**ASC Administrative
Policy and Procedure**

American National Standards (ANS) Processing Manual

(ASC03)

Contents

ANS Processing Manual

1 Introduction

The Accredited Standards Committee (ASC) Steering Committee (Steering) is responsible for this policy and associated procedures.

Members agree to be bound by these policies and to follow the associated procedures as a condition of membership. Non-members afforded specific collaboration privileges agree to be bound by these policies and to follow the associated procedures as a condition of those privileges.

Suggestions for improvements to this document are welcome. They may be submitted at http://changerequest.x12.org.

2 Authority

The committee rules of order and standing rules herein supplement related corporate and committee rules. As this document is specifically intended to satisfy the requirements of the American National Standards Institute (ANSI), the rules detailed herein may duplicate but shall not supersede the corporate rules or ASC committee rules. In the case of any inconsistency between ANSI requirements and these rules, the ANSI requirements shall prevail.

3 Background

X12 maintains these written policies and procedures to govern the development of consensus for approval, revision, reaffirmation, and withdrawal of American National Standards (ANS). These procedures are available online to any interested person. They meet the specific requirements for due process and consensus development outlined in the ***American National Standards Institute (ANSI) Essential Requirements (Essential Requirements)***. Therefore, the resulting work products are eligible for submission to ANSI for consideration as ANS.

These policies and procedures are unique within X12's policy and procedure library because they are based on ANSI's policies and requirements, intended to stand-alone, and subject to ANSI audits which are simplified by use of ANSI's preferred vocabulary.

The term "American National Standards" and the acronym ANS herein reference X12 standards submitted for consideration as ANSI American National Standards. The term "X12 standards" herein references X12 standards maintained by the ASC. The following terms, "response", "respond", "notice", "notify", and "notification", herein refer to in-writing communications conducted via an electronic mechanism, such as email.

Policies and procedures governing activities related to the development and maintenance of other X12 work products are documented in separate publications including **The ASC Operating Manual (ASC01)** and the **ASC Standards Development Manual (ASC02)**.

4   Due Process Requirements

ANSI defines due process as allowing for equity and fair play with any person, organization, company, government agency, individual, etc. with a direct and material interest in activities having a right to participate by:

a.   expressing a position and its basis
b.   having that position considered
c.   having the right to appeal.

X12 shall conform to all ANSI due process requirements for the development of consensus related to an ANS as documented in Section 1 of the current edition of the **Essential Requirements.**

5   ANS Policies and Procedures

This section is largely based on Section 2 of the **Essential Requirements** which defines the normative policies and administrative procedures associated with ANSI's ANS process.

X12 shall be governed by the requirements of ANSI's continuous maintenance process.

5.1 Openness

X12 will form a consensus body for each ANS to determine or disprove consensus via an ANS ballot conducted electronically. Each participant on the consensus body shall have one and only one vote on any matter. All participants shall be afforded the same privileges and status and no participant's vote or feedback shall be considered above that of any other participant.

Participation in the consensus body shall be open to those who are directly and materially affected by the activity in question. X12 members shall be entitled to participate in the consensus body via their primary representative as a membership benefit. Non-members who request to participate in the review and approval process for a specific ANS and pay any associated fee shall also be entitled to participate in the consensus body. Such non-members may represent themselves as an individual or their employer as the employer's representative, not both.

Non-members may be required to pay a fee to participate, however that fee shall be set so as not to constitute an undue financial barrier to participation. If a non-member participation fee is assessed and a non-member desires to participate who would suffer undue financial hardship if required to pay the fee, the non-member may email

the X12 Executive Director, requesting a hardship waiver of the non-member participation fee.

Participation in the consensus body shall not be conditional upon membership in any organization, nor unreasonably restricted based on technical qualifications or other such requirements.

X12 staff shall ensure timely and adequate notice of an action to create, revise, reaffirm, or withdraw an X12 ANS standard is made to parties with a direct and materially affected interest via announcements of an upcoming ANS ballot and the associated development timeline. X12's ANS timeline shall be publicly available online and notices shall be sent to all non-members who participated in the last consensus body, non-members who have attended an X12 standards development meeting in the past year, subscribers of X12's social media accounts, and all X12 members.

Once a consensus body is defined, X12 staff shall, upon request, supply interested parties with the name, organization (if applicable), and interest category for each participant on the consensus body.

5.2 Lack of dominance

X12's standards development process shall not be dominated by any single interest category, individual or organization. Dominance means a position or exercise of dominant authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints.

Upon receipt of a written claim by a directly and materially affected party that a single interest category, individual or organization dominated the standards development process, X12 will test for dominance. Otherwise, dominance testing will not be conducted.

5.3 Balance

X12's interest categories and their associated definitions are maintained as a part of the X12 membership program and can be viewed online in the membership section of x12.org. Non-members who participate on an ANS consensus body shall self-select from among the same defined interest categories as a part of the participation request.

X12's consensus bodies are intended to reflect a balance of interests. If a consensus body lacks balance in accordance with the historical criteria for balance, and no specific alternative formulation of balance was approved by the ANSI Executive Standards Council, X12 staff shall undertake outreach in an effort to achieve balance.

5.4 Coordination and Harmonization

X12 shall make good faith efforts to resolve potential conflicts between and among existing ANS and candidate ANS to ensure approved ANS are coordinated and harmonized. X12 shall maintain records related to any coordination and harmonization actions and shall provide such records to ANSI upon request.

Conflict within the ANS process refers to a situation where, viewed from the perspective of a future implementer, the terms of one standard are inconsistent or incompatible with the terms of the other standard such that implementation of one standard under terms allowable under that standard would preclude proper implementation of the other standard in accordance with its terms.

A "good faith" effort in this regard shall require substantial, thorough and comprehensive efforts that at a minimum comply with all relevant sections of the *Essential Requirements*.

5.5 Notification of Standards Development & Coordination

X12 shall announce ANS activity on multiple media platforms to demonstrate an opportunity for participation by all directly and materially affected persons. Such platforms may include, but are not limited to, X12's public website, X12's member website, X12's social media accounts, email, and distribution via X12 partner websites.

Maintenance of X12 ANS is governed by ANSI's continuous maintenance option which does not require the use of Project Initiation Notification System (PINS) forms.

Upon initiation of a project to develop or revise an X12 ANS not covered under continuous maintenance, X12 staff will prepare and submit a PINS form, or its equivalent, to ANSI for announcement in ANSI's *Standards Action*. X12 shall handle any comments received in connection with a PINS announcement in accordance with ANSI's requirements.

Upon initiation of a proposal for a new ANS or a proposal to revise, reaffirm, or withdraw approval of existing ANS, X12 shall prepare and submit a BSR-8 form, or its equivalent, to ANSI for listing in ANSI's *Standards Action*. This provides an opportunity for public comment.

The length of the comment period shall be constrained as follows:
- A minimum of thirty days if the full text of the revision(s) is published in ANSI's *Standards Action*
- A minimum of forty-five days if the document is available in an electronic

format, deliverable within one day of a request, and the source (e.g., URL or an E-mail address) from which it can be obtained by the public is provided to ANSI for announcement in *Standards Action*

- A minimum of sixty days, if neither of the previous options is applicable

5.6 Consideration of views and objections

X12 shall give prompt consideration to the written views and objections of all participants, including those commenting on the PINS announcement or public comment listing in ANSI's *Standards Action*.

X12 shall conduct the public comment period and ANS ballot period simultaneously. The ANS ballot shall be open for at least 30 calendar days.

The ANS ballot is officially closed as of the ending date of the ballot period and no additional votes can be cast by any consensus body participant after the ending date of the ballot. However, any consensus body participant who casts a vote during the ballot period and wishes to change that vote based on notification of unresolved objections, shall be permitted to do so in accordance with the objection summary notice distributed after the ANS comments are processed. As of the date identified in the objection summary notice, all votes and associated comments shall be considered final and no additional vote or comments changes shall be recorded.

X12 shall address each objection articulated in a public comment or submitted with a timely vote on an ANS ballot, hereafter referred to as the objection(s), whether the objection is related to the proposal under consideration or some other matter. X12 shall make a good-faith effort to resolve the objections within 10 calendar days of the close of the public comment and ANS ballot periods. Within 20 calendar days of the close of the public comment and ANS ballot periods, X12 staff will notify each objector of the disposition of the objection and the reasons therefore and of their right to withdraw their objection, amend their objection, or confirm their objection. If resolution of the objection is not achieved, X12 staff shall further notify each such objector that an appeals process exists and how to submit an appeal.

Following the individual notifications, X12 staff will create a summary of all unresolved objections and the associated resolution attempts and notify the participants of the consensus body of the ballot results, articulating the participant's right to revise their vote on the ANS ballot, and attaching the unresolved objection summary. Following distribution of the objections notice, the consensus body shall have at least 15 calendar days as a reconsideration period to review the objections and revise their vote if they so desire.

At the end of the reconsideration period, X12 staff will report each unresolved objection to the ANSI Board of Standards Review (BSR).

X12 will consider any comment submitted after the closing of the public comment or ANS voting period in the next ANS development cycle.

5.7 Evidence of consensus and consensus body vote

X12 staff shall maintain evidence of consensus in accordance with ANSI requirements.

X12's ANS ballots shall conform to the following requirements.

- ANS ballots shall be conducted via electronic vote using the corporate voting tool.
- A ballot notice shall be distributed to each consensus body participant.
- Each consensus body participant shall have one and only one vote, which must be exercised within the defined ballot period.
- Proxy voting is strictly prohibited.
- ANS ballots will include the following voting positions; approve, approve with comment, disapprove with reasons, and abstain.
  - All comments and reasons received shall be processed in accordance with *Section 5.6.*
- A consensus body voter who casts a disapproval vote shall include a reason noting the grounds for disapproval. Such a reason shall not be required to include a specific remedy or alternative language.
- Quorum is met and an ANS ballot is recognized as an official vote when a majority of the consensus body casts a vote, counting abstentions. A majority is defined as 50% plus one vote.
- Any participant in the consensus body who has registered an ANS ballot vote may change their vote at any time during the defined ballot period. Once a vote has been cast, the participant cannot withdraw the vote as though it had not been cast.
- As an exception to X12's balloting policies, a participant in the consensus body who has registered an ANS ballot vote may change their vote, revise a submitted comment, or withdraw a submitted comment within 21 calendar days of the close of the defined ballot period. The participant cannot withdraw the vote as though it had not been cast during this 21-day period.
- X12 staff shall not change any vote registered in the corporate voting tool. Any change to a vote cast by a participant in the consensus body shall be changed in the corporate voting tool by the voter themselves.
- An ANS ballot shall be considered to have reached consensus approval when at least 90% of the votes cast are counted as approvals, not counting abstentions. 90% is defined as 90% plus one vote. This significantly exceeds ANSI's requirement for two-thirds approval.

X12's ANS votes shall be evaluated as follows.

- A ballot submitted with no voting position counts as an abstention.
- A ballot submitted with a voting position of disapprove with reasons, but without an explanatory reason, counts as an abstention for purposes of quorum and ballot evaluation. Such a vote is reported to ANSI as a "negative without comment" vote.
- A ballot submitted with a voting position of disapprove with reasons and an explanatory comment counts as a disapproval.
- A ballot submitted with a voting position of approve with comment but without a comment counts as an approval.
- A ballot submitted with a voting position of approve counts as an approval.
- A ballot received after the specified ballot closing date does not count in the tally.

5.8 Appeals

X12 shall conform with the ANSI requirement that any person who has directly and materially affected interests in the matter and who has been or will be adversely affected by any procedural action or inaction regarding the development of a proposed ANS or the revision, reaffirmation, or withdrawal of an existing ANS, has the right to appeal. Appeals shall be administered in accordance with *Section 7*. The burden of proof to show adverse effect shall be on the appellant. Appeals of actions shall be made within reasonable time limits; appeals of inactions may be made at any time. Appeals shall be directed to the standards developer responsible for the action or inaction in accordance with the appeals procedures of the standards developer. If a fee for a procedural appeal is charged, then it shall be predetermined, fixed and reasonable. A procedure for requesting a fee waiver or fee reduction shall be available.

X12 shall conform to ANSI requirements for processing of procedural appeals via appeal procedures that provide for participation by all parties concerned without imposing an undue burden on them, fair and unbiased consideration of procedural appeals that fully address the concerns expressed. Procedural appeals include concerns related to whether a technical issue was afforded due process.

X12 shall maintain an online ANS Appeal form as an identifiable, realistic, and readily available mechanism for submitting a procedural appeal and shall maintain written procedures governing the impartial handling of procedural appeals regarding any ANS-related action or inaction. Procedural appeals include whether a technical issue was afforded due process.

X12 shall address procedural appeals promptly and make a related determination expeditiously.

Certain ASC appeals may be eligible for an ANSI hearing after the X12 complaint and appeal processes are complete. Any such appeal shall be directed to ANSI in accordance with ANSI procedures.

6 X12's ANS Process Steps

This section details the steps X12 takes related to ANS processing based on *Section 5*.

X12 follows the ANSI requirements for Continuous Maintenance and Provisional ANS. The process steps described in this section support those requirements. In the case of any conflict with current ANSI requirements, the ANSI requirements shall prevail until revisions to this section can be approved. At any point prior to ANSI approval of the Provisional ANS, Steering may act to interrupt this process and remand the Provisional ANS for further work or to discontinue the Provisional ANS in accordance with the current edition of the ***Essential Requirements***. If the provisional ANS is discontinued, ANSI will be notified, and the decision will be announced in ANSI's *Standards Action*.

6.1 Creating, Revising, or Withdrawing ANS

X12 ANS are based on a published version of X12's EDI Standard. To eliminate confusion or inconsistency, X12 shall not submit or finalize an ANS that differs from the underlying EDI Standard. If a substantive revision(s) is identified during the Provisional ANS process, the Provisional ANS shall be withdrawn and a new Provisional ANS will be initiated when the identified revision(s) has been applied to the EDI Standard via the usual maintenance process described in the ***Standards Development Manual (ASC02, SD2)***.

6.2 Initiating ANS Activity

The following process is used to create, revise, or withdraw an ANS. The process to revise shall be invoked approximately four years after ANSI approval of the previous ANS. The process to create or withdraw an ANS can be invoked at any time.

The steps below are in accordance with *Section 5* and are listed in loose sequential order. Individual steps shall be executed in a time-efficient manner for each ANS activity.

1. X12 staff drafts an ANS plan, including a timeline and a description of the proposed Provisional ANS.
2. Steering reviews the ANS plan and either approves it or remands it to X12 staff for further work.
3. X12 staff assembles the ANS packet in accordance with the plan and ANSI requirements.
4. X12 staff executes a 30-day Interest Notification period to establish the consensus body.
   a. Information related to participating in the consensus body shall be

disseminated in various mediums to reach a broad audience, options for this dissemination include but are not limited to X12's public website, X12's member website, X12's social media accounts, email, and distribution via X12 partners.

b. Interested non-members shall complete the online consensus body Interest Notification form, including self-selection an interest category.

c. Interested members shall opt-in to the consensus body.

d. X12 staff processes the interest forms, verifying submitted information and collecting any applicable non-member participation fees. If there are questions related to an interested party's eligibility, the ASC chair and Procedures Review Board (PRB) chair shall make the final determination of eligibility.

e. At the end of the Interest Notification period, X12 staff prepares statistics related to the interest categories of the consensus body and distributes them to the ASC officers.

f. The ASC officers review the consensus body statistics to ensure the consensus body is balanced according to ANSI's requirements based on X12's established interest categories. ANSI's balance requirements for non-safety related standards are applicable and specify that no single interest category constitutes a majority of the membership of a consensus body.

g. If necessary, the ASC chair directs X12 staff to act to ensure balance on the consensus body.

6.3 Public Review and ANS Ballot

Once balance is ensured, the following steps shall be completed in accordance with *Section 5*.

1. Steering approves the Provisional ANS for public review and ANS ballot
2. X12 staff simultaneously issues the Provisional ANS packet for public review and ANS ballot. The public review and ballot voting period will each be open for at least 30 calendar days.
3. X12 staff requests that ANSI publish a 30-day "Call for Comment on Standards Proposals" for the Provisional ANS, concurrent with the public review and ballot periods.

6.4 Processing Responses and Results

Once the ANSI call for comments, X12 public comment, and ANS ballot periods close, the following steps shall be completed in accordance with *Section 5*.

1. X12 staff categorizes comments in accordance with *Section 6.5* and creates a preliminary results packet, containing categorized public review, ballot, and ANSI call comments, draft comment responses, and the preliminary results of the ANS ballot and distributes the packet to the ASC officers.
2. The ASC Chair distributes the preliminary results packet to Steering via the online collaboration tool.

3. Steering discusses the results packet via the online collaboration tool, modifying the draft responses if necessary.

4. Within 10 calendar days of distribution of the preliminary results packet, Steering approves the draft responses, as presented or as modified.

5. If Steering acts to discontinue the Provisional ANS in accordance with Section 4.2.1.3.3 of the current edition of the **Essential Requirements**, ANSI will be notified and the decision will be announced in ANSI's *Standards Action,* the consensus body will be notified of the decision, and no further action will be taken.

6. If there were any objections raised,
   a. X12 staff notifies each individual objector of the response to their objection, articulating the objector's right to withdraw, revise, or sustain their objection. Objectors may but are not required to respond via email noting their satisfaction with the response or continued objection.
   b. X12 staff creates a summary of unresolved objections and notifies the consensus body voters of the preliminary ballot results, attaching the unresolved objection summary, and articulating the voter's right to revise their vote on the ANS ballot. The consensus body voters shall have at least 15 calendar days as a reconsideration period to review the objections and revise their vote if they so desire.
   c. At the end of the reconsideration period, X12 staff reports each unresolved objection to Steering.

7. X12 staff determines the final ANS ballot results.

8. If the 90% consensus approval threshold is not met.
   a. X12 staff reports the final ANS ballot results to Steering.
   b. Steering determines the appropriate next step.

9. If the 90% consensus approval threshold is met, X12 staff reports the final ANS ballot results to PRB
   a. PRB reviews the documentation to ensure due process requirements were met and confirms whether reasonable attempts have been made to resolve disapproval votes and objections.
   b. If either due process or reasonable resolution attempts are not confirmed, PRB shall determine the appropriate next step based on the circumstances.
   c. If due process and reasonable resolution attempts are confirmed, PRB shall recommend that Steering approve the provisional ANS for submission to ANSI.
   d. Based on the PRB recommendation, Steering either acts to confirm the ballot (confirmation constitutes agreement that no substantive issue was raised that requires invalidation of the ballot) or to nullify the ballot.
   e. If the ballot is nullified, Steering identifies the appropriate next step.

6.5 Categorizing the Comments

Each ballot comment and public review comment is categorized into one of the following categories and the corresponding noted action is taken. The responses drafted as a result of this categorization are vetted, revised if necessary, and approved as described in Section 6.4 Processing Responses and Results.

1. Request for additional functionality - X12 staff drafts a response stating the proposed ANS will be processed as presented and the request will be considered for inclusion in a future version.
2. Request for substantive change - X12 staff drafts a response stating the proposed ANS will be processed as presented and the request will be considered for inclusion in a future version.
3. Report of a syntax, semantic, or design rule deficiency - X12 staff reviews the reported deficiency.
   a. If the deficiency is confirmed, X12 staff drafts a response stating the deficiency has been noted and the ANS will be discontinued so the deficiency can be addressed in a full X12 maintenance cycle.
   b. If the deficiency is not confirmed, X12 staff drafts a response with a technical explanation as to why the reported concern does not represent a deficiency.
4. Report of a non-substantive deficiency, such as a typographical error or misspelling - X12 staff drafts a response stating the deficiency will be corrected in a future version.

6.6 Provisional ANS to ANSI

Once PRB confirms due process and reasonable resolution attempts were achieved, the ANS shall be submitted to ANSI.

- X12 staff prepares the required forms and documentation, including a report of each unresolved objection, and submits them to the ANSI BSR.
- ANSI publishes a Notice of Approval in their *Standards Action*.
- X12 announces the new ANS.

7 ANS-Related Appeals

ANS-related procedural appeals shall be handled based on the following procedures, in accordance with *Section 5.8*.

Persons who have directly and materially affected interests and who have been or will be adversely affected by a substantive procedural action or inaction related to the development, revision, reaffirmation or withdrawal of an ANS shall have the right to appeal. The burden of proof to demonstrate adverse effect shall be on the complainant.

ANS-related procedural appeals shall be registered using the online form located at x12.org/forms within 30 calendar days of an appealable action or at any time with respect to inaction.

The Executive Director shall immediately notify the ASC and Board chairs of the appeal. The Executive Director shall be responsible for the timeliness of the appeal process and for all communication with the appellant.

Within 25 calendar days of submission of the ANS-related procedural appeal form, Steering shall approve a draft response specifically addressing each allegation of fact in the appeal and indicating what action, if any, will be taken based on the appeal. The ASC chair shall forward the draft response to the Executive Director.

Within 5 calendar days of the respondent's approval of the draft, the Executive Director shall produce a formal response and respond to the appellant, copying the ASC and Board chairs.

If the appellant is satisfied with the response, the matter shall be considered closed. If the appellant is not satisfied with the response, the appellant may request a hearing by emailing the Executive Director at executivedirector@x12.org within 7 calendar days of receiving the response. The Executive Director shall immediately notify the ASC and Board chairs of the request.

Within 30 calendar days of receipt of the hearing request, the Executive Director shall facilitate the naming of an appeal panel. The panel shall consist of three individuals who have not been directly involved in the matter and who are not directly or materially affected by any decision on the matter. The Executive Director shall strive to ensure two of the three panelists are acceptable to the appellant and two of the three panelists are acceptable to the ASC Chair. If agreement on the composition of the panel cannot be reached, the Board chair shall determine the panelists. The panelists shall choose from among themselves a scribe who is responsible for coordinating the appeal panel discussions and documenting the draft decision.

Within 45 calendar days of receipt of the hearing request, the Board chair shall schedule a hearing on the matter on a date agreeable to all participants.

The Board chair shall oversee and facilitate the hearing. The appellant has the burden of demonstrating adverse effects, improper action or inaction and the efficacy of the requested remedial action. The ASC chair has the burden of demonstrating that all ANS-related actions complied with X12 policies and procedures and/or that the requested remedial action would be ineffective or detrimental. Each party may cite other pertinent arguments and the appeal panel may address questions to the both parties.

Within 10 calendar days, the appeal panel shall render its decision and notify the Board chair, stating findings of fact and conclusions based on the evidence. The appeal panel shall not include details of their deliberations or discussion on the matter. The appeal panel will select one of the following determinations:
1. Finding for the appellant, remanding the action to the Board with a specific statement

of the issues and facts regarding which fair and equitable action was not taken

2. Finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant's objections

3. Finding that the panel cannot reach a decision, remanding the entire action to the Board who shall render a final decision on the matter, with or without another hearing.

Within two calendar days of receipt of the decision, the Board chair shall forward the decision to the Executive Director who shall be responsible for notifying the appellant, and the ASC chair of the decision.

All documentation related to the appeal shall be retained and shall be made available to ANSI upon request.

8   Related Policies

This section is based on Section 3 of the *Essential Requirements*. ANSI requires each ANSI-Accredited Standards Developer (ASD) to maintain the policies contained in this section.

8.1 Patent Policy

X12 shall follow the ANSI **Patent Policy**, published within the *Essential Requirements*.

8.2 Commercial terms and conditions

X12 shall follow the ANSI **Commercial Terms and Conditions Policy**.

8.3 Antitrust Policy

X12 shall follow the ANSI **Antitrust Policy**, published within the *Essential Requirements*.

8.4 Evidence of compliance

X12 shall maintain records that comply with all aspects of ANSI's continuous maintenance option. These records shall be retained for a minimum of five (5) years or until approval of the subsequent revision or reaffirmation of the complete standard.

Records related to the withdrawal of an ANS will be retained for a minimum of five (5) years from the date of withdrawal of the ANS. These records shall be available upon request as part of an ANSI audit.

8.5 Metric policy

X12 shall follow the ANSI **Metric Policy**, published within the *Essential Requirements*.

8.6 ANS Interpretations policy

At any time in the life-cycle of an X12 ANS, any person shall be eligible to submit a request for an interpretation via X12's online **Request for Interpretation (RFI) form**.

When approved and publicly available in X12's online **Interpretations Portal**, the interpretation is an official X12 decision that does not result in changes to the approved ANS.

No other party shall have authority to accept a request for interpretation or to issue an interpretation related to such a request.

9 Terminology

To ensure consistency in terminology and meaning, X12 maintains a comprehensive corporate glossary called the Wordbook. Some of the included definitions are proprietary to X12 while others cite definitions published by another organization or authority, such as Robert's Rules of Order. The terms and definitions defined in the Wordbook must be used in X12 work products when applicable and without modification or revision.

Reference the Wordbook online at http://wordbook.x12.org/ if you have any questions about a term's definition, synonyms, or source.

10 Document History

New versions of this document are effective as of the close date of the associated corporate ballot, unless otherwise stated in the ballot motion.

Approval Date	Description
01/07/2019	V1: Initial Version. Created a stand-alone document governing X12's ANS-related policies and procedures to simplify ANSI's accreditation, audit, and review processes.