



**X12 Corporate Administrative
Policy and Procedure**

Examples Website

(CAP14)

Examples Website

1 Introduction

The X12 Board of Directors (Board) 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-member participants 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>.

Staff procedures supporting these policies and procedures are maintained separately. Questions related to the staff procedures may be directed to the Executive Director at execdir@x12.org.

2 Authority

The corporate rules of order and standing rules detailed herein supplement the ***X12 Bylaws (CAP01)***. The Bylaws prevail in the case of any inconsistency.

The corporate rules of order and standing rules defined herein may be augmented by detailed or more restrictive committee or subordinate group instructions, published in documents identified with the X12 subcommittee's intended prefix; however, such instructions shall not duplicate, supersede, contradict, countermand, or overrule the corporate rules of order and standing rules defined herein. The corporate rules prevail in the case of any inconsistency.

3 Background

X12 understands the importance of providing reference materials to assist implementers of X12 Standards. The X12 Examples website provides convenient online access to examples of X12 transaction transmissions, including the data stream and a description of the associated scenario.

4 Examples Website Policy

The Examples website includes examples developed by X12 committees and examples contributed by implementers.

All examples presented on this website are intended to be educational and do not supersede or override the requirements of the underlying X12 products, including transaction sets, technical reports, schema or any other official X12 product. If there is any discrepancy

between an example on the Examples website and the requirements of the X12 product from which it is derived, the underlying X12 product requirements prevail. For example, if a posted example is inconsistent or conflicts with instructions in the corresponding Technical Report Type 3 (TR3), the TR3 instructions prevail.

Properly cited links to this website may be used to refer trading partners or other interested parties to these examples without an express consent from X12.

Examples posted on this website are considered to be in the public domain. Contributors accept forfeit of related intellectual property rights as a condition of any content contribution to this website.

Related to contributed examples, X12 is responsible only for the syntactical accuracy of the example, other types of accuracy are the responsibility of the contributor.

All examples must meet the following general requirements:

- Meet the requirements and criteria established herein.
- Be syntactically accurate based on the applicable version of the Standard.
- Include a descriptive scenario and the associated data stream.
- Use fictional individuals and de-identified information.
- Fictional individuals in the examples cannot be characters from books, plays, movies, songs or any other copyrighted or public domain character.

In addition to the general requirements, examples developed by X12 committees must meet the following requirements:

- Meet any supplemental policies or procedures established by the developing committee.

In addition to the general requirements, examples contributed by other implementers must meet the following requirements:

- The contributor must provide contact information with the submission. If posted, the contributed example will include the name of the contributing entity unless the entity indicates that they do not want be publicly identified.
- The contributor may revoke the example after it is posted by submitting a written request to X12 at examples@x12.org.
- The contributor may submit revisions to the example after it is posted by submitting a written request to X12 at examples@x12.org.

X12 reserves the right to decline to publish any submitted example.

5 Examples Website Procedures

All examples follow one of the processes listed below.

5.1 Subcommittee Stand-alone Examples

1. A committee, subcommittee, or subordinate group creates a stand-alone example for a particular business use of an X12 product.
2. The developing group vets and approves the example, following their own procedures.
3. The committee, subcommittee, or subordinate group chair submits the example to examples@x12.org for verification and posting.
4. X12 staff verifies the syntactical accuracy of the example.
5. If the example passes the syntax verification
 - a. X12 staff ensures the example conforms to the fictional and de-identification requirements herein, modifying the example if necessary.
 - b. Staff loads the example into the repository and posts it on the Examples website.
6. If the example does not pass the syntax verification
 - a. Staff notifies the submitter of the syntax issue(s).
 - b. The developing group may choose to correct the issue(s) and revert to step 1 above.

5.2 Subcommittee Work Product Examples

1. A committee, subcommittee, or subordinate group develops a technical report or other work product that includes one or more examples.
2. The developing group vets and approves the work product, following the appropriate procedures.
3. One of the following occurs:
 - a. The committee, subcommittee, or subordinate group chair of the developing group submits the example to examples@x12.org for verification and posting. This is the preferred path.
 - b. The publisher notes a candidate example in an official X12 work product submitted for publication and submits it to examples@x12.org for verification and posting.
4. X12 staff verifies the syntactical accuracy of the example.
5. If the example passes the syntax verification
 - a. X12 staff ensures the example conforms to the fictional and de-identification requirements herein, modifying the example if necessary.
 - b. Staff loads the example into the repository and posts it on the Examples website.
6. If the example does not pass the syntax verification
 - a. Staff notifies the developing group chair of the syntax issue(s).
 - b. The developing group shall revise the underlying work product to corrects the issue(s) and notify staff at examples@x12.org of the revisions.

5.3 Contributed Examples

1. A representative of a member or another implementer submits an example to `examples@x12.org` for verification and posting.
2. X12 staff verifies the syntactical accuracy of the example.
3. If the example passes the syntax verification
 - a. X12 staff ensures the example conforms to the fictional and de-identification requirements herein, modifying the example if necessary.
 - b. Staff loads the example into the repository and posts it on the Examples website.
4. If the example does not pass the syntax verification
 - a. Staff notifies the submitter of the syntax issue(s).
 - b. The submitter may choose to correct the issue(s) and revert to step 1 above.

6 Terminology

To ensure consistency within X12, the terms, definitions, abbreviations and acronyms herein have been adopted for organizational use. Some definitions are proprietary to X12. Others recognize the terms and definitions of another organization or authority, including Robert's Rules of Order. Inclusion of external terms and definitions reduces the need for external references and improves consistency within X12 work products. These terms and definitions shall be used in X12 work products when applicable and shall not be modified or revised.

Administration

A group of X12 or contracted staff members, managed by the Executive Director, who have duties and perform tasks necessary to run the X12 organization, including business and standards development matters.

Synonyms: Staff, X12 Staff

Bylaws

A document that defines how an organization functions. It includes an organization's foundational rules that do not change frequently. Bylaws may be suspended only if they allow their own suspension or are in the nature of rules of order.

Chair

The person who presides over meetings, makes administrative decisions, and generally leads an X12 group or committee.

Member

An entity that has completed an application, paid the applicable dues and been granted X12 membership for a specific period of time.

This term is used only in reference to X12 membership. Recognized participants of specific committees, subcommittees or other subordinate groups who have met the requirements for specific privileges within that group shall be referenced as constituents, not members.

Standing Rules

An organization's administrative governance, including all matters not related to parliamentary procedure. X12 defines rules of order at four organizational levels, corporate, committee, subcommittee, and subordinate group.

Technical Report 3 (TR3)

An implementation guide that details implementation of one or more X12 standards for one specific business purpose.

Rules of Order

An organization's rules of order govern parliamentary matters. X12 defines rules of order at four organizational levels, corporate, committee, subcommittee, and subordinate group.

X12 Board

A group of elected and ex-officio leaders who oversee the business affairs of X12.

7 Document History

A new version of this document is effective when approved, unless otherwise stated in the approval.

09/22/2016	V4: Revised to reflect the organization's name change and other minor revisions for clarity.
06/14/2016	V3: Converted ADP19 to a corporate policy and procedure.
12/10/2013	V2: Revision approved by Steering.
10/30/2013	New policy and procedure approved by Steering.