drafts of EHR templates.



#### December

- ✓ Organize collaborative sessions with coders, auditors, and clinical staff to ensure all understand the changes and appropriate coding.
- ✓ Finalize EHR templates.
- ✓ Conduct last minute EHR system testing.

