



**RSC Administrative
Policy and Procedure**

Code Maintenance Group Charter

For the

Insurance Payment and Status Code Maintenance Group (CMG130.03)

(RSC131.03)

Insurance Payment and Status CMG Charter

1 Introduction

The Registered Standards Committee (RSC) Council 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 at x12.org/maintenance-requests.

2 Authority

X12 maintains corporate rules which define overall corporate policies and procedures. X12 committees are required to establish a committee operating manual and are generally permitted to establish other committee-level rules that apply only to that committee. In some cases, corporate policy is intended to stand-alone and lower-level rules are prohibited. A committee's subordinate groups may be required or permitted to establish group-specific rules that supplement the committee rules except when lower-level rules are prohibited. All supplemental rules shall provide more detail or be more restrictive than the higher-level governance. Supplemental rules are not permitted to duplicate, contradict, countermand, supersede, or overrule any higher-level rules. No accommodation is intended or provided to permit a committee or subordinate rule to override a higher-level rule with a more permissive requirement. In the case of any inconsistency between the corporate, committee, and subordinate group rules, the higher-level governance shall always prevail.

X12's primary organizational policies are established in the **CAP01 - X12 Bylaws** and supplemented by other corporate governance. The RSC's primary committee-specific rules are established in **RSC101 - RSC Operating Manual**. The ECO's subcommittee-specific rules are established in **CAP12 - X12 External Code Lists** and **RSC131 - ECO Constitution**. The subordinate group rules established herein supplement corporate, committee, and subcommittee governance related to the operation of ECO CMG03. These rules shall not be supplemented with additional rules.

3 Establishment/Statement of Work

The Insurance Payment and Status (IPS) code maintenance group (RSC130.03) was established by the External Code List Oversight (ECO) Subcommittee on April 12, 2018. This group, operating under the name "Claim Adjustment Reason/Health Care Claim Status Reason Code Maintenance Committee (commonly known as the Codes Committee), performed the same maintenance functions under the auspices of the Blue Cross Blue Shield Association from September 01, 1994 until the group's conversion into RSC130.03. The code maintenance group (CMG) operates under the auspices of the ECO within the RSC.

The group's statement of work is defined in **CMG03 IPS Statement of Work (RSC130.03)**.

4 Scope of this Charter

Code Maintenance Groups operate in accordance with the corporate, committee, and subcommittee policies defined in the *X12 Bylaws (CAP01)*, *External Code Lists (CAP12)*, *RSC Operating Manual (RSC01)*, and *ECO Constitution (RSC131)*.

This Charter shall include only CMG-specific standing rules and rules of order that provide additional detail or establish a more restrictive policy than is established in one of the corporate or committee policies listed above.

5 Amendments to this Charter

In accordance with the established governance, any amendments shall first be approved by the ECO and then by the RSC's Parliamentary subcommittee.

6 Operating Methodology

In accordance with Section 6 of *External Code Lists (CAP12)*, Code maintenance groups operate under one of three approved methodologies.

The IPS CMG operates as a defined representative voting panel.

7 Stakeholders, Constituents, and Observers

CMG policies related to stakeholders, constituents, and observers are articulated in *External Code Lists (CAP12)*. In accordance with *CAP12*, a CMG's stakeholders are determined based on the group's operating methodology.

As a defined representative voting panel, the IPS CMG recognizes the following entities as the stakeholders who make up the representative voting panel.

- American Dental Association
- American Hospital Association
- American Medical Association
- Blue Cross Blue Shield Association
- Commercial Health Insurance
- Centers for Medicare & Medicaid Services – Medicaid
- Centers for Medicare & Medicaid Services – Medicare
- Cooperative Exchange
- International Association of Industrial Accident Boards and Commissions (IAIABC)
- National Association of Dental Plans
- National Council for Prescription Drug Programs
- Property and Casualty Insurance Industry
- ASC|X12N|TGB|WG2 (837)
- ASC|X12N|TGB|WG3 (835)
- ASC|X12N|TGB|WG5 (276/277)
- ASC|X12N|TGB|WG22 (837 – Health Care Data Reporting)

In accordance with ***External Code Lists (CAP12)***, each stakeholder on the panel shall identify an individual to serve as their constituent and may name one individual to serve as their alternate constituent by completing the request form online.

8 Voting

Voting shall be conducted in accordance with the ***X12 Bylaws (CAP01)***, ***External Code Lists (CAP12)***, ***RSC Operating Manual (RSC01)*** and ***ECO Constitution (RSC131)***.

In accordance with X12 policy, the IPS establishes the following more restrictive voting policies.

1. All election ballots will be conducted as a written meeting vote.
2. All maintenance requests will be determined by a show of hands meeting vote or a voice vote on a conference call. If necessary, a roll call vote can be conducted on a conference call.
3. A ballot to propose revisions to the defined representative panel constituents via a Charter revision shall be conducted as a written meeting vote. Such a ballot must be approved by two-thirds of the votes cast, not counting abstentions.

9 Officers

Officers shall be defined and operate in accordance with the ***X12 Bylaws (CAP01)***, ***External Code Lists (CAP12)***, ***RSC Operating Manual (RSC01)*** and ***ECO Constitution (RSC131)***.

In accordance with X12 policy, the IPS shall have a vice-chair.

10 Other CMG Matters

The IPS CMG does not maintain specific policies regarding meetings, work products, or other matters. These matters shall be conducted in accordance with the ***X12 Bylaws (CAP01)***, ***External Code Lists (CAP12)***, ***RSC Operating Manual (RSC01)*** and ***ECO Constitution (RSC131)***.

10.1 Roles and Responsibilities

The Secretary shall be primarily responsible for entering the group's deliberation details and outcomes in the code maintenance tool. The IPS vice chair and chair also have the authority to enter the group's deliberation details and outcomes in the code maintenance tool.

11 Terminology

To ensure consistent terminology and definitions across X12 activities and products, X12 maintains the Wordbook, an online comprehensive corporate glossary at wordbook.x12.org. Some of the included definitions are proprietary to X12 while others cite definitions published by another organization or authority, such as Robert's Rules of Order. The terms and definitions defined in the Wordbook must be used in X12 work products when applicable, without modification or revision.

12 Document History

A new version of this document is effective upon approval by the RSC Rules subcommittee.

Date	Description
04/21/1920	V2: Updated to reflect the group's conversion to an RSC ECO CMG. 1/26/2020 - Approved by CMG03 1/28/2020 - Approved by ECO
09/01/1994	Initial version.