



# Public Reviews

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# DISCLAIMER

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## **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](mailto:info@x12.org)
- Visit [www.x12.org](http://www.x12.org) for additional details about X12



## PURPOSE

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



# AGENDA

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- Intent of Public Reviews
- Available Tools
  - Purpose
  - Reviewing, Commenting, Change Log
  - Navigating
- What's Next



## INTENT OF PUBLIC REVIEWS

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- 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

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For Online Public Reviews

## AVAILABLE TOOLS: PURPOSE

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- 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

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- Available Tools
  - The Reviewer
  - The Commenter
  - The Change Log





## AVAILABLE TOOLS: REVIEWING

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- 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

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- The Commenter
  - Designed to facilitate commenting in context
  - Tree-based navigation
  - Separate from the Reviewer



## AVAILABLE TOOLS: CHANGE LOG

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- 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

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Using the Online Tools for Public Reviews

# USING THE AVAILABLE TOOLS

- Where to Find the Tools: [Forums.X12.org](http://Forums.X12.org)

The screenshot shows a web page with the following content:

- Forums > Insurance >**
- 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 TR3s, 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 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](mailto:info@x12.org).
- New**
- September 1 - October 31, 2016
- Public Review Conference - X12 Technical Report Type 3:**
  - > [007030X333 | Benefit Enrollment and Maintenance](#) (834)
  - > [007030X334 | Payroll Deducted and Other Group Premium Payment for Insurance Products](#) (820)
  - > [007030X345 | Health Insurance Exchange Related Payments](#) (820)
  - > [007030X346 | Health Insurance Exchange: Enrollment](#) (834)
- Public Reviews**
  - [Instruction Manual](#)
- Download Change Logs**
  - [007030X333 Benefit Enrollment and Maintenance \(834\)](#)
  - [007030X334 Payroll Deducted and Other Group Premium Payment for Insurance Products \(820\)](#)
  - [007030X345 Health Insurance Exchange Related Payments \(820\)](#)
  - [007030X346 Health Insurance Exchange: Enrollment \(834\)](#)

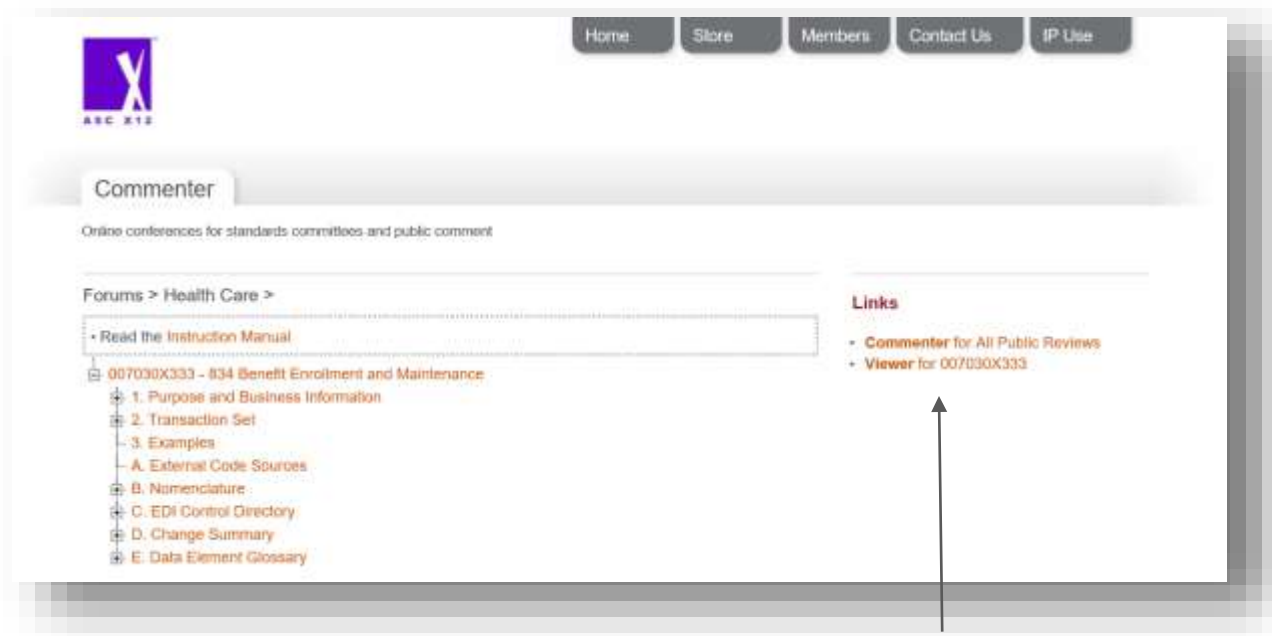
Links to the Change Logs that can be downloaded

Select the Publication to get to the Commenter and Reviewer



# USING THE AVAILABLE TOOLS

- Navigating to the Reviewer from the Commenter

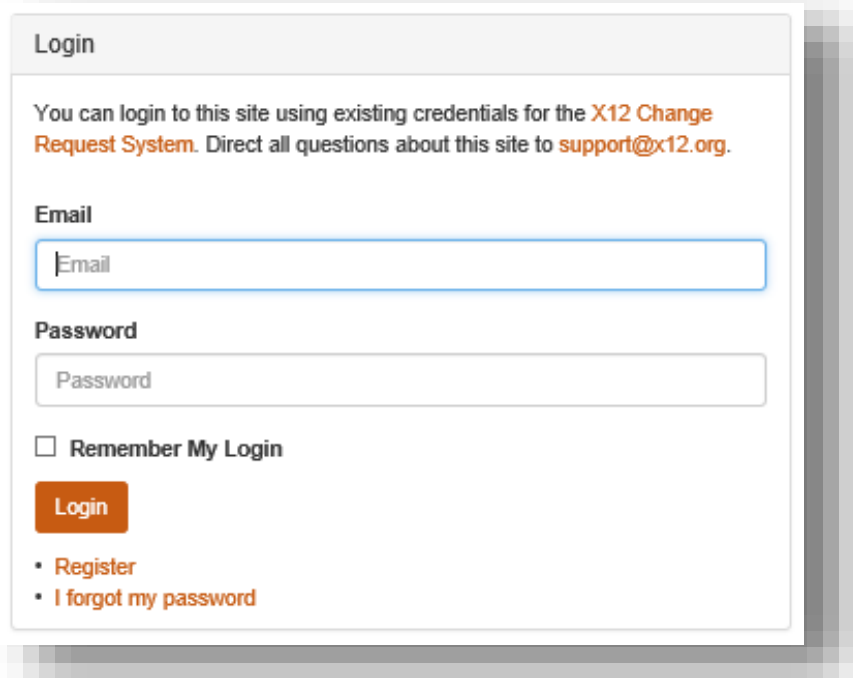


Launches the Reviewer for the same book in a new window that was selected on the previous screen

# USING THE AVAILABLE TOOLS

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- Logging into the Reviewer
  - After selecting the Reviewer link, the user is prompted for credentials in a new Window



The screenshot shows a login window with the following elements:

- Login** (title)
- Text: "You can login to this site using existing credentials for the **X12 Change Request System**. Direct all questions about this site to [support@x12.org](mailto:support@x12.org)."
- Email** label above a text input field containing the placeholder "Email".
- Password** label above a text input field containing the placeholder "Password".
- Remember My Login**
- Login** button (orange)
- [Register](#)
- [I forgot my password](#)

# USING THE AVAILABLE TOOLS

- Navigating the Reviewer

The screenshot shows a web-based reviewer interface. On the left is a 'Navigation Tree' with a hierarchical list of sections under 'Benefit Enrollment and Maintenance'. The main area is 'Content Details', showing the title 'Benefit Enrollment and Maintenance', a draft status, copyright information, and an abstract. A 'Movable Slider Bar' is at the bottom. Annotations include: a circle around the 'Previous' and 'Next' buttons in the abstract; a circle around the left and right arrow buttons in the top right corner; and a line connecting these circles to the text 'Previous & Next Buttons to move Up & Down Navigation Tree' on the right.

Navigation Tree

Content Details

Movable Slider Bar

Previous & Next Buttons to move Up & Down Navigation Tree





# USING THE AVAILABLE TOOLS

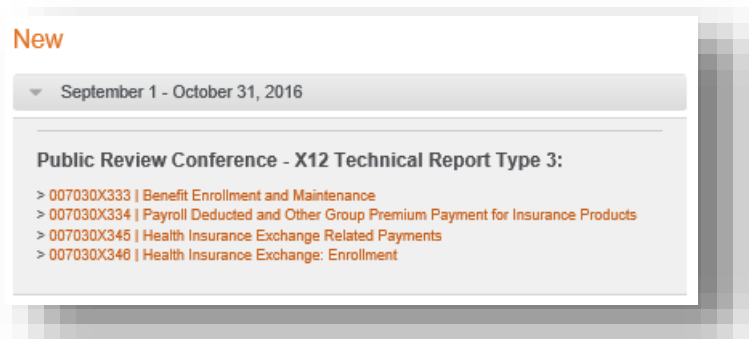
- Navigating the Commenter
  - Review the [Instruction Manual](#) for more details on navigating the Commenter

The screenshot shows a web page titled 'Public Reviews' with a sub-section 'Download Change Logs'. A red circle highlights the 'Instruction Manual' link in the 'Public Reviews' section. A line connects this link to the text 'Commenter Instruction Manual' on the right. The main content area includes an 'Introduction' section with text about the X12 review process and a 'New' section with a date range 'September 1 - October 31, 2016' and a list of links for 'Public Review Conference - X12 Technical Report Type 3:'. The links include: '> 007030X333 | Benefit Enrollment and Maintenance', '> 007030X334 | Payroll Deducted and Other Group Premium Payment for Insurance Products', '> 007030X345 | Health Insurance Exchange Related Payments', and '> 007030X346 | Health Insurance Exchange: Enrollment'.

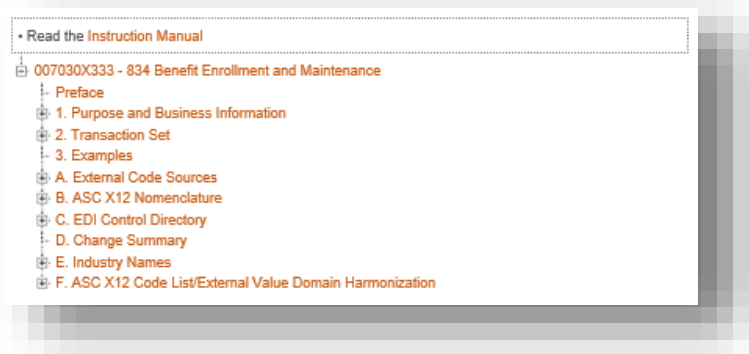
# USING THE AVAILABLE TOOLS

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- Navigating the Commenter
  - Go to [forums.x12.org](http://forums.x12.org) and reveal the TR3 titles



- Click a title to display, for example:



# USING THE AVAILABLE TOOLS

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## • 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

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- 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:

Forums > Health Care >  
**TRN - Subscriber Trace Number**

Name   
Password

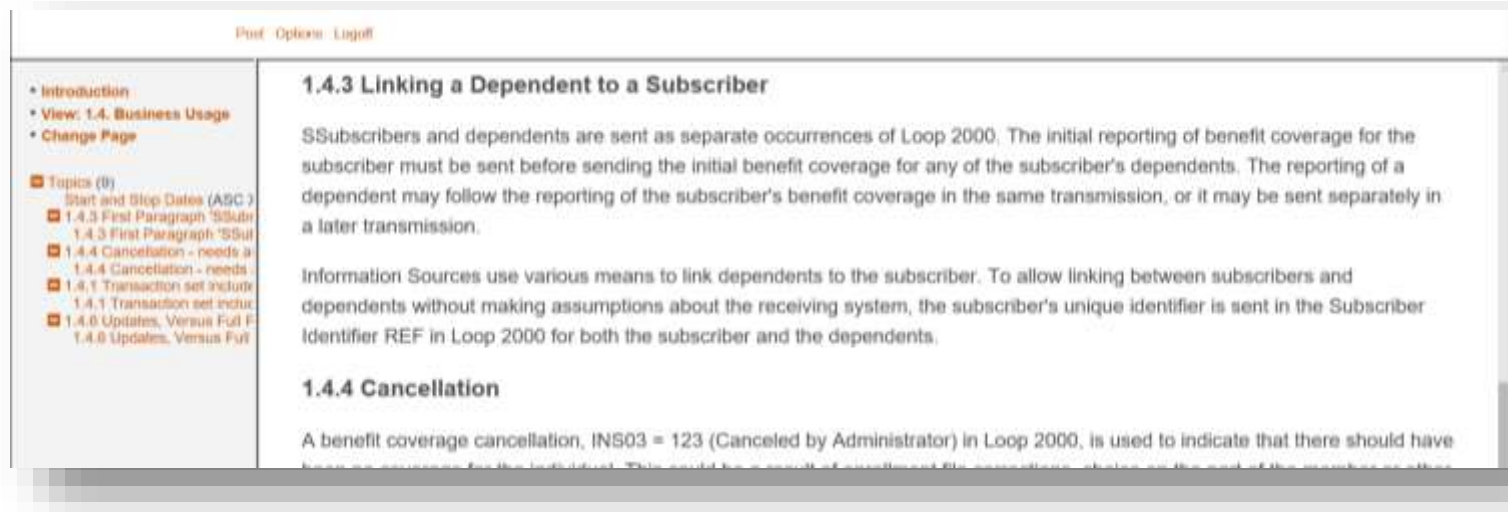
Create an account

[Forgot your password?](#)

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

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- 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

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- 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

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- 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

X12 does not give more weight to a comment submitted multiple times. If a comment has already been posted and you want to express support of the feedback, use the **Reply** feature to note your support of the comment instead of creating a separate identical or similar comment.





## USING THE AVAILABLE TOOLS

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- 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

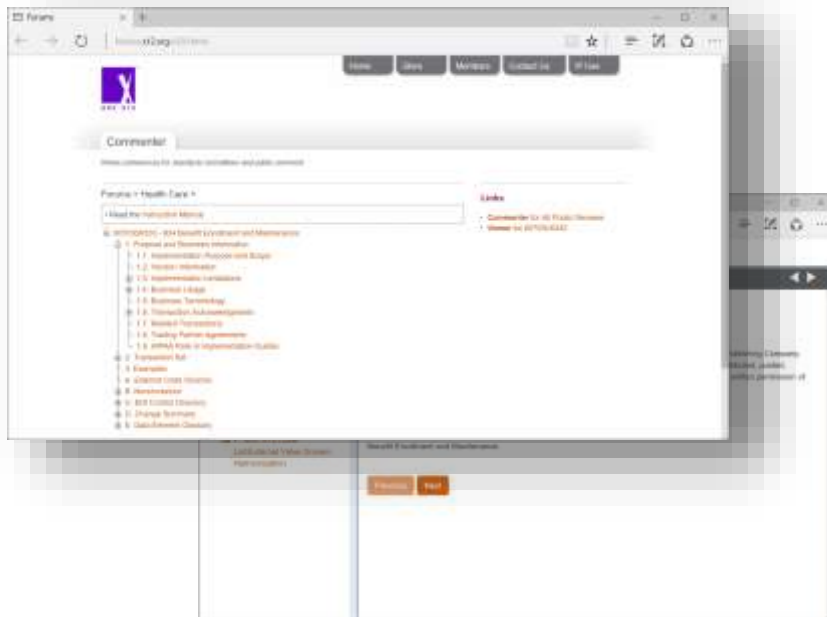
- Using the Change Log
  - Includes details on what has changed where

007030X346 - HEALTH INSURANCE EXCHANGE: ENROLLMENT (834)		CHANGE LOG
Location	X346   Health Insurance Exchange: Enrollment 2.3 Transaction Set Listing	
Action	<b>Modify Segment Repeat</b> 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.	
Location	X346   Health Insurance Exchange: Enrollment 2.3 Transaction Set Listing	
Action	<b>Modify Segment Repeat</b> 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



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.



Right Click

- Open Link in New Tab
- Open Link in New Window

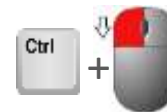
## Scroll Wheel Mouse Shortcuts



Click Scroll Wheel

- Open Link in New Tab

## Non-Scroll Wheel Mouse Shortcuts



Open Link in New Tab



Open Link in New Window

# USING THE AVAILABLE TOOLS

- Navigation Tips & Tricks
  - Multiple Browser Windows & Tabs



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Right Click

- Open Link in New Tab
- Open Link in New Window

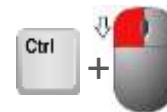
## Scroll Wheel Mouse Shortcuts



Click Scroll Wheel

- Open Link in New Tab

## Non-Scroll Wheel Mouse Shortcuts



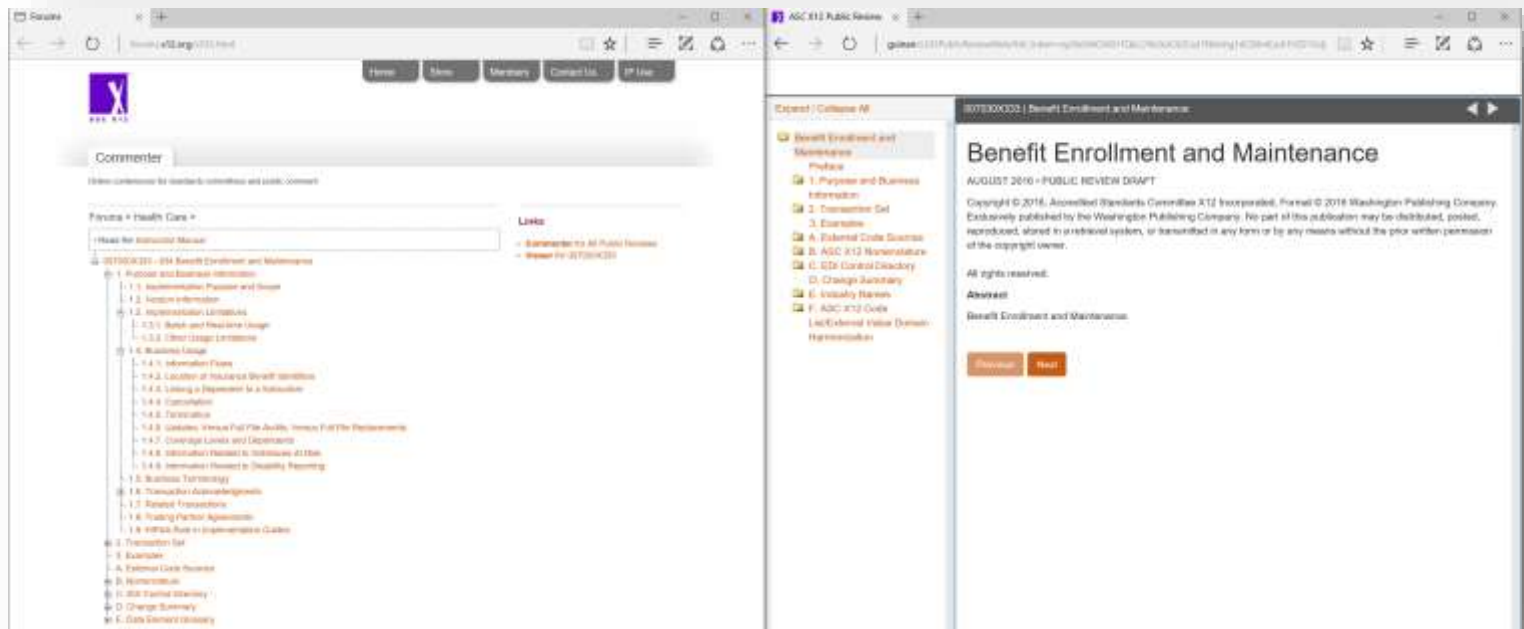
Open Link in New Tab



Open Link in New Window

# USING THE AVAILABLE TOOLS

- Navigation Tips & Tricks
  - Split Screen

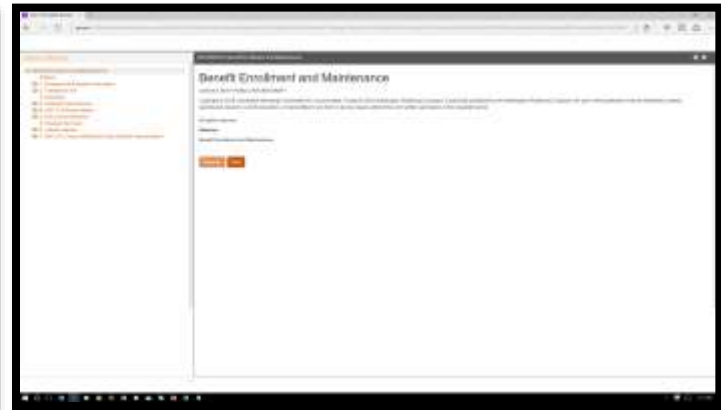
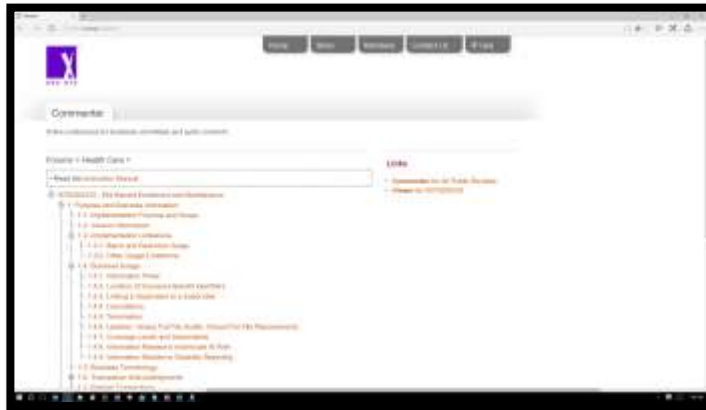


It is not recommended to have the Commenter tool open in multiple windows or tabs, but it is recommended to have the Commenter open in one and the Reviewer open in another.

# USING THE AVAILABLE TOOLS

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- 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

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- Enhanced search capabilities
- Increase consistency between the Reviewer and Commenter
- Single Sign On





# Next Steps

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After Public Reviews



## WHAT X12 DOES NEXT

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- 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

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