



The X12 Wordbook

DISCLAIMER

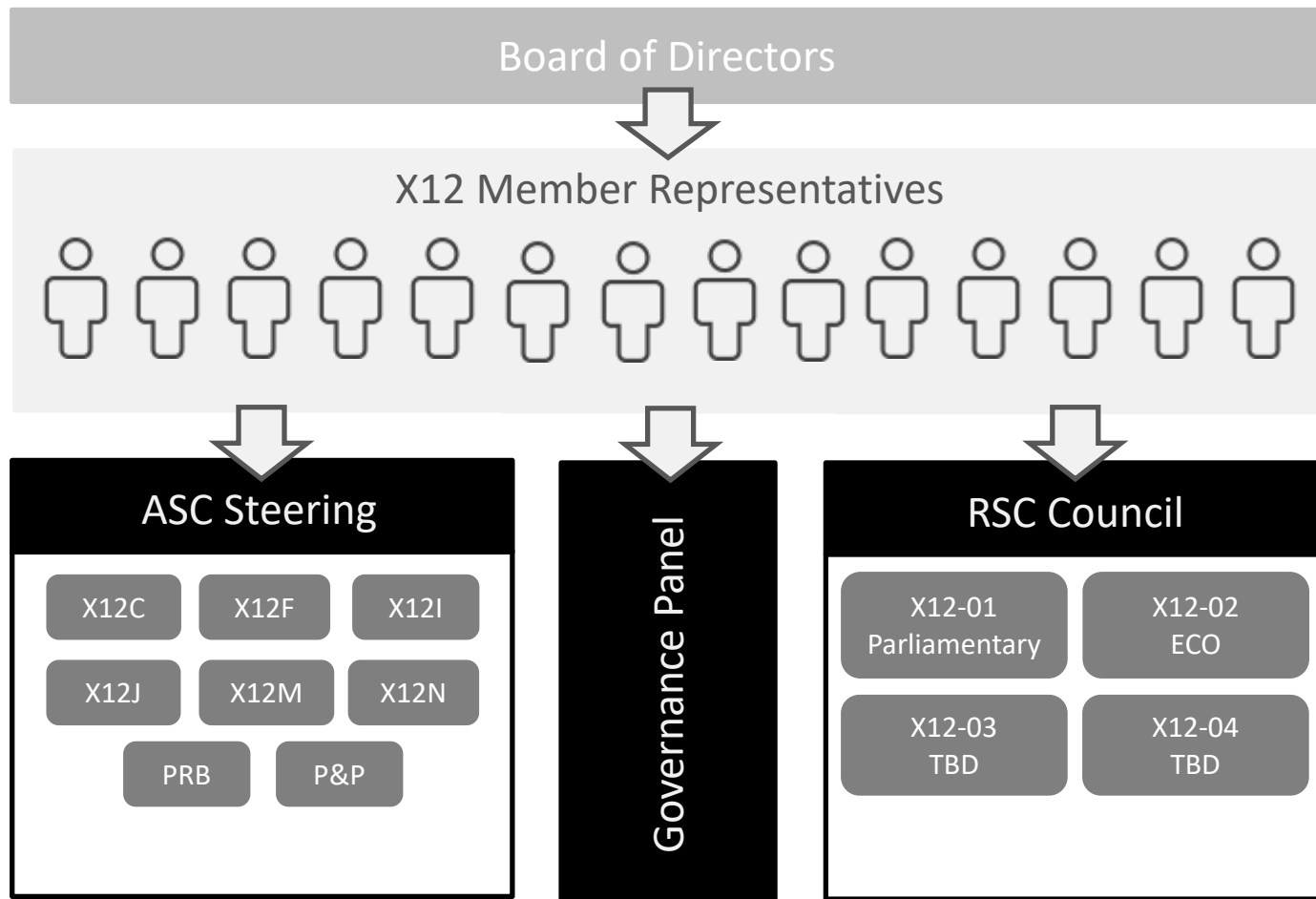
- This presentation is for informational purposes only
- The content is point-in-time information, subject to revision



OUTLINE

- Background
- Terms and Definitions
- Overview
- Policies
- Delegation
- Accessing and Using the Wordbook

X12 ORGANIZATIONAL STRUCTURE



BACKGROUND

- Consistent vocabulary facilitates effective and efficient communication within and between organizations
- Vocabulary is an important component in X12's activities and work products
- The term “lingo” references X12's official vocabulary

TERMS AND DEFINITIONS

- Lingo
 - The vocabulary used within X12 groups and work products
 - Includes individual words, stand-alone phrases, and related sets of words and phrases that need to be understood in context with each other

TERMS AND DEFINITIONS

- Maintenance
 - Updates to X12 work products, including additions, revisions, and deletions
- Wordbook
 - The repository housing X12's organizational lingo

OVERVIEW

- X12's lingo policy is detailed in ***Organizational Lingo (CAP15)***
- When considering X12 lingo, the word “term” includes both individual words and phrases
- The Governance Panel, established under the Board, has overall responsibility for X12 lingo

X12 LINGO POLICY

- For consistency across the organization, lingo, including specific terms and their associated attributes, has been adopted for X12 use
- The lingo shall be used in X12 work products and other official writings when applicable
- The lingo is maintained in an extensive repository, along with definitions and other attributes

X12 LINGO POLICY

- X12's lingo repository is known as the Wordbook
- The Wordbook has a defined maintenance process and is not otherwise revised
- The Wordbook shall not include more than one term with the same or materially the same purpose or definition

X12 LINGO POLICY

- Wordbook terms and definitions are either:
 - Specific to X12
 - In common use
 - Incorporated from a recognized authority, such as Robert's Rules of Order, the AMA, or the IRS
 - External terms and definitions are included to reduce the need for additional research and to improve consistency within X12 work products

X12 LINGO POLICY

- Wordbook terms shall be singular
- Wordbook terms shall be defined at the simplest level and may be combined in X12 work products to convey complex definitions
- External terms or definitions shall be appropriately cited
- Staff is responsible for related tools and publishing

WORDBOOK TERMS

There are two types of terms in the Wordbook

- Stand-alone terms
- Associated terms - sets of terms best understood in context with each other

DELEGATION

- As noted, the Governance Panel has overall responsibility for X12 lingo
- The Governance Panel may delegate oversight of specific Wordbook terms to a committee subordinate group with related authority
- The Governance Panel may reassign oversight as necessary

DELEGATION CRITERIA

- The Governance Panel may delegate a Wordbook term if it meets all the following conditions
 - The term or definition is X12 specific
 - The term is not defined by an external group with recognized or implied authority over the subject matter
 - The term applies to, or is used by, one and only one committee

SUBSEQUENT DELEGATION

- A committee may subsequently assign responsibility for oversight of its terms to either:
 - A new committee subordinate group
 - An existing group, with appropriate revisions to the group's purpose and scope or statement of work
- Once a committee assigns responsibility, the committee's chair notifies the Governance Panel chair of the assignment

SUBSEQUENT DELEGATION CRITERIA

- A committee may subsequently delegate a Wordbook term if it meets all the following conditions
- The term applies to, or is used only by, a subset of the committee represented by the subordinate committee

DELEGATION PROCESS

- The Governance Panel chair and lingo maintenance group's chair develop a transition plan that includes at least the following steps:
 1. The lingo maintenance group develops draft procedures for processing Wordbook maintenance requests
 2. The Governance Panel approves the procedures or remands them back to step one for revisions

DELEGATION

- Transition Steps continued:
 3. The lingo maintenance group petitions the Governance Panel for oversight of a specific subset of the Wordbook terms
 4. The Governance Panel reviews the terms on the petition individually and makes a determination on each term

DELEGATION

- Transition Steps continued:
 5. Staff updates the Wordbook to reflect the Governance Panel decisions
 6. Future maintenance requests are processed by the group assigned oversight, subject to concurrence by the Governance Panel

SUBSEQUENT DELEGATION PROCESS

- A committee that subsequently delegates Wordbook maintenance to a subordinate group shall document the delegation process in their procedures

ACCESSING THE WORDBOOK

- Access the Wordbook Viewer in the Resources menu on www.x12.org or directly at wordbook.x12.org.
- An X12 |ID is required to access the Wordbook

WORDBOOK INITIAL VIEW

The screenshot displays the 'Glass | X12 VIEWER' interface. On the left, a tree view under 'Expand / Collapse All' shows a list of terms, with 'Introduction' selected. The right pane, titled 'X12 Wordbook', displays the content for the selected term.

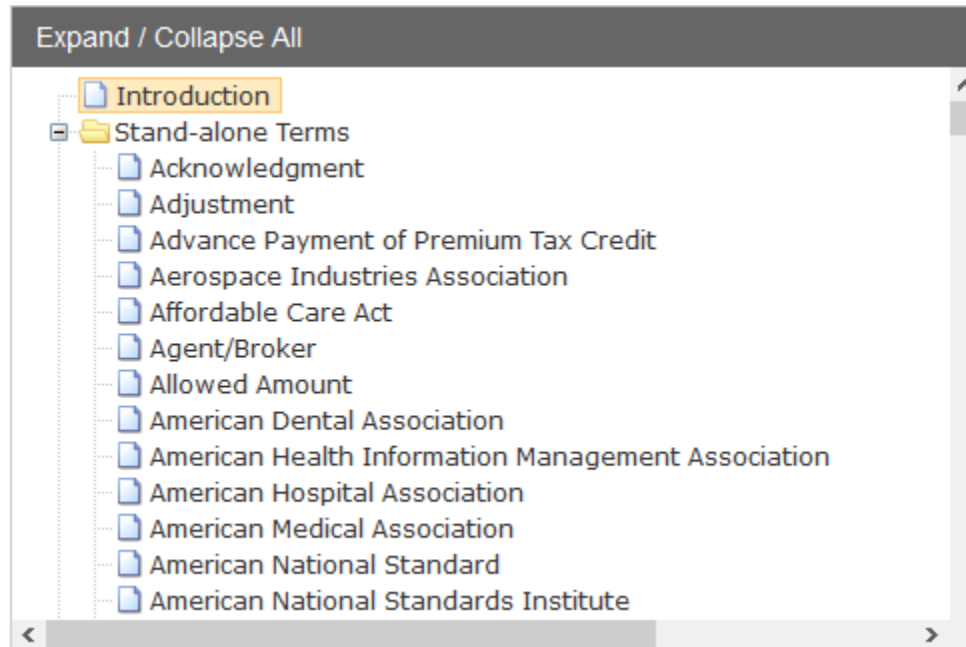
Introduction

To ensure consistency within X12, certain terms, definitions, abbreviations and acronyms are adopted for organizational use and maintained in this corporate reference. The terms and definitions are either specific to X12 or incorporated from other recognized sources, such as Robert's Rules of Order (RONR). Inclusion of external terms and definitions reduces the need for

Terms | Help | Privacy Policy 2018 © X12 Incorporated

USING THE WORDBOOK

- Stand-alone terms appear first, in alphabetical order



USING THE WORDBOOK

- Associated term sets follow the stand-alone terms



USING THE WORDBOOK

- Associated terms
 - Click the minus sign in front of Stand-alone terms to collapse that section and reveal the associated terms or scroll through the stand-alone terms
 - Each set of associated terms has a unique name
 - The associated sets appear in alphabetical order by the set's assigned name
 - Within each associated term set, the subordinate terms appear in alphabetical order

USING THE WORDBOOK

- To search for a specific term in the Wordbook
 - Expand all sections of the tree
 - Use the browser's search function to find the term
- Enhanced searching functions are planned for a future release

TERM ATTRIBUTES

- All terms have two or more attributes as described on the following slides

X12 Wordbook

Maintenance Request

A suggestion for one or more revisions to an X12 work product submitted via X12's Maintenance Request System.

?	Acronym	MR
?	Synonym	Change Request
?	Owner	Board
?	Overseer	Governance Panel
?	Maintainer	N/A

TERM ATTRIBUTES

- Definition
 - Each term has a definition, or description
 - The definition is either:
 - Proprietary to X12
 - Owned by an external authority
 - Jointly developed with another group
 - The most applicable common accepted meaning based on X12 use of the term

TERM ATTRIBUTES

- Acronym
 - A term may, but is not required to, have an acronym

TERM ATTRIBUTES

- Synonym
 - A term may, but is not required to, have one or more synonyms

TERM ATTRIBUTES

- Citation
 - A citation defines the source of the definition or other attributes for terms defined externally or jointly
 - External and Joint terms should have a citation
 - Other terms may, but are not required to, have a citation

TERM ATTRIBUTES

- Owner
 - Each term has an owner
 - The owner is responsible for the term and attributes, defining maintenance policies, and resolving issues
 - Owner responsibilities for external or joint terms fall to the Board
 - Owners include the Board, ASC, RSC, and joint groups

TERM ATTRIBUTES

- **Overseer**
 - A term may, but is not required to, have an overseer
 - An overseer is delegated responsibility for making recommendations or adjudicating maintenance requests on behalf of the owner
 - An overseer may be responsible for recommending maintenance policies and procedures to the owner
 - Overseers may include the Governance Panel, ASC P&P Task Group, and RSC Parliamentary Subcommittee

TERM ATTRIBUTES

- Maintainer
 - A term may, but is not required to, have an maintainer
 - An maintainer may be delegated responsibility for making recommendations or adjudicating maintenance requests on behalf of the overseer
 - Maintainers currently include, but are not limited to, ASC X12C, ASC X12F, and ASC X12N TGC WG5

WRAP UP

- This new online resource is a valuable tool for X12 member representatives and other interested parties
- It was developed as a part of X12's plan for continuous improvements related to consistency, clarity, and communication

THANK YOU

If you have questions or other feedback, please complete and submit the online form at:

<http://www.x12.org/forms/feedback/>

Follow X12 on Social Media to stay abreast of news.

Twitter: @ASCX12

LinkedIn: #X12