



**ASC Administrative
Policy and Procedure**

Insurance Subcommittee (X12N) Constitution

(ASC91)

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1 Preamble

1.1 Introduction

The Accredited Standards Committee (ASC) Steering Committee (Steering) is responsible for this policy and associated procedures. X12 members agree to adhere to X12's policies and procedures as a condition of membership. Non-member participants afforded specific collaboration privileges agree to adhere to X12's policies and procedures as a condition of those privileges. Any party may submit a revision suggestion via X12's online [Feedback form](#).

1.2 Authority

X12's primary organizational policies are established in the **X12 Bylaws (CAP01)** and supplemented by other corporate governance. The ASC's committee-specific rules are established in the **ASC Operating Manual (ASC01)** and supplemented by other committee-level governance. Unless otherwise specified herein, these subcommittee-specific rules stand alone and cannot be supplemented with additional rules. Any permitted supplemental governance must be reviewed by the P&P task group and posted on X12's publicly accessible policy and procedure web page.

1.3 Name/Formation

The Insurance Subcommittee (X12N) was established on February 4, 1991.

1.4 Purpose and Scope

ASC90 - The X12N Purpose and Scope defines X12N's purpose and scope.

2 Amendments to this Constitution

All proposed amendments to this constitution must be processed according to **ASC Subcommittees and Subordinate Groups (ASC05)**.

When the subcommittee is proposing the amendments, the subcommittee may seek input or advice from the Policies and Procedures Task Group (P&P) at any time. When the subcommittee is proposing the amendments, a draft version of the Constitution must be distributed to subcommittee constituents at least fourteen (14) calendar days before a vote on the amendments. If at least two-thirds (2/3) of the X12N constituents approve of a motion to move the proposed amendments forward for P&P review, the subcommittee chair submits the draft version to P&P per the requirements set forth in **ASC Subcommittee and Subordinate Groups (ASC05) Section 4.1 Process for Revisions Proposed by a Group**.

When this Constitution is being revised to align with new, clarified, or revised corporate or committee policies or procedures, the revisions are processed per the requirements set forth in **ASC Subcommittee and Subordinate Groups (ASC05)** Section 4.2 *Process for Policy-Related Revisions*.

The Appendices included herein are supplemental to the X12N Constitution and are provided as a convenient reference. Per the **X12 Bylaws (CAP01)**, the X12N chair establishes and disbands standing and ad hoc subordinate groups, including task groups and work groups, as necessary to accomplish the work of the subcommittee. Consistent with that governance, the X12N chair updates the Appendices as necessary to reflect X12N's subordinate group organization.

3 Stakeholders and Constituents

The corporate policies on stakeholders and constituents are established in the **X12 Bylaws (CAP01)** and supplemented by **X12 Membership (CAP04)**. In addition, X12N establishes the following more restrictive policies which apply to the subcommittee and its task groups and work groups.

X12N is open to any X12 member representative with a material interest in the functions defined in the **X12N Purpose and Scope (ASC90)**. X12N requires X12 members to register interest in the subcommittee by becoming an X12N stakeholder. X12 members who meet the specific requirements defined in *Section 3.1 Establishing Stakeholder Status* are automatically granted recognition as an X12N stakeholder. X12N stakeholders must meet the requirements defined in *Section 3.2 Maintaining Stakeholder Status* to continue to be recognized as an X12N stakeholder. The member representatives of an X12N stakeholder are automatically considered to be constituents of X12N and all its subordinate groups, except for any exceptions established herein.

X12N stakeholders have a responsibility to ensure their member representatives (X12N constituents) participate in X12N collaborations consistently. All X12N constituents have the right to speak in meetings, participate in collaboration activities, and propose and second motions. Voting rights with X12N are defined in *Section 5 Voting* below.

3.1 Establishing Stakeholder Status

To establish X12N stakeholder status, any member representative of an X12 member must participate as an observer at one or more X12N full subcommittee sessions at an X12 Standing meeting. At the conclusion of the Standing meeting at which the member representative participated as an observer, stakeholder status is automatically conferred upon the X12 member.

3.2 Maintaining Stakeholder Status

To maintain X12N stakeholder status, at least one of the member's representatives must attend at least one X12N full subcommittee session during at least one of the previous three X12 Standing meetings. An X12N stakeholder who is unrepresented at three consecutive X12 Standing meetings loses its stakeholder status at the conclusion of the third consecutive meeting and all the stakeholder's representatives lose their X12N constituent status.

An X12N stakeholder who loses their stakeholder status based on attendance is eligible to regain stakeholder status by meeting the requirements defined in *Section 3.1 Establishing Stakeholder Status*.

3.3 Waiving Participation Requirements

In certain cases, the X12N chair has the authority to waive the participation requirements defined in *Section 3.1 Establishing Stakeholder Status* and confer stakeholder status on an X12 member not otherwise entitled to be recognized as a stakeholder.

The X12N chair bases such a waiver on the following criteria.

1. Receipt of a petition for immediate stakeholder status from an X12 member representative. The petition must be submitted via this [online form](#).
2. Verification of the following:
 - a. The X12 member representative attended at least two of the last three standing meetings. This participation may have been as an X12 member representative or as a non-member observer.
 - b. The X12 member representative subsequently changed employment.
 - c. The new employer is an X12 member and the X12 member representative is listed on the new employer's member representative roster or the X12 member representative has established an individual membership, transitional membership, or honorary membership.
3. The concurrence of X12N Management.

4 Observers

Any X12 member representative is permitted to attend any session of the X12N subcommittee or its subordinate groups conducted at a Standing meeting; however, such individuals are only afforded speaking privileges upon invitation of the presiding chair and are not entitled to any other stakeholder or constituent privileges.

Non-member attendees of an X12 Standing meeting may attend any session of the X12N subcommittee or its subordinate groups; however, such individuals are only afforded speaking privileges upon invitation of the presiding chair and are not entitled to any other stakeholder or constituent privileges.

5 Voting

Corporate balloting, record date, and voting requirements are established in the **X12 Bylaws (CAP01)**. Per the **X12 Bylaws**, X12N confers voting rights on recognized stakeholders and conducts all subcommittee voting as stakeholder ballots, executed as either a meeting vote or an electronic vote. The **X12 Bylaws** expressly prohibit proxy voting within X12. As such, an X12N stakeholder's voting right must be exercised by one of the X12N stakeholder's representatives as noted below and an X12N constituent's voting right in an X12N subordinate group must be exercised by the X12N constituent themselves, not by a proxy voter. X12N specific requirements for task group and work group voting are described in *Section 11.1 Subordinate Group Policies*.

The primary representative of an X12N stakeholder, who is entitled to vote per **X12 Membership (CAP04)**, has the right to vote on behalf of the X12N stakeholder in subcommittee ballots. In the absence of the primary representative, the alternate representative of the X12N stakeholder has the right to vote on behalf of the X12N stakeholder in subcommittee ballots without a formal delegation of the voting right from the primary representative. Specific to subcommittee voting conducted at a Standing meeting, the primary representative may delegate the X12N stakeholder's voting right to another of the X12N stakeholder's representatives for a specific meeting, or portion thereof. This does not constitute proxy voting as the X12N stakeholder's voting right is being exercised by one of the X12N stakeholder's representatives. The primary representative is not entitled to delegate the voting right for any subcommittee ballot conducted as an electronic vote.

X12N is not obligated to respond, formally or informally, to any comment presented with a vote on a subcommittee ballot.

6 Meetings

Corporate meeting requirements are established in the **X12 Bylaws (CAP01)** and supplemented by **Meetings (CAP06)**. In addition, X12N establishes the following more restrictive policies which apply to the subcommittee and its task groups and work groups.

X12N meets as a subcommittee at each X12 Standing meeting and may conduct interim meetings as determined by the X12N chair. X12N task groups and work groups must meet in

person at least once a year during the Fall Standing meeting and generally conduct at least three interim meetings per year as determined by the subordinate group's chair. If an X12N subordinate group's chair and vice-chair or co-chairs are unable to attend, the X12N chair will appoint a convener for the session(s).

X12N adheres to the corporate notice requirements for Standing meeting session notification but hereby establishes a more restrictive notice requirement for interim meetings. Notice of any X12N interim meeting must be distributed at least fifteen (15) calendar days before the commencement of the interim meeting. A single notice can cover one interim meeting or a set or series of interim meetings.

X12N also establishes a more restrictive policy related to waiving the interim meeting notice requirements. If any X12N group wishes to hold an interim meeting with less than a fifteen-calendar day notice the following applies.

1. The group's chair issues a meeting notice at least six (6) calendar days before the scheduled interim meeting. The notice clarifies that the meeting will be held only if the group agrees to waive the notice requirement as the timeliness criterion is not being met.
2. The group's constituents respond to the meeting notice, indicating agreement or disagreement with waiving notice. The absence of any disagreement response is considered as the group's agreement to waive notice and hold the meeting.

X12N officers and secretaries must recognize that meeting minutes are public and must be well-written, clear, concise, and professional. Corporate meeting minute requirements, including the permitted level of detail, are established in the **X12 Bylaws (CAP01)**. In addition, X12N establishes the following more restrictive minutes policies that apply to the subcommittee and its task groups and work groups.

1. All X12N groups must approve minutes for every meeting convened. The minutes are styled according to the approved template to ensure consistent content and formatting.
2. Within five (5) calendar days of any X12N meeting or session, the group's secretary or chair will post draft minutes to the group's collaboration workspace for a seven (7) calendar day review. Any corrections to or comments on the draft minutes posted within the review period must be considered by the group.
3. If no corrective comments are posted within the review period, the minutes are considered approved when the review period closes.
4. Standing Meeting Minutes
 - a. The minutes for all X12N groups that conduct at least one session during a Standing meeting are submitted to X12 staff as a set.
 - b. Each group submits their approved minutes to the X12N secretary within 5 calendar days of the approval noted in item 3 above.
 - c. The X12N secretary gathers the approved minutes and submits them to X12 staff at support@x12.org within 24 calendar days of the close of the Standing meeting.

5. Interim Meeting Minutes
 - a. The group's chair or secretary submits the approved minutes of any X12N interim meeting directly to X12 staff at support@x12.org within 5 calendar days of the approval noted in item 3 above, copying the X12N secretary.

Without regard to whether the information is provided by an X12N constituent, a guest speaker, or an observer, any special presentation provided at an X12N subcommittee, task group, or work group meeting must be approved at least 15 calendar days before the meeting by both the X12N chair and the ASC chair. Within 5 calendar days of approval by the ASC and X12N chairs, a special presentation must also be announced to X12N constituents and other meeting attendees. A special presentation must have clear applicability to an X12N supported business process, maintenance request, or another X12N activity. No accommodation is made or intended for the presentation of any product or service sales pitch. If the guest speaker is not a member representative, the ASC chair will coordinate with the X12 CEO to offer the guest speaker a complimentary meeting registration.

7 Appointments within the Subcommittee

Per **ASC Subcommittees and Subordinate Groups (ASC05)**, the X12N chair has the authority to establish appointed positions within the subcommittee as necessary to facilitate the activities of the subcommittee and its subordinate groups, with or without amending this Constitution. The X12N chair appoints an X12N constituent who meets the criteria established in *Section 8 Subcommittee Positions*, is entitled to hold appointed positions per **Membership (CAP04)** and has the experience and knowledge to successfully perform the duties of the position to serve in each appointed position. Appointees serve at the pleasure of the X12N chair but at a minimum, appointments must be confirmed or reassigned every two years.

8 Subcommittee Positions

ASC Subcommittees and Subordinate Groups (ASC05) governs the number of positions the subcommittee and subordinate group officers can hold. To ensure the workload is reasonably balanced among the X12N constituents, a constituent generally holds only one appointed or elected position within the subcommittee at a time. In extenuating circumstances, the X12N chair has the authority to permit an exception that allows an individual X12N constituent to concurrently hold two appointed or elected positions for a limited period. These exceptions and the underlying extenuating circumstance are documented in the X12N Management task group's meeting minutes.

9 Subcommittee Roles and Responsibilities

ASC Subcommittee and Subordinate Groups (ASC05) defines the ASC's policies and procedures related to qualifications and election of subcommittee officers. In accordance with

ASC05, X12N has a chair and a vice chair. X12N officer elections are conducted in advance of the Winter standing meeting of odd-numbered years. X12N's officer titles are held by the X12N constituent.

The X12N chair cannot concurrently hold another elected position within the X12N subcommittee. The X12N chair will serve as X12's representative to the Designated Standards Maintenance Organization (DSMO) and may hold another appointed position at the discretion of the ASC or Board chair. Generally, the X12N vice-chair doesn't concurrently hold another elected position within the subcommittee; however, the X12N chair may authorize the X12N vice-chair to hold another elected position in an extenuating circumstance. The exception and the extenuating circumstance must be documented in the X12N Management task group's meeting minutes.

ASC05 defines the criteria, requirements, and responsibilities for other subcommittee positions, including secretary, Procedure Review Board (PRB) representatives, and X12J (TAS) representatives.

The chair appoints an X12N constituent as described in *Section 7 Appointments Within the Subcommittee* for the following subcommittee positions.

- Primary PRB representative
- Primary X12J representative
- X12N secretary

The chair may appoint an X12N constituent as described in *Section 7 Appointments Within the Subcommittee* for the following subcommittee positions.

- A PRB alternate representative who represents the subcommittee when the primary is unavailable.
- An X12J alternate representative who represents the subcommittee when the primary is unavailable.

10 X12N Subordinate Groups

Policies related to the X12 hierarchical structure and subordinate groups are defined in the **X12 Bylaws (CAP01)** and supplemented by **ASC Subcommittees and Subordinate Groups (ASC05)**. X12N hereby establishes the following more restrictive policies which apply to X12N's task groups and work groups.

Any X12N constituent or co-chair may present a recommendation for the establishment of a new subordinate group to the X12N chair for consideration.

Per the **X12 Bylaws (CAP01)**, the X12N chair establishes and disbands standing and ad hoc

subordinate groups, including task groups and work groups, as necessary to accomplish the work of the subcommittee. All X12N subordinate groups except the X12N Management task group are established as advisory to the X12N subcommittee, with the decisions and actions of the group presented as recommendations to the subcommittee and subject to confirmation via an X12N subcommittee ballot. The X12N Management task group is established with specific authority as described in *Section 11.1 X12N Management*.

Section 11 Task Groups and *Section 12 Work Groups* define governance specific to X12N subordinate groups. X12N's subordinate groups do not define group-specific governance in a group charter.

10.1 Subordinate Group Policies

Except for the X12N Management task group, which is governed by policies specific to subcommittee leadership activities and the Harmonization task group, which operates under an appointed chair, the following policies apply to all X12N subordinate groups, including task groups and work groups.

X12N's standing subordinate groups are established with a chair position or two co-chair positions. The inaugural chair or co-chairs may be appointed or elected at the discretion of the X12N chair. Subsequently, the chair or co-chairs are elected in accordance with **ASC Subcommittees and Subordinate Groups (ASC05)**. If a group is established with co-chairs, one co-chair is elected for a one-year term and the other for a two-year term to stagger election cycles. At any time, a subordinate group chair may ask the X12N chair to authorize a non-standard one-year chair term so the group can maintain staggered officer terms over time. At any time, a subordinate group chair may ask the X12N chair to authorize additional co-chair positions based on the workload of the subordinate group. The X12N chair confers with the X12N Management task group before deciding on such a request. The X12N chair may later rescind one or more of the additional co-chair positions based on the workload of the subordinate group or the availability of qualified candidates.

X12N's Harmonization task group is overseen by an appointed chair because the chair of that group must have extensive knowledge in several areas. These areas include X12's guidelines, design rules, syntax and semantic rules, notes repositories, segment and industry term naming, and the consistency and harmonization rules established by X12, the ASC committee, and the X12N subcommittee.

X12N's ad hoc subordinate groups are established with a chair position which the X12N chair fills by appointment. The appointed chair serves through the life cycle of the ad hoc group unless the appointed chair resigns or is removed by the X12N chair. If the

appointed chair resigns or is removed the X12N chair appoints a replacement. Upon establishment, the subcommittee chair determines whether an ad hoc subordinate group is open to any X12N constituent or whether its constituents are appointed based on the group's scope, deliverable(s) and expected life cycle.

Per the **X12 Bylaws**, since X12N subordinate group decisions are advisory to the X12N subcommittee and subject to an X12N ballot, quorum for X12N subordinate groups is 5 eligible voters.

Regarding election ballots conducted by X12N's subordinate groups, each election is conducted in accordance with **ASC Subcommittees and Subordinate Groups (ASC05)**.

Regarding non-election ballots conducted by X12N's task groups, each voting item is conducted as a stakeholder ballot with one representative of each X12N stakeholder having the right to vote.

Regarding non-election ballots conducted by X12N's work groups, each voting item is conducted as a constituent ballot with any X12N constituent present or participating in an online collaboration having the right to vote.

Subordinate group officer elections are governed by the policies and procedures defined in *Section 10 Subcommittee Officer Elections* herein except for the following. The election timing is based on the two-year term cycle triggered by the current officer's election instead of being set for the Winter Standing meeting of odd-numbered years.

Because of their influential position, subordinate group co-chairs must exercise care to avoid the appearance of controlling the discussion or the outcome of any action. To ensure there is no appearance of undue influence while also preserving the interests of each X12N stakeholder, including the stakeholder represented by the elected co-chair, the following applies to X12N's subordinate group co-chairs. Subordinate group co-chairs are entitled to vote in all election ballots. For other types of administrative ballots and all technical ballots, one of the subordinate group's co-chairs refrains from voting except to break a tie. The designated tiebreaker does not speak for or against the matter in any discussion or debate, nor exert any other influence on the outcome. The other subordinate group co-chair may vote at their own discretion and may speak for or against the matter in the debate preceding the vote. The X12N officers resolve any issue related to subordinate group co-chair voting based on X12, ASC, and X12N policies and their assessment of the specific situation.

10.2 Subordinate Group Chair Responsibilities

The duties of subordinate group officer(s) are defined in **ASC Subcommittees and Subordinate Groups (ASC05)**.

10.3 Subordinate Group Secretary

X12N subordinate group co-chairs may agree to request the X12N chair establish or terminate up to two appointed secretary positions based on the group's workload and the availability of willing constituents. A subordinate group secretary serves at the pleasure of the subcommittee chair. At a minimum, subordinate group secretary appointments are confirmed or reassigned every two years.

10.4 Other Subordinate Group Roles

X12N subordinate groups do not establish any other positions.

11 Task Groups

X12N's standing task groups are included on the [ASC X12N Organization Chart \(ASC92v1\)](#). Details related to each standing task group's attributes, purpose, and scope are included in **Appendix A** below.

In addition to the subordinate group policies identified in *Section 10.1 Subordinate Group Policies*, task groups adhere to the following policies. X12N task group chair(s) report to the subcommittee on the task group's activities and accomplishments at each Standing meeting and upon any request by the X12N chair.

11.1 X12N Management

The X12N Management task group is established as a standing group with the authority to act on behalf of X12N in specific matters as defined in this section. The X12N Management task group's purpose and scope are defined in **Appendix B** below.

The officers of the X12N Management task group are the X12N chair and vice-chair. The X12N secretary serves as secretary for the X12N Management task group.

The X12N Management task group is comprised of ex-officio constituents. All task group constituents have a responsibility to participate in meetings and collaborations consistently and a right to speak in meetings, participate in collaboration activities, and to propose and second motions. The X12N Management task group constituents are:

- The X12N officers
- The chair or co-chairs of each X12N task group

- If a convener is acting as chair of an X12N task group in the absence of an elected or appointed chair, the convener is considered a task group chair under this section.
- The X12N Procedures Review Board (PRB) primary representative
- The X12N Technical Assessment Subcommittee (X12J) primary representative
- The X12N secretary
- The X12N Maintenance Request Coordinator (MRC)
- X12N's internal liaisons
- X12 formal liaisons with responsibilities of specific interest to X12N

Voting rights are conferred within the X12N Management task group as follows:

- The X12N chair votes only to break a tie
- The X12N vice-chair
- One vote for each X12N task group
 - When a task group has more than one officer, the officers determine their vote by consensus
- The X12N Procedures Review Board (PRB) primary representative
- The X12N Technical Assessment Subcommittee (TAS) primary representative
- The X12N Maintenance Request Coordinator (MRC)

The quorum for the X12N Management task group is established as two-thirds of the voting constituents. A quorum is not required to convene a meeting; however, a quorum must be established for the group to take any action requiring a vote.

In a situation where the X12N chair has approved an exception that results in one individual holding two positions in the X12N Management task group, both positions count toward quorum; however, in keeping with X12's policy of a one vote per representative in any matter, the individual is only permitted to cast one vote on any ballot.

12 Work Groups

X12N's standing work groups are identified on the [ASC X12N Organization Chart \(ASC92v1\)](#). Details related to each standing work group's attributes and scope are included in **Appendices B and C** below.

13 Subcommittee Work Products

ASC Subcommittees and Subordinate Groups (ASC05) establishes a subcommittee's responsibilities and obligations related to its work products.

14 Subcommittee Governance

As permitted in the **X12 Bylaws** and the **ASC Operating Manual (ASC01)**, the X12N subcommittee establishes additional governance policies and procedures to supplement this constitution. All such governance is subject to review by the Policies and Procedures (P&P) task group of the Accredited Standards Committee (ASC) and the approval of the ASC Steering Committee. If the P&P chair and X12N chair cannot resolve a difference of opinion, the ASC chair shall decide. The ASC chair may consult with the Governance chair or X12 CEO as necessary.

All X12N governance is assigned an X12 policy/procedure identifier, complies with X12 formatting and style requirements, and must be available online on X12.org.

15 Terminology

To ensure consistent use of terms, definitions, and acronyms across X12 products and activities, X12 maintains the **Wordbook**, a comprehensive corporate glossary. The included terms are either proprietary to X12, cite definitions published by another authority, or represent common terms and definitions that are relevant to X12’s work. The terms and definitions defined in the **Wordbook** must be used in X12 work products when applicable, without modification or revision. The **Wordbook** can be referenced online at wordbook.x12.org.

16 Document History

New versions are effective on the Steering approval date.

Approved	Description
10/03/2023	V8: Replaced the specific TG/WG lists with appendices and applied minor revisions based on related changes to higher-level governance and X12N constituent feedback.
03/28/2023	V7: Minor rewording and revisions to align with ASC05 related to officers and elections.
10/08/2020	V6: Created ASC91 from the X12N Constitution and Charter, both V5. Reformatted and revised per corporate and committee policies, the constitution template, and the subcommittee’s current practices. X12N approval - 7/1/20 via electronic subcommittee ballot
01/28/2014	V5: X12N Charter - approved
10/06/2011	V5: X12N Constitution – approved
10/03/2011	V4: X12N Charter - approved
06/02/2003	V3: X12N Charter - approved
02/06/2003	V4: X12N Constitution - approved

10/09/2002	V2: Charter approved
02/06/2002	V3: X12N Constitution and V1 X12N Charter - approved
06/06/1996	V2: X12N Constitution - approved
02/06/1992	V1: X12N Constitution - approved

Appendix Introduction:

As stated in Section 2 above, in The Appendices included herein are supplemental to the X12N Constitution and are provided as a convenient reference. Per the **X12 Bylaws (CAP01)**, the X12N chair establishes and disbands standing and ad hoc subordinate groups, including task groups and work groups, as necessary to accomplish the work of the subcommittee. Consistent with that governance, the X12N chair updates the Appendices as necessary to reflect X12N's subordinate group organization. Revisions to the appendices are tracked in Appendix E below.

A visual representation of the X12N hierarchy may be useful in understanding the relationships between X12N's groups. Accordingly, the X12N Organization Chart (Org Chart), sometimes referenced as a functional chart, is available [here](#).

Appendix A: X12N Task Groups

X12N's standing task groups operate under the Insurance subcommittee (X12N) of the Accredited Standards Committee (ASC) and are overseen by the X12N chair. Each task group must adhere to all applicable corporate, committee, and subcommittee policies and procedures and provide a written status report to the X12N officers as requested. The Management task group is delegated with the authority to act on behalf of the X12N subcommittee on certain matters as defined below. The Harmonization task group is delegated with the authority to act on behalf of the X12N subcommittee on certain matters as defined below. All other X12N task groups operate as advisory task groups.

X12N/Mgt – Management Task Group

Purpose

The X12N Management task group ensures cohesive and coordinated subcommittee operations via information-sharing across the subcommittee's subordinate groups. The task group also supports, advises, and assists the X12N chair with decisions and activities related to subcommittee operations, including forecasting, planning, organizing, and coordinating.

Scope

The X12N Management task group's responsibilities are:

- Enabling a positive, supportive environment within the X12N subcommittee to facilitate healthy collaboration, encourage volunteerism, take advantage of the skills and talents of all X12N constituents, and produce quality work products that support the subcommittee's scope
- Enabling positive and effective communication with other X12 committees, subcommittees, subordinate groups, and staff
- Ensuring cross-group communication of significant progress, barriers, or issues

- Collectively resolving cross-group barriers or issues with open-minded solutions that focus on the best interests of the X12N subcommittee, the ASC committee, and the overall X12 organization
- Reviewing RFI responses produced by X12N subordinate groups to ensure consistency with previous responses, well-worded presentation of the information, and consideration of the big-picture view before the responses are presented externally
- Coordinating with the ASC, and X12 to ensure effective education, training, and informative materials are published or otherwise made available
- Coordinating with other subcommittees as needed via the appointed internal liaisons
- Supporting initiatives and special projects as requested by the X12N chair

X12N/TGB - Business Task Group

Purpose

The X12N Business task group (TGB) coordinates the activities of the X12N TGB subject matter expert work groups and facilitates communication among those work groups.

Scope

The X12N Business task group's responsibilities are:

- Coordinating the activities of the TGB work groups
- Coordinating communication between the TGB work groups as necessary to facilitate smooth interactions and consistent operations.

X12N/TGC - Coordination Task Group

Purpose

The X12N Coordination task group (TGC) is responsible for functions that support X12N activities including responding to requests for information, tracking and maintaining various reporting or other logistical activities, and monitoring external agencies and organizations to identify areas of overlap with X12N-maintained transaction sets or implementation guides and opportunities for X12N to engage with other organizations.

Scope

The X12N Coordination task group's responsibilities are:

- Monitoring the insurance industry landscape including legislation and regulation
- Ensuring timely and accurate Request for Interpretation (RFIs) responses
- Maintaining X12N communication templates and other reporting and tracking aids

X12N/TGH – Harmonization Task Group

Purpose

The Harmonization task group (TGH) is accountable for the consistent use of loops, segments, data elements, and information in transactions maintained by X12N, consistency within and across the technical reports maintained by X12N, and ensuring X12N-specific terms and definitions are included in the X12 Wordbook and used consistently.

Scope

The X12N Harmonization task group's responsibilities are:

- Maintaining the wording and attributes of the prose content, segments, data elements, codes, situational rules, industry names, and notes identified for consistent use across X12N-maintained technical reports, generally known as harmonized content
 - With particular focus on consistency in the identification of individuals and organizations (entities)
- Maintaining the wording and formatting of prose content identified for consistent use across X12N-maintained technical reports, including introductory and explanatory content, generally known as common content
- Maintaining the wording, syntax and semantic requirements, and other technical aspects of segments, data elements, codes, situational rules, and notes identified for consistent use across X12N-maintained transactions
- Maintaining an inventory of harmonized content
- Maintaining expertise related to the X12 EDI Standard, including detailed knowledge of its design rules and syntax & semantic requirements
- Maintaining expertise related to the X12 Wordbook
- The task group chair(s) ensure X12N-specific terms and definitions are included in the X12 Wordbook and used appropriately in the technical reports
- Reviewing X12N maintained work products to ensure established harmonization and consistency rules have been applied and to identify harmonization opportunities
- Collaborating with and providing guidance to other X12N groups related to harmonization and consistency requirements and opportunities
- Assigning a task group constituent to each X12N MR Development Group to ensure proposed MR solutions conform to established harmonization and consistency rules

Appendix B: TGB Work Groups

X12N's standing work groups operate under the Insurance subcommittee (X12N) of the Accredited Standards Committee (ASC) and are overseen by the X12N chair. All X12N work groups operate as advisory work groups. Each work group's activities are coordinated by the task group chair or co-chairs. Each work group must adhere to all applicable corporate, committee, and subcommittee policies and procedures and provide a written status report to the X12N or TGB officers as requested.

X12N is assigned maintenance responsibility for transaction sets in the EDI Standard that relate specifically to the insurance industry and the associated technical reports. The purpose of each TGB work group, except WG7, is maintaining specific X12N-assigned transaction sets and technical reports that relate to health care information exchanged by providers, clearinghouses, vendors, and payers. WG7's purpose is maintaining specific X12N-assigned transaction sets and technical reports that relate to property and casualty information exchanged by insurance companies and interested parties.

Each TGB work group has a unique scope based on the group's area of specialization. TGB work groups also have common responsibilities; those common responsibilities are detailed below.

- Maintaining expertise related to the ongoing, current, and emerging needs of the implementers of the X12 transaction sets related to the work group's area of specialization
- Meeting the needs of all implementers equitably
- Assigning one or more subject matter experts to X12N MR Development Groups to ensure the interests of the work group are represented in the MR Development Group's collaborations
- Submitting maintenance requests as necessary to accommodate emerging needs
- Supporting X12, ASC, and X12N harmonization efforts
- Collaborating with other X12N groups on responses to Requests for Interpretation (RFIs)
- Collaborating with other X12N groups related to regulatory and legislative activities
- Assigning a subject matter expert to advise or participate in a specific activity as requested by the X12N chair acting on a request from an X12 internal liaison, an X12 formal liaison, or the ASC chair
- Collaborating and coordinating with other X12 subcommittees that develop or maintain the same or similar transactions as necessary.

X12N/TGB/WG1 - Benefit Information

Scope

The Benefit Information work group (TGB/WG1) maintains the X12N-assigned transaction sets, implementation guides, and technical reports that relate to eligibility and benefit information.

X12N/TGB/WG2 - Claim, Encounter and Attachments

Scope

The Claim, Encounter, and Claim Attachment Information work group (TGB/WG2) maintains the X12N-assigned transaction sets and implementation guides that relate to claims, encounters, and claim attachments, except for post-adjudicated claims and health care service data reporting implementation guides which are assigned to WG22.

X12N/TGB/WG3 - Payment Information

Scope

The Payment Information work group (TGB/WG3) maintains the X12N-assigned transaction sets, implementation guides, and technical reports that relate to health care claim payments and payment verification.

X12N/TGB/WG5 - Claim Status & Acknowledgments

Scope

The Claim Status and Claim Acknowledgment work group (TGB/WG5) maintains the X12N-assigned transaction sets and implementation guides that relate to claim status and claim acknowledgment.

X12N/TGB/WG7 – Property & Casualty Policy Admin

Scope

The Property & Casualty Policy Administration work group (TGB/WG7) maintains the X12N-assigned transaction sets and implementation guides that relate to the exchange of property and casualty insurance information between insurance companies and interested parties including third-party aggregates, state entities, and mortgage and automobile lenders.

X12N/TGB/WG10 - Services Review Information

Scope

The Services Review work group (TGB/WG10) maintains the X12N-assigned transaction sets and implementation guides that relate to healthcare services utilization review events for referrals, authorizations, pre-certifications, and notifications including the request and receiving of additional information to support the utilization review process.

X12N/TGB/WG15 - Provider Information

Scope

The Provider Information work group (TGB/WG15) maintains the X12N-assigned transaction sets and implementation guides that relate to provider information including directories, credentialing, validation, application for EDI enrollment, application to a health plan, and registration with a health plan.

X12N/TGB/WG16 - Enrollment and Premium Payment

Scope

The Enrollment and Premium Payment Information work group (TGB/WG16) maintains the X12N-assigned transaction sets and implementation guides that relate to enrollment and premium payment information transmitted among and between the sponsor of the coverage, benefits, or policy and related payers, except for post-adjudicated member data reporting implementation guide which is assigned to WG22.

X12N/TGB/WG22 - Health Care Data Reporting

Scope

The Health Care Data Reporting work group (TGB/WG22) maintains the X12N-assigned implementation guides that relate to post-adjudicated claims reporting, health care service data reporting, and member data reporting.

X12N/TGB/WG23 - EDI Acknowledgments

Scope

The EDI Acknowledgments work group maintains the X12N-assigned implementation guides that relate to acknowledgement transactions and coordinates with the Communications and Controls (X12C), Finance (X12F), and with the Technical Assessment (X12J) subcommittees.

Appendix C: X12N/TGC Work Groups

X12N's standing work groups operate under the Insurance subcommittee (X12N) of the Accredited Standards Committee (ASC) and are overseen by the X12N chair. All X12N work groups operate as advisory work groups. Each work group's activities are coordinated by the task group chair or co-chairs. Each work group must adhere to all applicable corporate, committee, and subcommittee policies and procedures and provide a written status report to the X12N or TGC officers as requested.

X12N/TGC/WG2 – Request for Interpretation

Purpose

The Request for Interpretation (RFI) work group facilitates X12N's responses to Requests for Interpretation (RFIs).

Scope

The RFI work group's responsibilities are:

- Maintaining an inventory and tracking the progress of open RFI's assigned to X12N
- Drafting a response to each RFI assigned to X12N, including coordinating with other X12N groups as necessary to ensure an accurate response and referencing previous RFIs to ensure consistency across responses
- Coordinating with other X12 subcommittees on RFI's that span subcommittees

X12N/TGC/WG8 - Regulatory Advisory

Purpose

The Regulation Advisory and Collaboration work group drafts X12N feedback related to regulatory activities as requested by the X12N chair and briefs the X12N subcommittee on health care industry regulations that impact X12N's activities as requested by the X12N chair.

Scope

The Regulation Advisory and Collaboration work group's responsibilities are:

- Reviewing Notices of Proposed Rule Making, final rules, and other regulatory notices to assess any impact to X12N's activities or work products and notifying the X12N chair of any identified impacts
- Providing feedback to the ASC chair or X12N chair related to regulatory notices or activities as requested
- Presenting proposals to the X12N chair regarding potential briefing topics
- Preparing and presenting briefings on pending or final health care industry regulations that impact X12N's activities as requested by the X12N chair

X12N/TGC/WG9 - Documentation

Purpose

The Documentation work group develops and maintains X12N's templates and related instructions.

Scope

The Documentation work group responsibilities are:

- Maintaining an inventory of X12N's specific templates and related instructions
- Developing and maintaining X12N-specific reporting templates and related instructions
- Ensuring all X12N-specific templates follow X12's naming conventions, style, format, and consistency norms and are consistent, harmonized, and cross-referenced with X12N's subcommittee policies and procedures

Appendix D: X12N Development Work Groups

X12N's ad hoc development work groups operate under the Insurance subcommittee (X12N) of the Accredited Standards Committee (ASC) and are overseen by the X12N chair. All X12N ad hoc development work groups operate as advisory work groups. Each ad hoc development work group's activities are coordinated by the X12N MR Coordinator. Each ad hoc development work group must adhere to all applicable corporate, committee, and subcommittee policies and procedures and provide a written status report to the MRC or X12N officers as requested.

Purpose

Each ad hoc Development work group drafts a proposed solution to one or more X12N-assigned MR.

Scope

Each ad hoc Development work group is responsible for:

- Identifying all X12N-maintained transaction sets, segments, elements, or implementation guides that are or may be impacted by the proposed MR solution and to document the exact revisions required at each identified impact point, including noting where no revision is appropriate
- Developing high-quality proposed solutions that fully satisfy the business requirements described in the MR
- Considering all input and feedback equitably and in good faith, regardless of whether the input or feedback is submitted by a Development Group constituent, another X12N constituent, or a materially interested non-member

Appendix E: Appendices History

Changes to Appendices A through D are documented here. Revisions to the Appendices are effective upon approval by the X12N officers.

Approved	Description
10/03/2023	Added appendices A through D.