

### Internal and External Stakeholder List Template

<p><b>Purpose</b></p>	<p>When coordinating the SMA's ICD-10 activities, both sets of groups need to be kept up-to-date on the progress of the SMA's ICD-10 Implementation and points of involvement for each stakeholder.</p> <p>The purpose of the Internal Stakeholder List and External Stakeholder List is to keep track of all the individuals to contact throughout the ICD-10 Implementation and on what dates during the ICD-10 Implementation to contact them with relevant information. Use this template as a way to track stakeholder engagement throughout the ICD-10 Implementation.</p>
<p><b>Definitions</b></p>	<p><b>Stakeholder:</b> A stakeholder is any person or organization that has an interest in the project outcome, can be impacted by the project, or has an interest and influence on the project. Below are examples of internal and external stakeholders.</p> <p><b>Internal Stakeholders:</b> Include the SMA staff impacted or involved in the ICD-10 Implementation. This includes the ICD-10 Executive Sponsor, ICD-10 business lead, ICD-10 technical lead, the ICD-10 staff, SMA staff working on the 5010 Implementation and coordinating with the ICD-10 Implementation, and so on.</p> <p><b>External Stakeholders:</b> Include individuals and organizations impacted by the SMA's ICD-10 Implementation. They could be Trading Partner contacts, Fiscal Agent contacts, other State Organization contacts, and so on.</p>



**External Stakeholder List**

ID	Full Name	E-mail Address	Phone Number XXX-XXX-XXXX	Associated Organization	Role on ICD-10 Project	Dates to Contact	Information to Contact Regarding	History/Comments/Notes
				Fiscal Agent	Fiscal Agent Primary POC		E.g., system changes requests	
				Fiscal Agent	Fiscal Agent Secondary POC			
				Provider 1	Trading Partner Primary POC		E.g., changes in external testing dates	
				Provider 1	Trading Partner Secondary POC			
				Provider 2	Trading Partner Primary POC			
				Provider 2	Trading Partner Secondary POC			
				Provider 3	Trading Partner Primary POC			
				Provider 3	Trading Partner Secondary POC			
				HHS	State HHS Primary POC			
				HHS	State HHS Secondary POC			