

THE X12 WORDBOOK



DISCLAIMER

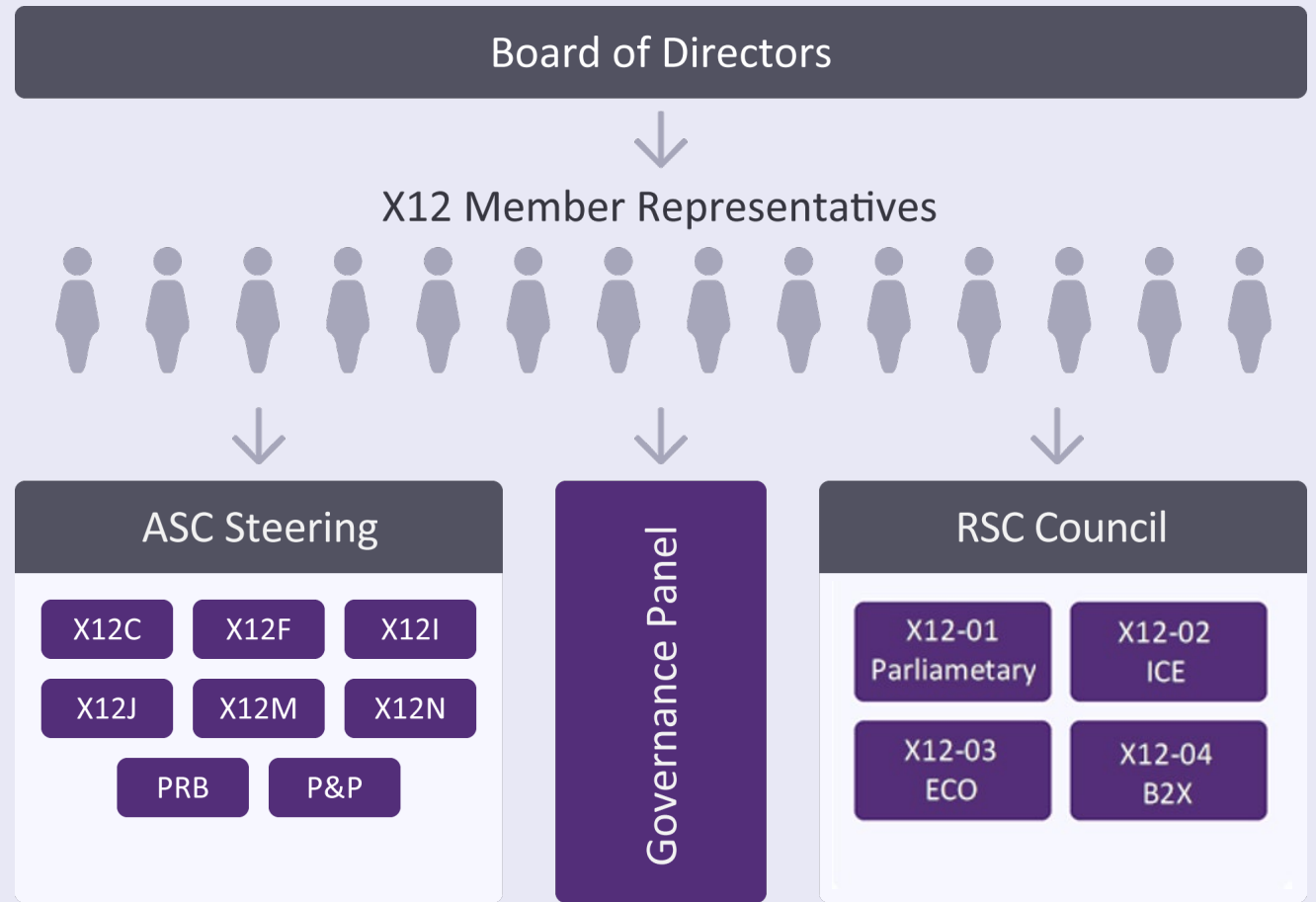
- This presentation is for informational purposes only
- The content is point-in-time information, subject to revision



Background



X12 ORGANIZATIONAL STRUCTURE



BASIS

- This presentation describes the policies and procedures related to X12's lingo
- The policies and procedures described herein reflect the detailed governance described in [Organizational Lingo \(CAP15\)](#)
- CAP15 prevails in the case of any inconsistency

BACKGROUND

- Consistent vocabulary facilitates effective and efficient communication within and between organizations
- Vocabulary is an important component in X12's activities and work products
- X12 developed the Wordbook as part of its commitment to continuously improve consistency, clarity, and communication

Policy



LINGO

- X12's official vocabulary is referenced as "lingo"
 - *Lingo is generally used in collaborative discussions*
 - *Lingo must be used in X12 work products and other official writings*
- X12's lingo is maintained in an extensive repository known as the Wordbook
- The Governance Panel is tasked with overall responsibility for X12's vocabulary and the Wordbook

POLICY

- The lingo includes
 - *Individual words*
 - *Stand-alone phrases*
 - *Related sets of words and phrases that need to be understood in context with each other*
- The Wordbook includes
 - *Terms with definitions*
 - *Acronyms*
 - *Synonyms*
 - *Citations*

POLICY

- 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*
**incorporated terms must be properly cited*
- Common terms and incorporated terms are included in the Wordbook to reduce the need for additional research and to improve consistency

POLICY

- The Wordbook does not include more than one term with the same or materially the same purpose or definition
- Wordbook terms
 - *Are singular*
 - *Must be defined at the simplest level*
 - *May be combined to convey complex definitions*
- Staff is responsible for maintaining an online Wordbook viewer and grammar, spelling, and presentation style(s)

DELEGATION

- The Governance Panel may delegate oversight of one or more terms when the following conditions are met
 - *The term or definition is X12 specific*
 - *The term applies to, or is used by, one and only one X12 committee*
- Before delegating oversight, the Governance Panel chair works with the committee chair to develop a transition plan

DELEGATION

- The transition plan must include at least the following milestones
- *The committee must petition the Governance Panel for oversight of one or more terms*
 - *The committee must have approved procedures for processing maintenance requests related to the term(s) it oversees*
 - *The Governance Panel must concur with the committee's approved procedures*
 - *The Governance Panel reviews the terms on the petition and decides whether to delegate oversight on each term individually*

DELEGATION

- The transition plan continued
 - *The Governance Panel chair notifies staff of any delegated terms and requests the Wordbook be updated accordingly*
- The Governance Panel is entitled to reassign oversight of any term or group of terms at its discretion

DELEGATION

- A committee may subsequently reassign responsibility for oversight of some or all the terms it maintains to one of these groups
- *A new committee subordinate group whose purpose and scope or statement of work includes responsibilities related to terms and/or definitions*
 - *An existing committee subordinate group whose purpose and scope or statement of work includes responsibilities related to terms and/or definitions*

DELEGATION

- The committee may subsequently delegate oversight of a term when the term applies to, or is used by, a subset of the committee
 - *If a committee assigns oversight responsibility, the chair must notify the Governance Panel chair of the re-assignment*
- The committee is entitled to reassign oversight of any term or group of terms at its discretion
 - *The Governance Panel chair must be notified of the reassignment*

The Wordbook Viewer



ACCESS

- X12 member representatives and other materially interested parties can access the Wordbook
 - *wordbook.x12.org*
- An X12 |ID is required to access the Wordbook
 - *X12 |IDs are complimentary*
 - *More information about X12 |IDs is available in the info center, X12 |ID (X12004)*

WORDBOOK INITIAL VIEW

Glass | X12 VIEWER

Expand / Collapse All

- Introduction
- Stand-alone Terms
 - Acknowledgment
 - Adjustment
 - Advance Payment of Premium Tax Credit
 - Aerospace Industries Association
 - Affordable Care Act
 - Agent/Broker
 - Allowed Amount
 - American Dental Association
 - American Health Information Management Association
 - American Hospital Association
 - American Medical Association
 - American National Standard
 - American National Standards Institute
 - ANS Candidate
 - Approved Amount
 - Approver
 - Artifact
 - ASC Operating Manual
 - ASC Standards Development Manual

X12 Wordbook

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

Terms | Help | Privacy Policy 2018 © X12 Incorporated

X12

USING THE WORDBOOK

Stand-alone terms appear first, in alphabetical order

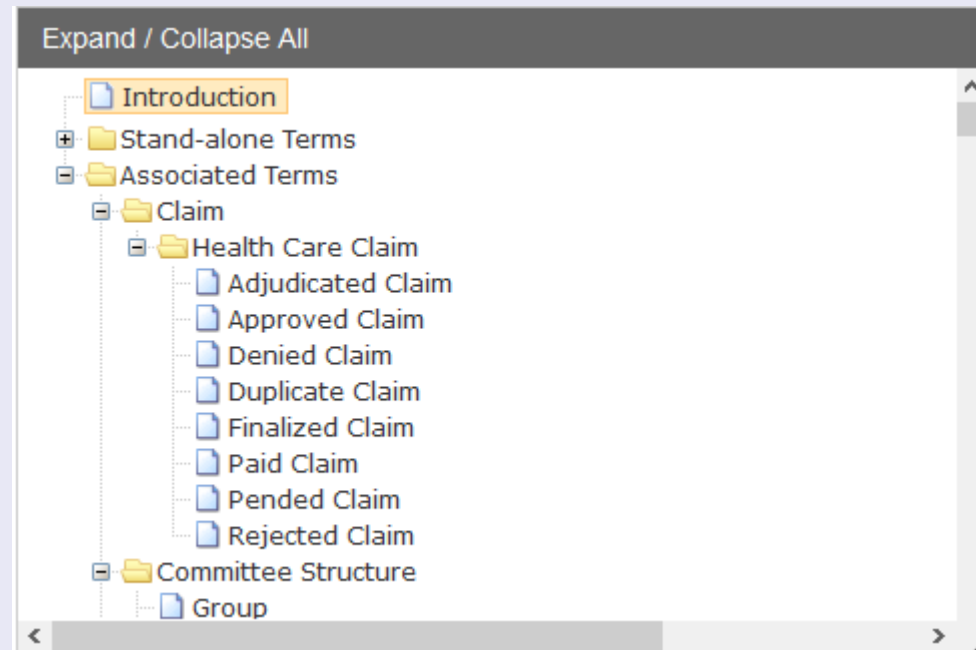


USING THE WORDBOOK

- Take a moment to review the Introduction
- Stand-alone terms appear first, in alphabetical order
 - *Scroll down to find a stand-alone term in the list*
 - *Click on the term to see its details*
 - *Scroll past the stand-alone terms to view the associated terms*
 - *For quicker access to the associated terms, click on the minus sign to the left of the “Stand-alone terms” header to collapse that section and go directly to the associated terms section of the Wordbook*

USING THE WORDBOOK

Associated term sets follow the stand-alone terms



USING THE WORDBOOK

- Associated Terms follow the stand-alone terms
 - *Each set of associated terms has a unique name*
 - *The associated term sets appear in alphabetical order based on the set's unique name*
 - *The associated term sets have a hierarchical structure to clarify peer terms and subordinate terms*
- To search for a specific term or keyword
 - *Expand all the sections of the tree*
 - *Then use the browser's search function*

TERM ATTRIBUTES

All terms, stand-alone and associated, have attributes

X12 Wordbook

Maintenance Request

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

?	Acronym	MR
?	Synonym	Change Request
?	Owner	Board
?	Overseer	Governance Panel
?	Maintainer	N/A

TERM ATTRIBUTES

→ Definition

- *Each term must have a definition or description*
- *The definition/description is either proprietary to X12, owned or maintained by an external authority, jointly developed with another industry group, or the commonly accepted meaning that applies to X12's use of the term*

→ Acronym

- *A term may have an acronym*

→ Synonym

- *A term may have a synonym*

TERM ATTRIBUTES

→ Citation

- *A citation defines the source of the definition or description*
- *Any term not proprietary to X12 may include a citation*
- *An external or jointly defined term should include a citation*



TERM ATTRIBUTES

→ Owner

- *Each term must have an owner group responsible for maintaining the term and its attributes*
- *External or jointly defined terms are always assigned to the Board*
- *Owners include the Board, ASC, or RSC*



TERM ATTRIBUTES

→ Overseer

- *A term may have an overseer group*
- *An overseer group is a subordinate group responsible for making recommendations to, or adjudicating maintenance requests on behalf of, the owner*
- *Overseers include the Governance Panel and the ASC's P&P task group*

TERM ATTRIBUTES

→ Maintainer

- *A term may have a maintainer group*
- *A maintainer group is a subordinate group responsible for making recommendations to, or adjudicating maintenance requests on behalf of, the overseer*
- *Maintainers include X12C, X12M, and X12N TGH*

Wrap Up



STAY CONNECTED

→ Learn more about X12 and become a member at [X12.org](https://www.x12.org)

→ Stay informed by following X12

 *@x12standards on Twitter*

 *#X12 on LinkedIn*



THANK YOU

WE WANT TO HEAR FROM
YOU AT
[X12.ORG/FEEDBACK](https://x12.org/feedback)

X12

