



Transitioning to an ECO CMG

DISCLAIMER

- This presentation is for informational purposes only
- The content is point-in-time information, subject to revision



ECO INFORMATION/TRAINING SERIES

- ECOP01 Overview - ECO Subcommittee
- ECOP02 ECO Stakeholders & Constituents
- ECOP03 Overview – ECL Policies
- *ECOP04 Overview - ECO Code Maintenance Groups
- *ECOP05 CMG Stakeholders & Constituents
- ECOP06 Transitioning to an ECO CMG
- ECOP07 Submitting an ECL Maintenance Request
- *ECOP08 Proposing a new External Code List

* Indicates the Presentation will be available soon

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OUTLINE

- Terms, Definitions, & Acronyms
- Background
- Status Quo
- Assessment
- CMG Initiation
- CMG Officer Appointment(s)



OUTLINE

- CMG Constituent Appointments
- Kick-off
- CMG Charter
- Maintenance Responsibility Assigned
- Identify Online Information
- Transition Complete



TERMS AND DEFINITIONS

- **Constituent**
 - An individual, usually a member representative, that has met the requirements for specific privileges within an X12 group
 - Such requirements are documented in the group's governing documents and may be based on formal association with a stakeholder, meeting attendance, participation, self-designation, or other criteria

ACRONYMS

- CMG – Code Maintenance Group
- ECL – External Code List
- ECO – External Code List Oversight Subcommittee
- RSC – Registered Standards Committee

BACKGROUND

- The External Code List Oversight (ECO) Subcommittee operates under X12's Registered Standards Committee (RSC) and is responsible for overseeing maintenance of X12's external code lists (ECL)
- ***CAP12 External Code Lists*** details the corporate policies related to the ECO

BACKGROUND

- The ECO establishes action groups, called Code Maintenance Groups (CMG) with responsibility for external code list maintenance
- When a CMG is established it is either
 - A newly formed group
 - A group that previously maintained an external code list while operating under the auspices of another organization

BACKGROUND

- This presentation describes the steps required to transition a code maintenance group that previously operated independently or under another organization into an RSC ECO CMG

STATUS QUO

- The group continues to operate under their previous policies and procedures as they transition, until they reach the step in the transition that governs adoption of CMG policies or procedures (slide 21)



ASSESSMENT

- The ECO may solicit input from the transitioning group's chair at any time during this process
- The ECO reviews the transitioning group's attributes including
 - Group name
 - Group purpose and scope, charter, or equivalent
 - Group governance policies
- The ECO reviews the transitioning code list(s)

ASSESSMENT

- The ECO makes a preliminary determination of the appropriate operating methodology for the CMG from the three defined options
 - Defined Representative Voting Panel
 - Material Interest Voting Panel
 - X12 Member Panel

**See ECOP02 Overview - ECO Code Maintenance Groups* for more information about the CMG operating methodologies

ASSESSMENT

- The ECO assesses active CMG's to determine if one is viable for assignment of these maintenance responsibilities
 - If an active CMG or a new CMG is determined to be the best assignee, this transition is converted into a normal maintenance responsibility assignment process
 - If transition of the current maintenance group is determined to be the best assignee, this transition process proceeds

CMG INITIATION

- The ECO assigns a CMG identifier and name
- The ECO reviews the name, description, codes, and documented uses of the transitioning code list(s)
 - Revisions to the code list name for clarity or accuracy may be recommended or required
 - Revisions to the code list description for clarity, accuracy, or consistency with other ELCs may be recommended or required

CMG INITIATION

- The ECO finalizes the operating methodology for the CMG
- The ECO defines and approves the CMG's statement of work

CMG OFFICER APPOINTMENT

- The ECO chair appoints a CMG chair for a one-year transition term
 - The transitioning group's chair may be considered for this appointment
- After the transition term, the CMG chair shall be elected in accordance with the CMG's election policies

CMG OFFICER APPOINTMENT

- The ECO chair may appoint a CMG vice-chair to a one-year transition term
 - The transitioning group's vice chair may be considered for this appointment
- After the transition term, the CMG vice chair shall be elected in accordance with the CMG's election policies



CMG CONSTITUENT APPOINTMENT

- The ECO chair and the CMG chair confer on CMG constituent appointments
- The ECO chair appoints 5 to 25 CMG constituents to a one-year transition term
 - The transitioning group's participants may be considered for appointment
- After the transition term, appointed constituents are subject to the CMG's constituent policies

KICK-OFF

- The CMG Chair requests iMeet workspace by emailing support@x12.org
 - If the transitioning group had an established workspace, staff can convert that workspace for the CMG or create a new workspace for collaboration
- Once the constituents are appointed, the new CMG is authorized to conduct meetings and online collaborations

CMG CHARTER

- The CMG's first order of business is to draft a charter in accordance with RSC and ECO policies
 - Staff is available to assist with this task
- The ECO approves the charter, or returns it to the CMG for revisions, within 4 weeks
- The charter must be approved within 3 months of the CMG's initial meeting
- Once the charter is approved, it is in effect

MAINTENANCE RESPONSIBILITY ASSIGNED

- Once the Charter is approved, the ECO votes to assign maintenance responsibility to the CMG
- The ECO chair, or the ECO chair's designee, explains the ECL maintenance process steps to the CMG chair
- The CMG assumes responsibility for processing maintenance requests and ensuring timely publication of the ECL(s)

ONLINE INFORMATION

- The CMG reviews the transitioning group's public information including FAQs, summaries, synopses, and similar materials
- The CMG recommends legacy information for posting on the ECL's detail page
- The CMG may also recommend additional information for posting on the ECL's detail page

ONLINE INFORMATION

- If any attributes from the original group or code list(s) are changing, an FAQ to document the previous information, new information, explanation of the change, and the effective date(s) is required

ONLINE INFORMATION

- The ECO reviews the recommendation and concurs, or revises it if necessary
- The External Code List home page is accessed from the Work Product page on X12.org or at <http://www.x12.org/codes/>
- The detail page is accessed from the ECL home page

ONLINE INFORMATION

- www.x12.org/codes - Home Page:

X12 External Code Lists

The following are the external code lists established, maintained, and published by X12.

- For a description related to a specific code list, hover over the code list name below.
- For more detailed information related to a specific code list, click on the code list name below.
- [Additional help](#)

139	Claim Adjustment Reason Code
507	Health Care Claim Status Category Codes
508	Health Care Claim Status Code
886	Health Care Service Review Decision Reason Codes
958	Health Care Service Type Codes
967	Provider Adjustment Reason Codes
973	Insurance Industry Specific Remark Codes
974	Claim Adjustment Group Codes
977	Error Reason Codes
979	Insurance Product Codes
981	Service Type Descriptor Codes

ONLINE INFORMATION

- The ECO chair works with staff to update the X12 website
 - Display the new CMG and appointed officers under the ECO subcommittee
 - Remove any information or references to the previous group
 - Update the ECL home page and detail pages

TRANSITION COMPLETE

- The CMG commences normal operations
- The transition is complete



THANK YOU

- If you have feedback or questions regarding the information presented, post them at www.x12.org/forms/feedback
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