



**X12N TGA WG4 Procedural Review and Education  
January 26-30 , 2020  
Portland, OR**

<b>Group Leadership</b>			
<b>Chair Name</b>	<b>Company</b>	<b>Term End Date</b>	<b>Email</b>
Deb Conklin	Medical Mutual of Ohio	Winter 2021	Deborah.Conklin@medmutual.com
OPEN		Winter 2020	
<b>Secretary Name</b>	<b>Company</b>	<b>Term End Date</b>	<b>Email</b>
OPEN Deborah McCachern, Acting	Change Healthcare	Appointed (Thru Season YYYY)	Dmccachern@changehealthcare.com

<b>Quorum Requirement Statement</b>	
<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

<b>Scheduled Meetings</b>				
<b>Type of Meeting</b>	<b>Date</b>	<b>Location/Conference Call</b>	<b>Contact</b>	<b>Agenda</b>
<b>Current Meeting</b>	Jan. 26-30, 2020	Hilton Portland & Executive Tower 921 SW 6th Ave. Portland, OR 97204 (503) 226-1611	Deb Conklin	<ul style="list-style-type: none"> <li>Facilitate Informational Forums for X334 and X341 as scheduled</li> <li>Co-chair election and Secretary appointment for open positions</li> <li>TGA/WG4 validation that due process followed for X334, X341, X343 and any other primary work group that may have approved to move forward in the pre-publication processes</li> <li>Review and approve proposed changes to TRAC process</li> </ul>
<b>Next Standing Meeting</b>	May 31 – Jun 4, 2020	Hyatt Regency Jacksonville Riverfront 225 E Coastline Dr. Jacksonville, FL 32202 (904) 588-1234	Deb Conklin	<ul style="list-style-type: none"> <li>Facilitate Informational Forums</li> <li>Review and validate due process in pre-publication processes</li> </ul>
<b>Interim Meeting</b>	1 <sup>st</sup> & 3 <sup>rd</sup> Thursday of the Month at 10:00 AM ET	Will be posted starting with the 2/7/2020 meeting	Deb Conklin	<ul style="list-style-type: none"> <li>Q1 2020: Approve TRAC and workflows for TRAC process in the online collaboration tool and corresponding procedure documents</li> <li>Q1 – May 2020: Validate due process for application TR</li> </ul>



<b>Co-chair Election</b>	<b>Winter 2022</b>	<b>Election Date: 1/28/2020</b>			
<b>Nomination</b>					
	<b>Candidate(s)</b>				
	No nominations; nominations remain open				
	<b>Motion</b>				
<b>Vote</b>	<b>Motion Made by</b>	<b>2<sup>nd</sup> By</b>	<b>Approve</b>	<b>Disapprove</b>	<b>Abstain</b>

<b>Voting Item:</b>			<b>Vote Date: 1/28/2020</b>		
<b>Type</b>	<b>Issue Description</b>				
Other	Review X334 820 Premium Payment for Publication TRAC				
	<b>Motion</b>				
	Move to approve all sections of X334 TRAC and move forward for publication				
<b>Vote</b>	<b>Motion Made by</b>	<b>2<sup>nd</sup> By</b>	<b>Approve</b>	<b>Disapprove</b>	<b>Abstain</b>
	Laurie Burckhardt	Deb McCachern	2	0	0
<b>Discussion</b>					
<b>Result</b>	Motion carries				

<b>Voting Item:</b>			<b>Vote Date: 1/29/2020</b>		
<b>Type</b>	<b>Issue Description</b>				
Other	Review X341 275 Claim Attachment Completion of Section 3 of TRAC				
	<b>Motion</b>				
	Move to approve Section 3 of the X341 TRAC				
<b>Vote</b>	<b>Motion Made by</b>	<b>2<sup>nd</sup> By</b>	<b>Approve</b>	<b>Disapprove</b>	<b>Abstain</b>
	Margaret Weiker	Laurie Burckhardt	4	0	0
<b>Discussion</b>					
<b>Result</b>					

<b>Voting Item:</b>			<b>Vote Date: 1/29/2020</b>		
<b>Type</b>	<b>Issue Description</b>				
Other	Review X341 275 Claim Attachment Completion of Section 4 of TRAC				
	<b>Motion</b>				
	Move to approve Section 4 of the X341 TRAC and move forward for publication				
<b>Vote</b>	<b>Motion Made by</b>	<b>2<sup>nd</sup> By</b>	<b>Approve</b>	<b>Disapprove</b>	<b>Abstain</b>
	Laurie Burckhardt	Margaret Weiker	4	0	0
<b>Discussion</b>					
<b>Result</b>	Motion carries				



<b>Key Discussion Items</b>
<b>Discussion: Proposed changes to TRAC Process</b>
<p>Review proposed changes to TRAC process and workflow</p> <ul style="list-style-type: none"> <li>Integrate timeline and next steps into TRAC document</li> <li>Build TGA/WG4 Project plan from revised TRAC– propose posting in 05N-Change Requests space due under 007030 Work Product Development folder under File &amp; Discussion</li> <li>Use Program Management functionality and workflows to automate TGA/WG4 validation process; thereby, reducing burden on accountable parties</li> <li>TGA/WG4 assume higher level of responsibility in updating TRAC and Project Plan</li> <li>Target completion date end Q1 2020</li> </ul> <p>X343 process</p> <ul style="list-style-type: none"> <li>Target X343 TRAC section 3 by third week February</li> <li>Looking at Interim Informational Forum (B/10) 3/16</li> </ul> <p>277RFAI, 277CA, and 276/277</p> <ul style="list-style-type: none"> <li>Also look for 3/16</li> </ul> <p>837s</p> <ul style="list-style-type: none"> <li>Mid-April Informational Forum</li> </ul>
<b>Decisions</b>
<p>820 – no comments coming through</p> <p>WG voted to move to X12N for approval</p>
<b>Discussion: Begin review of TRAC and procedures documents</b>

<b>Informational Forum or Joint Meeting Notes:</b>	
<b>Topic: 007030X334 Payroll Deducted and Other Group Premium Payment for Insurance Products</b>	<b>Date: 1/27/2020</b>
<ul style="list-style-type: none"> <li>Facilitated by Deb Conklin</li> <li>Presented by Dora Lambert</li> </ul>	
<b>Notes</b>	
<ul style="list-style-type: none"> <li>No feedback received on TR</li> <li>One comment received relating to the word “Substantive”, i.e., “Substantive Comments” in the Informational Forum slide deck. Laurie Burckhardt advised that the word substantive relates to comments that the work group agreed to revise in current version of the TR. Agreed that it’s use is confusing and that the slide deck will be reviewed for possible future changes.</li> </ul>	
<b>Informational Forum or Joint Meeting Notes:</b>	
<b>Topic: 007030X341</b>	<b>Date: 1/28/2020</b>
<ul style="list-style-type: none"> <li>Facilitated by Deb Conklin</li> <li>Presented by Laurie Burckhardt</li> </ul>	
<b>Notes</b>	
<ul style="list-style-type: none"> <li>One comment received: HL7 verbiage for 1A qualifier: For consistency need it more general and not tied to CDA guide, if keep generic, it allows for any HL7 implementation</li> </ul>	