



**X12N TGC/WG2 RFI Work Group
September 15 - 19, 2019
Pittsburg, PA**

Group Leadership			
Chair Name	Company	Term End Date	Email
Jo Steinert	Ohio Department of Medicaid	Winter 2020	Jo.Steinert@medicaid.ohio.gov
Kellene Parthemore	Aetna	Summer 2021	Kparthemore@aetna.com
Secretary Name	Company	Term End Date	Email
Ray Sevier	State Farm	Appointed Thru Fall 2020	Raymond.Sevier@qak2@statefarm.com

Quorum Requirement Statement	
<i>This group enforces quorum requirements for group voting items.</i>	
<i>This group does not enforce quorum requirements for group voting items.</i>	X

Scheduled Meetings				
Type of Meeting	Date	Location/Conference Call	Contact	Agenda
Current Meeting	Sept. 15-19, 2019	Westin Convention Center 100 Penn Avenue Pittsburgh, PA 15222 412-281-3700		•
Next Standing Meeting	Jan. 26-30, 2020	Hilton Portland & Executive Tower 921 SW 6th Ave. Portland, OR 97204 (503) 226-1611		•
Interim Meeting	None			• No Interim meetings
Management Meeting				•



Co-chair Election	Term End	Election Date: Click or tap to enter a date.			
Nomination					
	Candidate(s)				
	Motion				
Vote	Motion Made by	2nd By	Approve	Disapprove	Abstain
Election					
	Motion				
Vote	Motion Made by	2nd By	Approve	Disapprove	Abstain
Election Results					

Voting Item:			Vote Date: Click or tap to enter a date.		
Type	Issue Description				
Choose an item.					
	Motion				
Vote	Motion Made by	2nd By	Approve	Disapprove	Abstain
Discussion					
Result					

Key Discussion Items
Discussion
Reviewed where members can find our RFI tracking sheet within the RFI iMeet space. The tracking sheet is used to see where in the process an open RFI is. https://x12.imeetcentral.com/x12ntgcwg2-rfi/folder/WzlwLDExODg5MDgyXQ
Decisions
Discussion
Discussed the length of time it takes an RFI to be processed. There really is no set timeframe. It is all dependent on the workload of individuals, workgroups, as well as how many entities need to review and add input.
Decisions
Discussion
Reviewed RFIs 2384, 2385, 2386 and sent to the appropriate work groups to draft responses.



Decisions
Discussion
Discussion on if we could update the RFI request form on the X12 portal to add a note to explain what an RFI title should contain. Such as a transaction number.
Decisions
Discussion
Training for co-chairs to manage current RFI workload, reach out to TGB workgroups for additional RFI volunteers, posting completed RFI responses to the X12 RFI portal and assigning tasks.

Informational Forum or Joint Meeting Notes:	
Topic	Date: Click or tap to enter a date.
Notes	