Preparing for NCPDP Joint Technical Work Group Meetings

September 2023
Agenda

• Registering for Work Group (WG) meetings
• WG Schedule & Agendas
• Navigating to Individual WG Pages
• Individual WG Pages
• Ballot Results
• DERFs, Project Development Forms, and the DERF Calendar
• Notifications During WG
Registering for WG Meetings

• Log into MyNCPDP.
• In the Upcoming Events box on the right-hand side of your screen, click “Register Now”.

UPCOMING EVENTS
August 2023 Work Group Meeting
Aug 2- Aug 4, Spokane, WA

Register Now
Registering for WG Meetings (continued)

Select the WGs you want to attend and click “Register”.

You will now see “Registered” in the Upcoming Events box.
Click on the WG meeting name.

At the bottom of the page, you will see the WG Schedule and Agenda buttons.
Navigating to Individual WG Pages

From your MyNCPDP dashboard, click the “Work Group Lookup” link under the Lookup Tools and Quick Links section.
Individual WG Pages

From here, you can select the WG you wish to see from the dropdown box as well as past meeting minutes, recaps, TG listing, and future meeting documentation.
Download Upcoming Meeting Documents

From your MyNCPDP dashboard, click the “Work Group Meeting Materials” link under the Lookup Tools and Quick Links section.

- NCPDP University
- Standards Lookup Tool
- Work Group Lookup
- Standards Data Maintenance
- Standards Correspondence
- Web-based Data Dictionary and ECL Proxy Designation
- **Work Group Meeting Materials**
- Purchase NCPDP Standards Table Data
- Standards Development Forms
Download Upcoming Meeting Documents
(continued)

From here, you can select the WG documents you want to view from any of the following WG links.

This will download a Zip file to your computer containing the documents.
Ballot Results

Results are located on each individual WG page. Clicking the link will download a zip file to your PC.
Data Element Request Forms (DERFs)

DERFs can be found on the MC Maintenance and Control page. Project Forms are also located here. These forms are reviewed in MC, and if approved, are sent to the Board for approval and assignment to a WG is made.
DERF Calendar

• You can find DERF deadlines and posting dates on the DERF calendar located on the Our Process page.
Notifications During WG Meetings

• Each evening, an email is sent to all attendees containing the following:
  – Important announcements
  – Transportation information
  – Wi-fi information
  – Meeting schedule for the next day

• Emails are sent during the day to notify attendees of WG adjournments and time changes as needed.
NCPDP strongly recommends downloading all documents and reviewing with your organization to allow ample time to determine applicable voting items and/or questions!
For questions, please contact Brian Goerlich, Manager, Membership Services.