

X12N/TGA/WG3

Documentation Management

The Documentation Management work group (TGA|WG3) is a standing advisory work group operating under the Insurance subcommittee (X12N) of the Accredited Standards Committee (ASC). The work group's activities are coordinated by the TGA task group and overseen by the X12N officers. The task group adheres to all applicable corporate, committee, and subcommittee policies and procedures.

Purpose

The Documentation Management work group (WG3) develops and maintains X12N's specific policies, procedures, templates and related instructions.

Scope

The Documentation Management work group responsibilities are:

- Understanding corporate and committee governance related to X12N specific activities and X12N supplemental policies and procedures
- Developing and maintaining X12N-specific policies and procedures
- Ensuring all X12N policies and procedures follow X12's naming conventions, style, format and consistency norms and are consistent, harmonized, and cross-referenced with other X12N policies and procedures as necessary
- Ensuring all X12N policies and procedures are reviewed by the ASC Policies and Procedures task group in accordance with ASC Subcommittees and Subordinate Groups (ASC05)
- Ensuring all X12N policies and procedures, and instructions are posted on X12 websites for either member-only or public reference
- Maintaining an inventory of X12N's policies, procedures, templates, and related instructions

Document History

New versions of this document are effective on the approval date unless otherwise designated.

| Date | Description |
|------------|--|
| 07/02/2019 | Renamed to ASC90.A03 to support easier referencing; simplified and standardized the format |
| 09/15/2017 | Renamed to ASC90.04 |