



Data Element Request Form (DERF)  
External Code List (ECL)  
Emergency ECL

A DERF is a request for a new standard or modifications to existing standards. A DERF request may either be considered a DERF or a DERF/ECL.

A DERF request is designated a DERF if it is a request for a new standard or a modification to an existing NCPDP *standard or data element*.

A DERF request is designated a DERF/ECL if it is a request for an addition or modification to an NCPDP data element *value*.

A DERF request may be designated an Emergency DERF/ECL if it is a request for an addition or modification to an NCPDP data element *value* based on a regulatory or legislative requirement for compliance.

Any individual or group may 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. DERFs must be submitted by a specified date prior to a work group meeting to be considered at that work group meeting. See the DERF/New Project Form Calendar for submission and posting timeframes, <http://standards.ncpdp.org/Our-Process>.

### General DERF Process

1. Each DERF received is reviewed by staff for completeness and assigned a numeric identifier. If a DERF is determined to be reviewed as an ECL DERF, an ECL DERF number is assigned in addition to the originally assigned DERF number.
  - If an Emergency ECL DERF is submitted without justification the submitter will be notified prior to the Work Group meeting. The DERF will be not accepted without proper justification.
2. The DERF is submitted to Standardization Co-Chairs and Maintenance and Control Co-Chairs to determine the appropriate work group assignment for review.
  - An Emergency ECL DERF will automatically be assigned for review by WG1 Telecommunication and any other impacted work groups.
3. The DERF is provided to members prior to the next scheduled quarterly work group meeting via NCPDP's website. DERFs are posted two calendar weeks before the Work Group meeting on the individual work group pages and MC Maintenance and Control page of the NCPDP website.
4. The DERF is reviewed by work groups during the quarterly meeting. Submitters or their designee are strongly encouraged to attend the meeting in order to respond to any questions about the request.
5. The DERF may be
  - pended for more work;
  - approved;
  - approved with modifications;
  - or denied with reason(s).
  - (The DERF may also be withdrawn by the submitter.)

### PROCESS for Approved DERF

1. Once the DERF is approved at the work group level, a data maintenance ballot is prepared according to the semi-annual ballot schedule after February and August Work Group meetings.

- a. For example:
  - i. November DERFs, if approved, will be held for the ballot of February.
  - ii. February DERFs, if approved, will be combined with the approved November DERFs to produce a ballot.
2. The ballot information is distributed to the voting consensus group and to ANSI. Information is also distributed to non-consensus group NCPDP members and general public who may submit ballot comments. The ballot period is open for a minimum of 30 calendar days.
3. If the ballot reaches the required response percentage of the consensus group, the ballot comments are reviewed and categorized at work group. If categorized comments are substantial, the ballot will be recirculated with modifications made to the document(s) unless the comment/vote is either changed or withdrawn.
4. If recirculated, the ballot must reach consensus approval percentage to be considered a valid ballot.
5. Once the voting process is complete and the appeal deadline (30 calendar days from the posting of ballot results) has passed, the ballot sent to the Board of Trustees for approval.
6. Following Board approval, the NCPDP documents are prepared for publication.
  - a. A new release of the Data Dictionary and the External Code List are prepared that relate to the approved standard(s)/implementation guides.
7. The Council publishes announcements of the publication of materials.

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

#### **PROCESS for Approved External Code List (ECL)**

1. Once the DERF/ECL is approved at the work group level, a new release of the External Code List is prepared and included with the Data Dictionary. When applicable, the Emergency Telecommunication External Code List Value Addendum is published at the same time as the ECL. Refer to the “Process Overview for External Code List and Telecommunication Emergency External Code List” found on the NCPDP website under Standards Lookup of the Members Portal for the timeline.
2. The Council publishes announcements of the publication of materials.

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

## 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.