



Data Element Request Form PROCESS for a DERF

The basic process for a DERF is:

1. Submit a DERF to the Council office with accompanying information, including proposed standard, implementation guide, data element dictionary, modification log if needed, and change log if needed.
2. DERF is reviewed by staff for completeness.
3. DERF is submitted to Standardization Co-Chairs and Maintenance and Control Co-Chairs for determination as to what work groups will review it.
4. The DERF is distributed to members prior to next scheduled quarterly work group meeting via NCPDP's website. (See individual work group pages or MC Maintenance and Control page for all DERFs.)
5. The DERF is reviewed by work groups during quarterly meeting. We strongly encourage submitters or their designee to attend the meeting to be able to answer any questions about the request. If they cannot attend, the work group or Standardization Co-Chairs are available to represent the submitter. Contact DERF liaison for this option.
6. The DERF may be
 - a. pended for more work;
 - b. approved;
 - c. approved with modifications;
 - d. or denied with reason(s).
 - e. (The DERF may also be withdrawn by the submitter.)
7. Once the DERF is approved at the work group level and within thirty (30) days of approval, a data maintenance ballot is prepared.
8. The ballot is distributed to the member voting consensus group. Members and non-members who are not part of the consensus group may submit ballot comments.
9. If the ballot reaches the necessary response percentage of the consensus group, the ballot comments are reviewed at work group. If comments are substantial, the ballot may be recirculated with modifications made to the document(s).
10. If recirculated, the ballot must reach consensus percentages to be passed.
11. Once the voting process is complete the Board of Trustees certifies the results.
12. The NCPDP documents are then prepared for publication within ninety (90) day of final approval.
13. The Council publishes a press release announcement.

The submitter is notified as the DERF moves through the steps.

Data Element Request Form PROCESS for an External Code List

The basic process for an External Code List is:

1. Submit a DERF to the Council office with accompanying information, including proposed standard implementation guide impacted, and any information to explain the ECL change.
2. DERF/ECL is reviewed by staff for completeness.
3. DERF/ECL is submitted to Standardization Co-Chairs and Maintenance and Control Co-Chairs for determination as to what work groups will review it.
 - a. If DERF/ECL is submitted as an emergency and proper justification is provided, it will automatically be assigned for review by WG1 Telecommunication and any other impacted work groups. If emergency justification is not provided, the submitter will be notified prior to the WG meetings and the request follows the defined DERF/ECL process.
4. The DERF/ECL is distributed to members prior to next scheduled quarterly work group meeting via NCPDP's website.
5. The DERF/ECL is reviewed by work groups during quarterly meeting. We strongly encourage submitters or their designee to attend the meeting to be able to answer any questions about the request. (See individual work group pages or MC Maintenance and Control page for all DERFs.)
6. The DERF/ECL may be
 - a. pended for more work;
 - b. approved;
 - c. approved with modifications;
 - d. or denied with reason(s).
 - e. (The DERF/ECL may also be withdrawn by the submitter.)
7. Once the DERF/ECL is approved at the work group level and within thirty days of approval, a new release of the External Code List is prepared and included with the Data Dictionary.
 - a. When applicable, the Emergency Telecommunication External Code List Value Addendum is published at the same time as the ECL.
8. The Council publishes a membership announcement.

The submitter is notified as the DERF/ECL moves through the steps.

Note: See the *Process Overview for External Code List* for more information, as well as important information about the Emergency ECL process.

Data Element Request Form PROCESS for Additional Message Information Qualifier (132-UH)

If the submitter desires a codified structure for the Additional Message Information of the Telecommunication Standard in the current version implemented, and that codified structure is intended to become new field(s) and/or new value(s) in a future version of the Telecommunication Standard,

1. The submitter should submit two DERFs
 - a. A DERF/ECL for the new Additional Message Information Qualifier (132-UH) and Additional Message Information (526-FQ) for use in the current version implemented.
 - i. This DERF/ECL explains what the new qualifier is to be and what is in the Additional Message Information (526-FQ). Specify if there is a structure and/or format to the Additional Message Information (526-FQ). For example, if a date is to be sent, specify the format of the Additional Message Information (526-FQ) is to be CCYYMMDD.
 - b. A DERF for the new field(s) to be added to a future Telecommunication Standard version.
 - i. This DERF explains how the new field(s) will be used, intended to take the place of the DERF/ECL request for current use.
2. The normal processes will be followed for approval (see previous pages).
3. Upon approval of the DERF/ECL for the new Additional Message Information Qualifier (132-UH) and Additional Message Information (526-FQ) for use in the current version, the Version X Editorial document will be updated with guidance. The External Code List will be published with the new qualifier.
4. Upon approval of the new field(s) to be added to a future Telecommunication Standard version, the ballot process will commence.

Note: It is recognized that there may be a request that is only seeking new Additional Message Information Qualifier (132-UH) value(s) and Additional Message Information (526-FQ) that are not intended to be new fields in a future version. In this case, submit a DERF/ECL.