DISCLAIMER

This presentation is for informational purposes only.

• This presentation is not intended to represent legal advice.
• The content is point-in-time information, which is subject to revision.
• If you have questions regarding specific information shared during this presentation, please send them to info@x12.org
• Visit www.x12.org for additional details about X12
PURPOSE

This training describes the review and commenting steps, offers some efficient commenting tips, and outlines what happens after the review period closes.
AGENDA

• Intent of Public Reviews
• Available Tools
  • Purpose
  • Reviewing, Commenting, Change Log
  • Navigating
• What’s Next
INTENT OF PUBLIC REVIEWS

• Allows X12 to receive constructive feedback from implementers and other interested parties
• Allows implementers to consider the impact by reviewing revisions in context
• Provide a forum for non-member as well as member comments
Available Tools

For Online Public Reviews
AVAILABLE TOOLS: PURPOSE

• Online Reviewing and Commenting
  • Supports notifications and other direct communication to reviewers
  • Supports accurate quantification of the number of reviewers
  • Ensures consistent information is presented to all reviewers.
  • Eliminates redistribution of drafts, which is not permitted according to X12’s use policies
AVAILABLE TOOLS

• Available Tools
  • The Reviewer
  • The Commenter
  • The Change Log
AVAILABLE TOOLS: REVIEWING

• The Reviewer
  • Designed to facilitate page-turning type of review of the draft document
  • Simple, easy to use navigation
  • Separate from the Commenter
AVAILABLE TOOLS: COMMENTING

• The Commenter
  • Designed to facilitate commenting in context
  • Tree-based navigation
  • Separate from the Reviewer
AVAILABLE TOOLS: CHANGE LOG

• Downloadable Change Log
  • Includes details on what has changed, including where the revision occurred
  • Useful as a stand-alone summary of the revisions in the draft
  • Printable
Navigating

Using the Online Tools for Public Reviews
USING THE AVAILABLE TOOLS

• Where to Find the Tools: Forums.X12.org

Introduction

Several years ago, X12 instituted this online review process, with phase one offering improved communication, and greater visibility to and understanding of public comments.

We have now implemented the second phase of the planned public review enhancement, which further improves communication with reviewers and commenters, provides greater visibility of responses to public comments, improves internal processes, and ensures the fair use of the X12 work products. In this second phase, PDFs are no longer available for download, eliminating the redistribution and related significant misuse of draft TRs, and ensuring all public review comments are submitted in-context via the online tool and available to all reviewers.

A link to an instruction manual is provided on the right. In addition, some tips may be helpful to reviewers, for example simplifying by right-clicking an entry in the “tree” to open the link in a new window and then to sliding the left pane closed or by using multiple windows to review sections simultaneously or to review one section while commenting on another. We are compiling such hints and will post them soon.

As with all new programs, we expect to find and implement improvements to this process based on reviewer feedback. Please feel free to submit detailed, constructive feedback related to your review experience to info@x12.org.

New

September 1 - October 31, 2016

Public Review Conference - X12 Technical Report Type 3:

> 007030X333 | Benefit Enrollment and Maintenance
> 007030X334 | Payroll Deducted and Other Group Premium Payment for Insurance Products
> 007030X340 | Health Insurance Exchange Related Payments
> 007030X346 | Health Insurance Exchange Enrollment

Public Reviews

• Instruction Manual

Download Change Logs

• 007030X333
  Benefit Enrollment and Maintenance (834)
• 007030X334
  Payroll Deducted and Other Group Premium Payment for Insurance Products (623)
• 007030X340
  Health Insurance Exchange Related Payments (870)
• 007030X346
  Health Insurance Exchange: Enrollment (934)
USING THE AVAILABLE TOOLS

• Navigating to the Reviewer from the Commenter

Launches the Reviewer for the same book in a new window that was selected on the previous screen
USING THE AVAILABLE TOOLS

• Logging into the Reviewer
  • After selecting the Reviewer link, the user is prompted for credentials in a new Window
USING THE AVAILABLE TOOLS

• Navigating the Reviewer

Previous & Next Buttons to move Up & Down Navigation Tree

Navigation Tree

Movable Slider Bar

Content Details
USING THE AVAILABLE TOOLS

• Navigating the Commenter
• Review the Instruction Manual for more details on navigating the Commenter
USING THE AVAILABLE TOOLS

- Navigating the Commenter
- Go to forums.x12.org and reveal the TR3 titles

New

September 1 - October 31, 2016

Public Review Conference - X12 Technical Report Type 3:
- 007030X333 | Benefit Enrollment and Maintenance
- 007030X334 | Payroll Deducted and Other Group Premium Payment for Insurance Products
- 007030X346 | Health Insurance Exchange Related Payments
- 007030X348 | Health Insurance Exchange: Enrollment

- Click a title to display, for example:

- Read the Instruction Manual
  - 007030X333 - 834 Benefit Enrollment and Maintenance
    - Purpose and Business Information
    - 2. Transaction Set
      - 3. Examples
        - A. External Code Sources
        - B. ASC X12 Nomenclature
        - C. EDI Control Directory
        - D. Change Summary
        - E. Industry Names
        - F. ASC X12 Code List/External Value Domain Harmonization
USING THE AVAILABLE TOOLS

• Navigating the Commenter

To comment on the TR3 in general, click on the title of the TR3. For the most part ASC X12 expects you to comment as close as you can to the actual content. For example, if you have a comment concerning appendix A, External Code Sources, click the top level “Plus” symbol to reveal additional pages:

- Read the Instruction Manual
  - 006020X280 - 270/271 Health Care Eligibility/Benefit Inquiry and Information Response
    - Preface
      - 1. Purpose and Business Information
      - 2. Transaction Set
      - 3. Examples
        - A. External Code Sources
        - B. Nomenclature
        - C. EDI Control Directory
        - D. Change Summary
        - E. Industry Names
        - F. ASC X12 Code List/External Value Domain Harmonization

Then click on the name of the appendix to enter your comments.
USING THE AVAILABLE TOOLS

• Navigating the Commenter

Select a TR3 and a page where you have a comment, for example, you may have a comment concerning the TRN segment for the Subscriber Trace Number. Click the “plus” signs to reveal Loop 2000C - Subscriber Level and then click the TRN - Subscriber Trace Number node to display the Log In page:

[Image of login page]

From the login screen display above, you can create an account. If you have participated in any ASC X12 public reviews in the last fifteen years, you probably have credentials to this site. If you have forgotten your user name or password, click Forgot your password? and enter your email address. If your email address is found, you will be emailed your credentials.
USING THE AVAILABLE TOOLS

• Navigating the Commenter

Note that while reviewing others comments, you can reference the source page, by selecting View: 1.4 Business Usage on the left in this example.
USING THE AVAILABLE TOOLS

• Formulating Comments

• A well-written concise comment assists X12 with appropriate routing and efficient consideration of the feedback

• Your comment will be publicly viewable as written. Take an extra moment to be sure it reads the way you intend it

• It’s important to provide the reasoning for non-supportive feedback. “I don’t agree with this.” does not inform additional discussion
USING THE AVAILABLE TOOLS

• Comments should
  • Include a brief statement as to the factual or technical basis for the comment
  • Stand-alone as a comment, the comment should not say “as discussed with the chair of the subcommittee” or “as noted in the collaborations”

• Comments may, but are not required to
  • Include a proposed alternative solution
USING THE AVAILABLE TOOLS

• Comments should not
  • Be cryptic
  • Include your name or title, your company, association, or organization’s name, or anyone else’s name or title
  • Be inflammatory
  • Duplicate other comments
USING THE AVAILABLE TOOLS

• Using the Change Log
  • Shows where the revised material is located within the document
  • Includes a summary of the revision
  • Displays the Change Request that precipitated the revision.
### Using the Available Tools

- Using the Change Log
- Includes details on what has changed where

#### Change Log

<table>
<thead>
<tr>
<th>Location</th>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
</table>
| X346 | Modify Segment Repeat | PER: in implementation for Loops 2100A, 2100E, 2100F, 2100I (position 0400)  
Change segment repeat from 1 To 5  
CR 1114: There is a need for more contact numbers than the TR3 currently supports. There also needs to be guidance for how to identify the preferred contact method. May need additional qualifiers for other contact methods such as text and an alternate contact not living in your household. |
| X346 | Modify Segment Repeat | Loop 2000 Coverage Specific Exchange Assigned Qualified Health Plan Identifier (REF):  
From 1 to 5  
CR 1110: The HIX 834 guide has an inconsistency in the 2000 loop for Coverage |
USING THE AVAILABLE TOOLS

• Navigation Tips & Tricks

• Multiple Browser Windows & Tabs

Right Click
- Open Link in New Tab
- Open Link in New Window

Scroll Wheel Mouse Shortcuts
Click Scroll Wheel
- Open Link in New Tab

Non-Scroll Wheel Mouse Shortcuts
Ctrl + Open Link in New Tab
Shift + Open Link in New Window

It is not recommended to have the Commenter tool open in multiple windows or tabs, but it is recommended to have the Commenter open in one and the Reviewer open in another.
USING THE AVAILABLE TOOLS

• Navigation Tips & Tricks
• Multiple Browser Windows & Tabs

Right Click
• Open Link in New Tab
• Open Link in New Window

Scroll Wheel Mouse Shortcuts
Click Scroll Wheel
• Open Link in New Tab

Non-Scroll Wheel Mouse Shortcuts
Ctrl + Open Link in New Tab
Shift + Open Link in New Window

It is not recommended to have the Commenter tool open in multiple windows or tabs, but it is recommended to have the Commenter open in one and the Reviewer open in another.
USING THE AVAILABLE TOOLS

• Navigation Tips & Tricks
• Split Screen

It is not recommended to have the Commenter tool open in multiple windows or tabs, but it is recommended to have the Commenter open in one and the Reviewer open in another.
USING THE AVAILABLE TOOLS

• Navigation Tips & Tricks
• Multiple Monitors

It is not recommended to have the Commenter tool open in multiple windows or tabs, but it is recommended to have the Commenter open in one and the Reviewer open in another.
REVIEWER ENHANCEMENTS

• Enhanced search capabilities
• Increase consistency between the Reviewer and Commenter
• Single Sign On
Next Steps

After Public Reviews
WHAT X12 DOES NEXT

• Considers all comments
• Posts responses to all comments
• May revise the draft
• Conducts an Informational Forum
• May revise the draft
• Obtains final internal approvals
• Publishes the document
Questions

Raise your hand using the GoToWebinar tool, to be recognized and unmuted.