IN THE SPOTLIGHT

INTRODUCTION

→ In the Spotlight materials are initially presented at an X12 corporate meeting, also known as a General Session

→ Each presentation covers one topic, generally at a high-level

→ These “quick hits” highlight new features and functions or to remind the audience of things they may have forgotten over time

→ X12 welcomes suggestions for Spotlight topics
  • Submit suggestions on X12’s online feedback form at x12.org/feedback
Consistent vocabulary facilitates effective and efficient communication within and between organizations.

Vocabulary is an important component in X12’s activities and work products.

The term “lingo” references X12’s official vocabulary, used in X12 work products and discussions.

- Includes individual words, stand-alone phrases, and related sets of words and phrases that need to be understood in context with each other.
The lingo is maintained in an extensive repository, along with definitions and other attributes.

The lingo repository is known as the *Wordbook*.

Access the Wordbook on the *Reference* Page:
- Check out the Word of the Day feature
- Use your X12|ID to access the Wordbook

*Organizational Lingo (CAP15)* defines X12’s related policies.
IN THE SPOTLIGHT

THE WORDBOOK

Wordbook Ground Rules

- The Wordbook includes just one term with the same, or materially the same, purpose or definition
- Wordbook terms are generally singular
- Wordbook terms are defined at the simplest level and may be combined in X12 work products to convey complex definitions
IN THE SPOTLIGHT

Wordbook terms and definitions are either:

- Specific to X12
- In common use
- Incorporated from a recognized authority, such as Robert’s Rules of Order, the AMA, or the IRS
- External terms and definitions – properly cited and included for easier reference
INTRODUCTION

To ensure consistency within X12, certain terms, definitions, abbreviations and acronyms are adopted for organizational use and maintained in this corporate reference. The terms and definitions are either specific to X12 or incorporated from other recognized sources, such as Robert’s Rules of Order (RONR). Inclusion of external terms and definitions reduces the need for

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USING THE WORDBOOK

Stand-alone terms appear first, in alphabetical order
Associated term sets follow the stand-alone terms
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THE WORDBOOK

→ To search for a specific term in the Wordbook
  • Expand all the sections of the tree
  • Use the browser search function
Maintenance Request

A suggestion for one or more revisions to an X12 work product submitted via X12's Maintenance Request System.

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SUMMARY

→ The X12 Wordbook is a living online resource that promotes consistent word and term use within the organization.

→ All X12 groups are obligated to use the Wordbook lingo in their collaborations and in the X12 products they maintain.

→ Suggestions for new terms are always welcome at x12.org/feedback.
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