



Preparing for the Next Version of  
HIPAA Standards:  
January 1, 2012 Compliance Date

### 5010 Checklist

The following is a list of activities that will guide you through your implementation of the Version 005010 (5010) HIPAA electronic administrative transactions.

This checklist can be used in conjunction with the 5010 Implementation Project Plan Template spreadsheet, which includes more detailed information and activities for implementing the 5010 transactions. The spreadsheet is available for download on the AMA's Web site at [www.ama-assn.org/go/5010](http://www.ama-assn.org/go/5010).

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#### Project Plan

- Gain an understanding of the impact of the update to the 5010 transactions
- Look to your professional association(s) for information and resources
- Identify a project leader/project team
- Develop a project plan

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#### Assessment

- Identify all HIPAA transactions you are currently doing
- Identify any HIPAA transactions that you are not currently doing, but want to implement now electronically
- Create a list of your payers, including a contact person and phone number/email address for each
- Create a list of your clearinghouse(s), including a contact person and phone number/email address for each, if applicable
- Identify your software/system vendor's contact person and phone number/email address
- Identify the contact person and phone number/email address of your billing service, if applicable
- Identify the contact person and phone number/email address for each of your clearinghouses, if applicable
- Identify a contact person and phone number/email address for each of your payers
- Contact your vendor to determine their implementation plans for the 5010 transactions
- Contact your billing service, if applicable, to determine their implementation plans for the 5010 transactions
- Contact your clearinghouses, if applicable, to determine their implementation plans for the 5010 transactions



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- Contact your payers to determine their implementation plans for the 5010 transactions
  - Identify any work flow processes that need to be modified
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Implementation

- Identify when your vendor will install your updates
  - Identify when your billing service's system changes will be installed, if applicable
  - Contact your clearinghouses to determine when they can begin testing with you, if applicable
  - Contact your payers to determine when they can begin testing with you
  - Complete internal testing
  - Complete external testing with your billing service, if applicable
  - Complete external testing with your clearinghouse(s), if applicable
  - Complete external testing with your payers
  - Conduct staff training
  - Begin using 5010 transactions before or on January 1, 2012
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Monitoring

- Monitor the exchange of the 5010 transactions
- Report any issues identified with the transactions to the appropriate organization

**Upcoming HIPAA Dates:**

**January 1, 2012** – Compliance with version 5010 transactions

**October 1, 2013** – Compliance with ICD-10 code sets

**Visit the AMA's website for more resources for  
implementing the HIPAA 5010 transactions.**

[www.ama-assn.org/go/5010](http://www.ama-assn.org/go/5010)