



# X12 External Code Lists: Submitting Maintenance Requests

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## DISCLAIMER

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



# ECO INFORMATION/TRAINING SERIES

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- 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



# OUTLINE

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- Terms, Definitions, & Acronyms
- Background
- Introduction
- Code List Overview
- Maintenance Request Form
- Status Report



# TERMS AND DEFINITIONS

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- Code list
  - A set of codes and associated messages that enables efficient, effective, and consistent communication between trading partners

# TERMS AND DEFINITIONS

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- External Code Lists

- Established and maintained by various organizations
- In X12, maintained by the Registered Standards Committee (RSC)
- Outside of X12, maintained by many disparate organizations

Examples of maintainers include the United States Postal Service and Regenstrief Institute

# TERMS AND DEFINITIONS

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- Internal Code Lists
  - Established and maintained within the X12 EDI Standard
  - Maintained by the Accredited Standards Committee (ASC)

# TERMS AND DEFINITIONS

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- Maintenance
  - Updates to X12 work products, including additions, revisions, and deletions
  - Maintenance covers new development and revisions to existing work products



## ACRONYMS

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

## BACKGROUND

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- 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)
- ***External Code Lists (CAP12)*** details the corporate policies related to the ECO

## BACKGROUND

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- The ECO establishes action groups, called Code Maintenance Groups (CMG) with responsibility for maintenance of specific external code lists
- This presentation describes how to submit a maintenance request suggesting a revision to an X12 external code list. Revisions include adding a new code, deactivating a current code, or minor adjustment to a code's description

# INTRODUCTION

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- To enhance consistency and efficiency between trading partners, the X12 EDI Standard often incorporates external code lists by reference
- X12 has established a number of external code lists
  - Within this presentation, the terms external code list, code list, and codes, and the acronym ECL are used interchangeably to reference these X12 external code lists

# INTRODUCTION

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- The External Code List home page lists all the external code sets that are owned, maintained, or distributed by X12
- The ECL home page is accessed from the Work Product page on X12.org or directly at <http://www.x12.org/codes/>
- Each ECL has a detail page that is accessed from the ECL home page

## CODE LIST OVERVIEW

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- Each code list on the ECL home page is identified with a unique numeric identifier and a short name
- The code list name is a hyperlink to a detail page with more information and other hyperlinks
- X12 is working to ensure their external code lists are consistent in presentation and function, to make it easier for implementers and end users

# CODE LIST OVERVIEW

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- [www.x12.org/codes](http://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](#)

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139 [Claim Adjustment Reason Code](#)

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507 [Health Care Claim Status Category Codes](#)

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508 [Health Care Claim Status Code](#)

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886 [Health Care Service Review Decision Reason Codes](#)

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958 [Health Care Service Type Codes](#)

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967 [Provider Adjustment Reason Codes](#)

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973 [Insurance Industry Specific Remark Codes](#)

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974 [Claim Adjustment Group Codes](#)

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977 [Error Reason Codes](#)

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979 [Insurance Product Codes](#)

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981 [Service Type Descriptor Codes](#)

# CODE LIST OVERVIEW

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- The Detail Page

## Provider Adjustment Reason Codes

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X12 External Code Source 967 LAST UPDATED 6/1/2017

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The Provider Adjustment Reason codes are used to report payment adjustments that are not related to a specific claim, bill, or service.

[Maintenance Request Form](#) | [Maintenance Request Status](#) | [FAQs](#) | [Purchase Electronic Lists](#)

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**Filter Codes** [Show All](#) | [Active](#) | [To Be Deactivated](#) | [Deactivated](#)





# MAINTENANCE REQUEST FORM

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- The Detail Page

## Provider Adjustment Reason Codes

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X12 External Code Source 967 LAST UPDATED 6/1/2017

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**Filter Codes** [Show All](#) | [Active](#) | [To Be Deactivated](#) | [Deactivated](#)

Click this link to display the Maintenance Request Form for this list

## MAINTENANCE REQUEST FORM

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- As the maintenance request form can't be easily displayed on one slide, each of the next few slides show a portion of the form for discussion



# MAINTENANCE REQUEST FORM

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## Provider Adjustment Reason Codes

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### Maintenance Request Form

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The Provider Adjustment Reason codes are used to report payment adjustments that are not related to a specific claim, bill, or service.

Use the form below to request maintenance to the Code List. Maintenance includes a request for a new code, a revision to the description of code, or deactivation of a code.

#### **Note**

The information submitted on this form may be edited for clarity or accuracy during the X12 triage and consideration processes.

All the fields on the form are required, except **Existing Code** which is only required on requests for revision or deactivation of a code, but should not be entered on a request for a new code.

# MAINTENANCE REQUEST FORM

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*Name	<input type="text"/>
*Phone	<input type="text"/>
*Email	<input type="text"/>
*Request Type	<input type="text" value="v"/>
Existing Code	<input type="text"/>

- This section of the form collects information needed to identify the submitter, the type of request, which is a drop-down selection list, and the existing code which is used for maintenance to current codes, not for requests for new codes

## CODE LIST OVERVIEW

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- The **Request Type** drop-down choices:
  - Revise a code description - used to suggest a non-substantive change to the description of an existing code; substantive changes to a code's description are not permitted
  - New code - used to suggest a new code and description be added to the code list
  - Deactivate a code - used to suggest an existing code is no longer necessary and should be removed from the list

# MAINTENANCE REQUEST FORM

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**\*Brief description, published with the Code**

**\*Include the business justification for this maintenance request here, including who would benefit and the circumstances that make the request appropriate or necessary.**

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## CODE LIST OVERVIEW

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- The brief business description defines the message a trading partner intends to convey when they transmit the code
- The business justification must include the use case, or circumstances, that make the request appropriate or necessary and information on how trading partners would benefit if the code maintenance were approved

## CODE LIST OVERVIEW

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- The description and justification submitted with the maintenance request are very important as the CMG bases its decision on the information submitted in these fields
- When **Submit** is selected, if the required information has been included on the form, a response confirming the request was received for processing is returned



## CODE LIST OVERVIEW

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- Note that this acknowledgement does not mean that the information is clear and complete enough for consideration, just that the form can be loaded for preliminary review
- If additional information or clarification is necessary later in the maintenance process, the submitter will be contacted

## STATUS REPORT

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- The code list's detail page may also include a hyperlink for **Maintenance Request Status**
- This hyperlink takes you to a page that displays a list of code list maintenance requests that are in-process and their status
- Updated status information is posted at the beginning of every month

# STATUS REPORT

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- The Detail Page

## Provider Adjustment Reason Codes

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X12 External Code Source 967 LAST UPDATED 6/1/2017

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**Filter Codes** [Show All](#) | [Active](#) | [To Be Deactivated](#) | [Deactivated](#)

Click this link to display the  
Maintenance Request Status Report  
for this list

# STATUS REPORT

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- Six statuses are defined:
  - Received
  - Triaged
  - In Process
  - On Hold
  - CMG Approved
  - CMG Disapproved

# STATUS REPORT

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## **1. Received**

The request has been submitted but is not yet under review

## **2. Triaged**

Staff has verified the request is legitimate (not spam), assigned to the correct CMG, and contains the required information

## **3. In Process**

The CMG has initiated their decision process



# STATUS REPORT

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## 4. On Hold

The CMG has initiated their decision process but cannot complete it at this time, maybe clarification or more information is needed or there is a predecessor requirement that isn't yet met

## 5. CMG Approved

The CMG has considered and approved the request which will appear in the next version of the code list, this does not mean it was approved exactly as submitted, the CMG may approve alternate wording

# STATUS REPORT

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## 6. **CMG Disapproved**

The CMG has considered and disapproved the request, no maintenance action will occur; requests in this status are complete and final



## TIMING

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- Each CMG sets its own schedule for reviewing and determining maintenance requests, this schedule supports the publication cycle for the ECL
- Turn-around time between submission of a request and a decision on the request can range from a few weeks to several months
- Submitters are notified of the decision



## TIMING

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- Each ECL is published on a schedule, maintenance actions approved prior to the cut-off date will be included in the next published version

# THANK YOU

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- If you have feedback or questions regarding the information presented, post them at [www.x12.org/forms/feedback](http://www.x12.org/forms/feedback)
- More information about X12 is at [www.x12.org](http://www.x12.org)
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[LinkedIn: #X12](https://www.linkedin.com/company/x12)

