

# **PROCESS OVERVIEW**

## **FOR**

# **EXTERNAL CODE LIST AND TELECOMMUNICATION**

# **EMERGENCY EXTERNAL CODE LIST**

*This document provides the procedures and rules for the requests and maintenance of the External Code values that support the NCPDP approved standards.*

February 2018

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# PROCESS OVERVIEW

## FOR EXTERNAL CODE LIST AND TELECOMMUNICATION EMERGENCY

### EXTERNAL CODE LIST

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Published by:  
National Council for Prescription Drug Programs

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# TABLE OF CONTENTS

|       |  |    |
|-------|--|----|
| I.    | INTRODUCTION .....   | 4  |
| A.    | What is an NCPDP-Defined External Code List? .....   | 4  |
| B.    | What is the recommended procedure when an NCPDP-assigned code set is replaced by an externally maintained code set and the values are out of sync? ..... | 4  |
| C.    | What is the recommended implementation process for values maintained by external entities? .....   | 4  |
| II.   | GENERAL PROVISIONS .....   | 4  |
| III.  | ECL IMPLEMENTATION PROCESS FOR THE TELECOMMUNICATION STANDARD .....  | 5  |
| IV.   | ECL Implementation Process for the SCRIPT Standard .....   | 7  |
| V.    | PROCESS FOR REQUESTING ECL MODIFICATIONS .....   | 8  |
| VI.   | RULES .....  | 11 |
| VII.  | ECL DERF BEST PRACTICES .....  | 12 |
| VIII. | ATTACHMENT A – DATA ELEMENT REQUEST FORM (DERF) .....  | 18 |
| IX.   | ATTACHMENT B – ECL FLOW CHART .....  | 19 |

## I. INTRODUCTION

This document provides the process to request additions, modifications, and deletions to the data element values existing in the NCPDP External Code List (ECL). It provides the rules governing the procedures and steps for this process and maintenance of the ECL as approved by the NCPDP Board of Trustees. In addition, this document outlines the ECL implementation process for the Telecommunication Standard which includes the Emergency ECL process and the Telecommunication ECL implementation time table used to facilitate consistency across the industry. This document also outlines the ECL implementation process for the SCRIPT Standard.

### A. WHAT IS AN NCPDP-DEFINED EXTERNAL CODE LIST?

An NCPDP External Code List is a list of value codes with descriptions for data elements. All data elements appear in the NCPDP Data Dictionary. However, values for data elements are not included in the NCPDP Data Dictionary and appear in a separate publication, called an NCPDP *External Code List*. A reference to the NCPDP ECL is made in the values column of the NCPDP Data Dictionary for applicable fields.

### B. WHAT IS THE RECOMMENDED PROCEDURE WHEN AN NCPDP-ASSIGNED CODE SET IS REPLACED BY AN EXTERNALLY MAINTAINED CODE SET AND THE VALUES ARE OUT OF SYNC?

The NCPDP-assigned code set values should be used until the implementation of the published NCPDP External Code List which contains the externally maintained code set. For the NCPDP Telecommunication Standard, use of the code set would occur as of the applicable NCPDP ECL implementation date (See [Section III ECL IMPLEMENTATION PROCESS FOR THE TELECOMMUNICATION STANDARD.](#))

### C. WHAT IS THE RECOMMENDED IMPLEMENTATION PROCESS FOR VALUES MAINTAINED BY EXTERNAL ENTITIES?

Many code lists/value lists are maintained by entities other than NCPDP. Updated publications of these code sets are determined by the vocabulary/code set owner. The industry should refer to the code set owners publication or implementation dates. Refer to the list of code set owners in the section titled “NCPDP USE OF EXTERNAL CODE LISTS AND VOCABULARIES” and for known publication dates the section “External Code Lists Quick Reference Chart (ECLQRC)” within the ECL Introduction for each publication. While certain standards and business cases may require immediate use of an updated external code set, NCPDP recommends implementation of external code lists no sooner than 180 days of the ECL publication. (For the NCPDP Telecommunication Standard, See [Section III ECL IMPLEMENTATION PROCESS FOR THE TELECOMMUNICATION STANDARD.](#))

## II. GENERAL PROVISIONS

Changes to the fields/values contained in the ECL generate a new release of the ECL (no more than quarterly). Itemized changes for each new release are tracked with the publication. A change may require comments in the field/value limitation columns if the change impacts the functionality of the Standard(s) in which the field resides.

Values for fields maintained in the ECL will not be listed in the Data Dictionary. A reference to the ECL will be made in the VALUES column of the Data Dictionary for applicable fields.

The ECL is intended to go hand-in-hand with the Data Dictionary and is a subset of that publication. There can be a new publication release of an ECL without a new publication release of the Data Dictionary within the same quarter. Should this occur, the new ECL publication release would be associated with the most recent prior release

of the Data Dictionary. Conversely, a new Data Dictionary publication release would not necessitate the publication of a new ECL within the same quarter. Should this occur, the last published ECL will be associated to the new publication release of the Data Dictionary.

To promote consistency, an ECL implementation process for the Telecommunication Standard has been defined and approved by the NCPDP membership.

### III. ECL IMPLEMENTATION PROCESS FOR THE TELECOMMUNICATION STANDARD

To achieve consistency and standardization across all industry participants, adoption of an annual ECL implementation schedule to incorporate up to four (4) ECL publications was enacted. The annual implementations are effective each October. Timing of the schedule is intended to avoid conflicts with the traditional peak in year-end and new-year business activities and assuring the needed ECL changes are ready in advance of those activities.

- The claim transaction date, versus the claim date of service should be used to determine the appropriate ECL publication and associated annual implementation date.

For expedited implementation of values added to the ECL that are specific to regulatory requirements, an **Emergency ECL Value Exception** process is allowed. While the normal quarterly ECL publication process will be followed, these “emergency approved” values will also be published and tracked.

- The Data Element Request Form (DERF) identifies requests for values required for regulatory and legislative compliance prior to the scheduled annual implementation date for the next ECL publication.
- The emergency implementation date must be documented on the DERF.
  - a. The emergency implementation date can be any date prior to the scheduled annual implementation date of the next ECL publication, but must be at least 180 days from the scheduled ECL publication date.

#### ECL Publication, Annual and Emergency ECL Implementation Chart

An ECL Publication and Implementation Chart was developed to provide key dates on which full ECL publications and ECL emergency values should be implemented across all industry participants supporting the NCPDP Telecommunication Standard.

#### KEY DATES:

- DERF APPROVAL DATE
  - Joint Technical Work Group (JTWG) meeting date when the ECL DERF was approved by Maintenance and Control
- ECL PUBLICATION DATE
  - Date when the new ECL containing the approved values is published
  - No more than four ECL publications will occur each year
- ANNUAL IMPLEMENTATION DATE
  - The annual implementation date of October 15 is the date when the ECL publications for the previous four quarters are implemented across all industry participants
- DAYS BETWEEN ECL PUBLICATION AND ECL IMPLEMENTATION DATES
  - Number of days between the ECL publication date and the annual ECL implementation date
  - Provides the industry a timeline as to how long it will be before new ECL values specific to the Telecommunication Standard will be available for use
- EMERGENCY IMPLEMENTATION DATE
  - The emergency implementation date is approved during the DERF review process when the Emergency ECL value(s) request is discussed

- Refer to the Adjudicated DERFs on the NCPDP website, MC Maintenance and Control page under the Member Portal for the approved emergency implementation date on each approved Emergency ECL DERF. This date will be **no earlier** than 180 days from the publication of the ECL containing the new ECL value(s)
    - The emergency implementation date can be any date prior to the scheduled annual implementation date of the next ECL publication, but must be at least 180 days from the scheduled ECL publication date
  - Examples
    - Example 1 – Approved for 180-day implementation (earliest allowed implementation date)
      - At the February 2016 Work Group meeting, Emergency ECL value is approved for 180-day implementation
        - **Annual Process:** ECL is published April 2016 and annual implementation scheduled for October 15, 2017 (562 days between publication and implementation)
        - **EMERGENCY Process:** ECL is published April 2016 and emergency implementation scheduled for October 15, 2016 (195\* days between publication and implementation)
    - \*Note: Because the emergency implementation date falls in October, it is the expectation that implementation will occur on the 15<sup>th</sup> rather than the 1<sup>st</sup> to support synchronization with the annual implementation schedule.
    - Example 2 – Approved for a specific requested date (greater than 180-day implementation but before the annual ECL implementation date):
      - At the February 2016 Work Group meeting, Emergency ECL value is approved for January 1, 2017 implementation
        - **Annual Process:** ECL is published April 2016 and annual implementation scheduled for October 15, 2017 (562 days between publication and implementation)
        - **EMERGENCY Process:** ECL is published April 2016 and emergency implementation scheduled for January 1, 2017 (275 days between publication and implementation)

The information in the chart below is applicable to ECL DERFs and Emergency ECL DERFs only. Changes to the ECL which are included on a DERF are subject to the ballot process and do not follow the chart below<sup>1</sup>.

Publication of Emergency ECL values would occur after the approval of an Emergency ECL DERF at any of the quarterly NCPDP JTWG meetings. Publication of Emergency ECL values would require a publication of an External Code List to support the approved change(s) made for the Emergency ECL values. No more than four External Code List publications will occur each year.

**ECL Publication, Annual and Emergency ECL Implementation Chart**

| ECL DERF Approval Date | ECL Publication Date | Emergency Telecommunication ECL Value Publication Date (if applicable) | Annual Implementation Date | Days Between ECL Publication Date and ECL Implementation Date | #Earliest Emergency Implementation Date = ECL Publication Date + 180 Days |
|------------------------|----------------------|--|----------------------------|---|---|
|                        |                      |  |                            |   |   |
|                        |                      |  |                            |   |   |
|                        |                      |  |                            |   |   |
|                        |                      |  |                            |   |   |

| ECL DERF Approval Date | ECL Publication Date | Emergency Telecommunication ECL Value Publication Date (if applicable) | Annual Implementation Date | Days Between ECL Publication Date and ECL Implementation Date | #Earliest Emergency Implementation Date = ECL Publication Date + 180 Days |
|------------------------|----------------------|--|----------------------------|---|---|
| 11/01/2016             | 01/01/2017           | 01/01/2017   | 10/15/2018                 | 652   | 07/01/2017  |
| 02/01/2017             | 04/01/2017           | 04/01/2017   | 10/15/2018                 | 562   | *10/15/2017   |
| 05/01/2017             | 07/01/2017           | 07/01/2017   | 10/15/2018                 | 472   | 01/01/2018  |
| 08/01/2017             | 10/01/2017           | 10/01/2017   | 10/15/2018                 | 379   | 04/01/2018  |
| 11/01/2017             | 01/01/2018           | 01/01/2018   | 10/15/2019                 | 652   | 07/01/2018  |
| 02/01/2018             | 04/01/2018           | 04/01/2018   | 10/15/2019                 | 562   | *10/15/2018   |
| 05/01/2018             | 07/01/2018           | 07/01/2018   | 10/15/2019                 | 472   | 01/01/2019  |
| 08/01/2018             | 10/01/2018           | 10/01/2018   | 10/15/2019                 | 379   | 04/01/2019  |
| 11/01/2018             | 01/01/2019           | 01/01/2019   | 10/15/2020                 | 653   | 07/01/2019  |
| 02/01/2019             | 04/01/2019           | 04/01/2019   | 10/15/2020                 | 563   | *10/15/2019   |
| 05/01/2019             | 07/01/2019           | 07/01/2019   | 10/15/2020                 | 472   | 01/01/2020  |
| 08/01/2019             | 10/01/2019           | 10/01/2019   | 10/15/2020                 | 380   | 04/01/2020  |
| 11/01/2019             | 01/01/2020           | 01/01/2020   | 10/15/2021                 | 653   | 07/01/2020  |
| 02/01/2020             | 04/01/2020           | 04/01/2020   | 10/15/2021                 | 562   | *10/15/2020   |
| 05/01/2020             | 07/01/2020           | 07/01/2020   | 10/15/2021                 | 471   | 01/01/2021  |
| 08/01/2020             | 10/01/2020           | 10/01/2020   | 10/15/2021                 | 379   | 04/01/2021  |

<sup>1</sup>The release of new ballots for approved DERFs occurs after the February and August Work Group meetings. DERFs approved at the May and November Work Group meetings are held for the respective ballot release after the February and August Work Group meetings. (NOTE: When applicable, the re-circulation of ballots occurs after the May and November Work Group meetings.) Following Board approval of the ballots at the end of the ballot process, any changes to the ECL within the ballot will be published on the next quarterly publication date.

#The emergency implementation date can be any date prior to the scheduled annual implementation date of the next ECL publication, but must be at least 180 days from the scheduled ECL publication date.

\*Note: Because the emergency implementation date falls in October, it is the expectation that implementation would occur on the 15<sup>th</sup> rather than the 1<sup>st</sup> to support synchronization with the annual implementation schedule.

#### IV. ECL IMPLEMENTATION PROCESS FOR THE SCRIPT STANDARD

1. Quarterly
  - a. WG approves DERF (Implementation Guides need to be reviewed for any changes)
    - i. DERFS that require ballot are
      1. New fields
      2. Modifications to definitions of existing fields
      3. Field format changes
      4. Field size changes
      5. Additions or modification to Implementation Guides
    - ii. DERFS that do not require ballot are: (Unless there are Implementation Guide changes)
      1. New code values to existing data elements
      2. Modification to definition of a code value and/or annotation of the code value
  - b. Schema updates
    - i. DERFs that do not require ballot
      1. The ecl.xsd is updated
        - a. Version number will equal SECL20YYMMx where YYMM is the year and month and x is the sequence
      2. Web enabled ECL is updated with the appropriate values

- ii. DERFs that require ballot
      - 1. Schemas will be updated including an ecl.xsd for the ballot
- 2. February and August Ballot Cycle
  - a. Documentation for ballot prepared
  - b. Schemas updated (including the ecl.xsd which is **not** a balloted item) if there were changes in DERFs that require ballot.
  - c. Ballot period opens
  - d. Ballot adjudicated
    - i. If approved
      - 1. Schema is published (datatypes, structures, script, specialized, transport) with appropriate version number
      - 2. Ecl.xsd is published with appropriate version number –will be in sync with the balloted version
        - a. Will include updates for non-balloted DERFs from current DERF cycle
      - 3. Web-enabled DD and ECL will be updated with the modifications from the new elements and values from the ballot as well as the non-balloted items from the WG meeting.
    - ii. If not approved
      - 1. Schema is created (datatypes, structures, script, specialized, transport) with appropriate version number – changes resulting from comments made
        - i. Ecl.xsd is created and updated if ECL DERFs were approved in the interim
      - 2. At November WG – for the annual implementation consideration
        - a. Membership is presented a list of code values that have been added since the last annual update (based on the implementation dates in the process document) and given the associated ecl.xsd version that should be implemented on October 15th of the following year. Implementation is recommendation only and not a mandate
        - b. Vote is taken to implement or not
          - i. If no, changes will roll until the next year’s consideration
            - 1. Notification sent out via NCPDP and task group that no annual implementation planned for 20XX
          - ii. If yes, implementation proceeds
            - 1. Notification sent out via NCPDP and task groups of the version for annual implementation.

## V. PROCESS FOR REQUESTING ECL MODIFICATIONS

All requests for additions, deletions, and changes, including, when applicable, the implementation timelines, of data element values must be sent on a Data Element Request Form (DERF). The ECL process follows many of the established rules of the DERF process (<https://www.ncpdp.org/Standards-Development/Development-Process>) including submission timelines and notification processes; however some steps in the approval process are different.

The DERF will have two separate numbering systems, one for a DERF and one for an ECL DERF. The reasons the DERF and ECL DERF are submitted on the same form include:

- Ease and acquaintance with filling out the DERF form.
- An ECL DERF request may need to follow the DERF process if the request is determined to be a balloted item.



- A DERF request may need to follow the ECL DERF process if the request is determined to be an ECL request.

ECL DERF Process Flow:

1. In order for a DERF (Attachment A) to be reviewed at the next quarterly JTWG meeting, it must be submitted to the Council office by the date specified on the *DERF/New Project Form Calendar* (<http://www.ncpdp.org/Standards/Standards-Development-Process>).
2. The DERF is date-stamped and assigned the next sequential DERF number.
3. Copies of the DERF are sent to the Standardization Co-Chairs and the MC Co-Chairs for review; where consensus is reached on whether the DERF should be reviewed as a DERF or an ECL DERF.
  - 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. The ECL DERF number will appear in the upper right hand corner of the form under the DERF number.
  - If the ECL DERF 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 (See step 4 below) prior to the Work Group meetings and the request follows the defined ECL DERF process.
2. Once review is completed by the Standardization Co-Chairs and the MC Co-Chairs, the DERF is assigned to the applicable Work Group(s).
3. Each ECL request is reviewed by staff to ensure the same value does not already exist for the field and a new ECL request is not for a field currently in ballot or is included on DERF(s) to be reviewed. A list of the existing codes for the field is added to the electronic DERF for reference. All affected Standards' examples and stand-alone Implementation Guides (i.e., Medicaid Subrogation) should be reviewed by staff prior to the work group meetings to ensure the added/deleted values requested do not change the intent of the examples. Any conflicts will also be noted on the DERF.
4. An email memorandum to include the below information is sent from NCPDP staff to the submitter, acknowledging receipt of the DERF.
  - o the title or reason for the DERF,
  - o the number(s) assigned,
  - o the fact that it was determined to be an ECL request or an Emergency ECL request,
  - o Work Groups assigned to review the DERF.

The email also explains the importance of the submitter's presence in those designated Work Groups when the DERF is reviewed.

5. Prior to the JTWG meeting, copies of the appropriate DERFs are distributed to the Council Staff Liaisons and Work Group Co-chairs for their review.
6. Two weeks prior to the JTWG meeting, the membership is notified of the DERF(s) to be reviewed during the work group meetings. ECL DERFs and Emergency ECL DERFs are identified as such on the DERF. ECL DERFs may then be downloaded from the Maintenance and Control (MC) webpage or the appropriate Work Group web page. Members unable to attend the JTWG meeting may submit comments to the assigned Work Group Co-Chairs and Liaison.
7. ECL DERFs are reviewed by applicable Work Group(s). (*For Emergency ECL DERFs, consideration should be made to the status of the regulation (finalized versus proposed)*). Any modification and actions taken by

the Work Group(s) are recorded by the Standards Development Liaison in the DERF Modifications area on the last page of the DERF. This documentation reflects:

- Approved/Reviewed with no modifications
  - Approved/Reviewed with modifications (modifications recorded on the DERF or accompanying document)
  - Pended by work group (reason is supplied)
  - Denied by Work Group
  - Withdrawn by submitter
  - Changed ECL DERF to a DERF only
8. MC will review the modifications and actions taken by the Work Group(s). Co-Chairs (or their appointed representatives) are responsible for presenting the results of their Work Group's discussion.
    - If during MC discussion, it is determined individual Work Group modifications to the ECL/DERF are in conflict and cannot be resolved, MC may refer the ECL/DERF back to the impacted work group(s) for further discussion.
    - If there are differences in the actions taken by more than one Work Group, MC will determine the final action.
  9. MC approval, with or without modifications is recorded by the MC Liaison in the DERF Modifications area on the last page of the DERF. The final disposition of the ECL DERF as determined by MC is documented on the first page of the ECL DERF.
  10. The numbers assigned to a DERF/ECL DERF follow the DERF until final disposition. All modifications and changes to a DERF/ECL DERF occurring during the Work Group review process are made to the original DERF/ECL DERF. Submission of a new DERF and assignment of a new number will only be required if the stated business purpose for submission of the DERF/ECL DERF is modified significantly during the review process.
  11. After the JTWG meetings, the Standards Advisor notifies the submitter of the outcome of the DERF. All reviewed DERF(s) are posted on the MC Webpage and include modifications and disposition.
  12. ECL values for approved ECL DERFs are assigned by staff prior to publication.
  13. Approved ECL DERFs are published in the next release of the ECL.
    - The modifications made to each publication of an ECL are identified, along with their associated DERF, within the web-enabled Publication Modifications.
  14. Approved Emergency ECL DERFs are published after the Work Group meeting at which they are approved and would generate the publication of an ECL listing the Emergency Telecommunication values no more than quarterly.
    - Each publication release of an ECL identifies the modifications made within that publication and, when applicable, the Emergency ECL publication date.

## VI. RULES

Field values maintained in the External Code List must not be listed in a Standard's Specifications document and Implementation Guide. Values may be referred to as guidance for usage, but lists of values will not be allowed.

A DERF for ECL modification may only be submitted for an approved field. Such a request may not be submitted on a field that is being balloted as a new field.

General Rules:

- 1) Field values may be sunset.
- 2) Once field values are sunset, those values will not be reassigned to the same field.
- 3) Changes to values should be for descriptive purposes (an acronym change for example) and not to redefine a value; or for implementation timelines.
- 4) External business rules will not be added to the ECL.

The Work Group should also apply due diligence to ensure:

- the value request does not conflict with existing codes
- the value request does not have the same meaning as existing codes
- the value request does not require value additions to associated fields, (e.g. COB processing)

## VII. ECL DERF BEST PRACTICES

The following best practices are for the completion and submission of an External Code List (ECL) Data Element Request Form (DERF) when requesting additions, modifications, and/or deletions to any current data element values existing in the NCPDP External Code List. The most current DERF document on the NCPDP website must be used as it contains the most up to date information required for submission of a [DERF](#).

An ECL DERF is submitted for the following types of requests<sup>1</sup>:

- A new value for an existing data element
- A modification to the description, definition or value limitations of an existing ECL value for an existing data element. The addition of a value limitation, where one did not previously exist, is also considered a modification.
- A deletion or the sunseting of an existing ECL value for an existing data element.

When requesting to change or sunset an existing ECL value or add a new value to an existing data element, there are two considerations that should be made:

1. Is the data element used by more than one NCPDP standard?
  - a. If yes, those standards should be checked in the section of the DERF titled “*NCPDP Standards/Implementation Guides: Indicate Which Standard(s) Are Impacted By This Request Section.*”

Below is an example of a data element used by multiple standards. The Standards that utilize the data element are listed in the Standard Formats:

# Compound Dispensing Unit Form Indicator

## 451-EG

NCPDP standard product billing codes.

|                  |   |
|------------------|---|
| FIELD FORMAT     | 9(1)  |
| STANDARD FORMATS | Telecommunication Standard (T), Universal Claim Form (Z), Workers' Compensation/ Property & Casualty Form (W) |
| EDITORIAL NOTE   | NCPDP Standing Operating Procedures Metric Policy requires an update should any value change.                 |

| VALUES FOR ALL STANDARD FORMATS |  |
|---------------------------------|--|
| VALUE                           | DESCRIPTION  |
| 1                               | Each<br><i>Being one or individual.</i>  |
| 2                               | Grams<br><i>A metric unit of mass equal to one thousandth of a kilogram.</i>         |
| 3                               | Milliliters<br><i>A metric measure of volume equal to one thousandth of a liter.</i> |

<sup>1</sup> When a new data element is being requested which will have ECL values, the ECL values are requested as part of the DERF for the new data element.

2. Are the values for the data element(s) shared (refer to the shared code list) with other data elements?
  - a. If yes and the other data elements are used by multiple NCPDP Standard(s), follow the process in #1 above.
  - b. If yes and the other data elements are in a single NCPDP standard, include the applicable requested ECL change(s) to all impacted data elements and/or note which data elements are not impacted by the requested ECL change(s).

Below is an example of data element with a shared code list. In addition to displaying the ECL values for the data element, the shared code list is displayed:

# Clinical Significance Code

## 528-FS

Code identifying the significance or severity level of a clinical event as contained in the originating database.

|                  |                                |
|------------------|--------------------------------|
| FIELD FORMAT     | x(1)                           |
| STANDARD FORMATS | Telecommunication Standard (T) |

| SHARED CODE LIST: Clinical Significance Code Values |       |                                     |                          |
|---|-------|-------------------------------------|--------------------------|
| Definition  | Value | Clinical Significance Code (528-FS) | ClinicalSignificanceCode |
| Not Specified                                       | BLANK | •                                   | •                        |
| Major   | 1     | •                                   | •                        |
| Moderate  | 2     | •                                   | •                        |
| Minor   | 3     | •                                   | •                        |
| Undetermined  | 9     | •                                   | •                        |

### General Recommendations:

- To limit confusion with identical acronyms used throughout the industry which may have different descriptions, it is recommended to spell out any acronyms that are used. Acronyms can always be provided within parenthesis along with the description if needed.
  - For example :
    - Average Wholesale Price (AWP)
    - Any Willing Provider (AWP)
- It is recommended to check the impacted standards' implementation guides and the Telecommunication Standard's Editorial Guide, if applicable, for any references to the ECL value for which a modification or removal is being requested. The requested changes to the ECL value may need to be reflected in these

documents in addition to the ECL. It is important to note that if a standard’s implementation guide needs to be changed then the DERF has to be balloted and no longer qualifies as an ECL DERF. The relevant content from the impacted implementation guide(s) should be excerpted and modified as part of the DERF documentation. Any related changes to the Telecommunication Standard’s Editorial Guide should be presented to the appropriate task group and Work Group 1 Telecommunication for approval.

- Unless there is a direct association between/amongst the requested values, it is recommended to not combine requests for changes to ECL values for existing data elements on the same DERF as a request for a new data element. A new data element requires the DERF to be balloted and it would no longer qualify as an ECL DERF. Consequently, the implementation of the ECL changes to the existing data element would be delayed until the ballot process is complete.
- When requesting an ECL value for “other”, there should be a clearly defined limitation or explanation regarding its use. The value of “other” when added to data elements is intended for short-term usage for situations where the existing values do not describe or accommodate the reason for use of the data element. Consistent use of the value of “other” for the same reason is indicative of the need for the addition of a new value and an ECL DERF should be submitted to describe the need and request a new value.

Example: A25-ZM - Prescriber Alternate ID Qualifier Value 99

| Value | Description   |
|-------|---|
| 99    | Other<br><i>Used to identify other health plans and enumerating organizations not listed above.</i> |

Example: 420-DK – Submission Clarification Code Value 2

| CODE | DESCRIPTION  |
|------|--|
| 2    | Other Override<br>Value Limitation:<br>To be used when authorized by the payer in business cases not currently addressed by other SCC values |

**Key Information to include in the ECL DERF**

**NCPDP STANDARDS/IMPLEMENTATION GUIDES SECTION**

Mark the check box for all the standards that utilize the data element whose ECL values are being modified. Within the web-enabled Data Dictionary entry for each data element and within the web-enabled ECL entry for data elements with ECL values, there is a list of the Standards which utilize the data element.

Example from ECL Entry:

# DUR/PPS Level Of Effort

## 474-8E

Code indicating the level of effort as determined by the complexity of decision-making or resources utilized by a pharmacist to perform a professional service.

|                  |   |
|------------------|---|
| FIELD FORMAT     | 9(2)  |
| STANDARD FORMATS | Post Adjudication Standard (A), Telecommunication Standard (T), Universal Claim Form (Z), Workers' Compensation/ Property & Casualty Form (W) |

## **BUSINESS CASE/PURPOSE SECTION**

First, indicate or summarize the request in the DERF. Then include the business case and what precipitated the need for the ECL DERF request. If it is an Emergency ECL DERF, it is required to reference the legislation or regulation as part of the business need.

### 1. Example for New ECL value

*This DERF requests a new ECL value for A28-ZR Adjudicated Program Type, C47-9T Other Payer Adjudicated Program Type, C48-9U N Payer Adjudicated Program Type and A29-ZS Reported Adjudicated Program Type.*

*The new ECL value is needed for the situation where the program is CMS Programs of All-Inclusive Care for the Elderly (PACE) - a CMS program that provides comprehensive medical and social services to certain frail, community-dwelling elderly individuals, most of whom are dually eligible for Medicare and Medicaid benefits.*

### 2. Example for Change to an existing ECL value

*This DERF is requesting a change to the Patient Residence code definition for value "9" from Intermediate Care Facility/Mentally Retarded to Intermediate Care Facility/Individuals with Intellectual Disabilities.*

*CMS has changed the Place of Service name for code 54 from Intermediate Care Facility/Mentally Retarded to Intermediate Care Facility/Individuals with Intellectual Disabilities. The Patient Residence (384-4X) codes stemmed from the Place of Service Code values.*

### 3. Example of Sunsetting an existing ECL value:

*WG9 PDMP Task Group requests to sunset value 06 in the Intermediary ID Type Entity, Field B46-8J. 06 – Patient Representative – Entity/Person acting on behalf of the Patient*

*The business case for adding value 06 Patient Representative was for PDMP Use. However, during additional review of the business case it has been determined this value represents post adjudication information and is more appropriately used in the C1 Controlled Substance Batch Standard.*

### 4. Example of Business Case for Emergency ECL DERF:

*This DERF is requesting a new reject code (511-FB) and Approved Message Code (548-6F) to support prescriptive authority validation, where the Prescriber is licensed as a provider type (e.g. taxonomy), but prescriptive authority may be restricted. This is an emergency ECL request based on recent State legislative changes: 689.683 Prescription and dispensation of certain contraceptives; rules; insurance coverage. [https://www.oregonlegislature.gov/bills\\_laws/ors/ors689.html](https://www.oregonlegislature.gov/bills_laws/ors/ors689.html)*

## **NEW DATA ELEMENT SECTION**

The New Data Element section will not be completed for an ECL DERF because the ECL DERF is requesting changes to the values for existing data elements. The Reject Code sub-section is for requesting reject codes for new data elements.

## **CHANGE EXISTING DATA ELEMENT SECTION**

The Values box will be checked for "Requested Change to".

### 1. New ECL Value

All ECL DERFs requesting a new value must include a value description

- The value itself is assigned by the NCPDP staff, however a submitter may request specific values
- Due to user interface limitations, the recommended value description should be **100 characters or less** for Reject Code Descriptions and Approved Message Code Descriptions

Example: New value for A28-ZR Adjudicated Program Type

| Field Number : A28   |   | ID: ZR   | Name or XML tag: Adjudicated Program Type |  |   |
|--|---|--|---|--|---|
| Requested change to <i>(choose at least one)</i> :   |   | Size <input type="checkbox"/>  | Format <input type="checkbox"/>           | Values <input checked="" type="checkbox"/> | Definition <input type="checkbox"/> Name <input type="checkbox"/> |
| Limitations to change: (i.e. "Used in Versions XX and above.")   |   |  |   |  |   |
| Summarize Proposed Changes <i>(Use attachments if necessary)</i> : Add new value for PACE                |   |  |   |  |   |
| Codes/Values – every code/value change must include a definition <i>(Use attachments if necessary)</i> : |   |  |   |  |   |
| Value Suggested  | Value Description <i>(required)</i>                   | Value Description Definition <i>(as needed for clarity)</i>  |   | Value Limitations <i>(not required)</i>    |   |
| XX   | Programs of All-Inclusive Care for the Elderly (PACE) | A CMS program that provides comprehensive medical and social services to certain frail, community-dwelling elderly individuals, most of whom are dually eligible for Medicare and Medicaid benefits. |   |  |   |

2. Change to an Existing ECL Value

Include the existing information for the ECL value and note what is being changed by having the current value and change to values.

Example: Change to Submission Clarification Code (420-DK) value 4.

| Field Number : 420   |  | ID: DK   | Name or XML tag: Submission Clarification Code |  |   |
|--|--|--|--|--|---|
| Requested change to <i>(choose at least one)</i> :   |  | Size <input type="checkbox"/>  | Format <input type="checkbox"/>                | Values <input checked="" type="checkbox"/> | Definition <input type="checkbox"/> Name <input type="checkbox"/> |
| Limitations to change: (i.e. "Used in Versions XX and above.")   |  |  |  |  |   |
| Summarize Proposed Changes <i>(Use attachments if necessary)</i> : Change the value description and definition for value of 4. |  |  |  |  |   |
| Codes/Values – every code/value change must include a definition <i>(Use attachments if necessary)</i> :                       |  |  |  |  |   |
| Value Suggested  | Value Description <i>(required)</i>                              | Value Description Definition <i>(as needed for clarity)</i>  |  | Value Limitations <i>(not required)</i>    |   |
| 4  | From: Lost Prescription<br>To: Lost/ <b>Damaged</b> Prescription | From: The pharmacist is indicating that the cardholder has requested a replacement of medication that has been <b>damaged or</b> lost.<br><br>To: The pharmacist is indicating that the cardholder has requested a replacement of medication that has been <b>damaged or</b> lost. |  |  |   |

3. Example of the sunset (removal) of an existing ECL value:

Include the existing information for the ECL value and note the deletion. Be sure to populate the 'Summarize Proposed Changes'.



Example: Sunset Intermediary ID Type Entity (B46-8J) Value 06

|  |                                     |   |  |  |   |
|--|-------------------------------------|---|--|--|---|
| Field Number : B46   |                                     | ID: 8J  | Name or XML tag: – INTERMEDIARY ID TYPE ENTITY |  |   |
| Requested change to <i>(choose at least one)</i> :   |                                     | Size <input type="checkbox"/>                               | Format <input type="checkbox"/>                | Values <input checked="" type="checkbox"/> | Definition <input type="checkbox"/> Name <input type="checkbox"/> |
| Limitations to change: (i.e. "Used in Versions XX and above.")   |                                     |   |  |  |   |
| Summarize Proposed Changes <i>(Use attachments if necessary)</i> : SUNSET ECL VALUE 06 PATIENT REPRESENTATIVE – ENTITY/PERSON ACTING ON BEHALF OF THE PATIENT. |                                     |   |  |  |   |
| Codes/Values – every code/value change must include a definition <i>(Use attachments if necessary)</i> :   |                                     |   |  |  |   |
| Value Suggested  | Value Description <i>(required)</i> | Value Description Definition <i>(as needed for clarity)</i> |  | Value Limitations <i>(not required)</i>    |   |
| 06   | Patient Representative              | Entity/Person acting on behalf of the patient               |  |  |   |

**REQUESTING EMERGENCY ECL CHANGE SECTION**

For an Emergency ECL DERF, in addition to the business case, include information similar to the information below in the Reason for Emergency Change / Reference to Regulation or Legislation section of the DERF. Note: In order to be considered an Emergency ECL DERF, either the actual language from the regulation or a link to the relevant regulation must be included on the DERF.

689.683 Prescription and dispensation of certain contraceptives; rules; insurance coverage *(link below)*  
[https://www.oregonlegislature.gov/bills\\_laws/ors/ors689.html](https://www.oregonlegislature.gov/bills_laws/ors/ors689.html)

BE IT ENACTED BY THE PEOPLE OF THE STATE OF OREGON:

SECTION 1. SECTION 2 OF THIS 2015 ACT IS ADDED TO AND MADE A PART OF ORS CHAPTER 689.

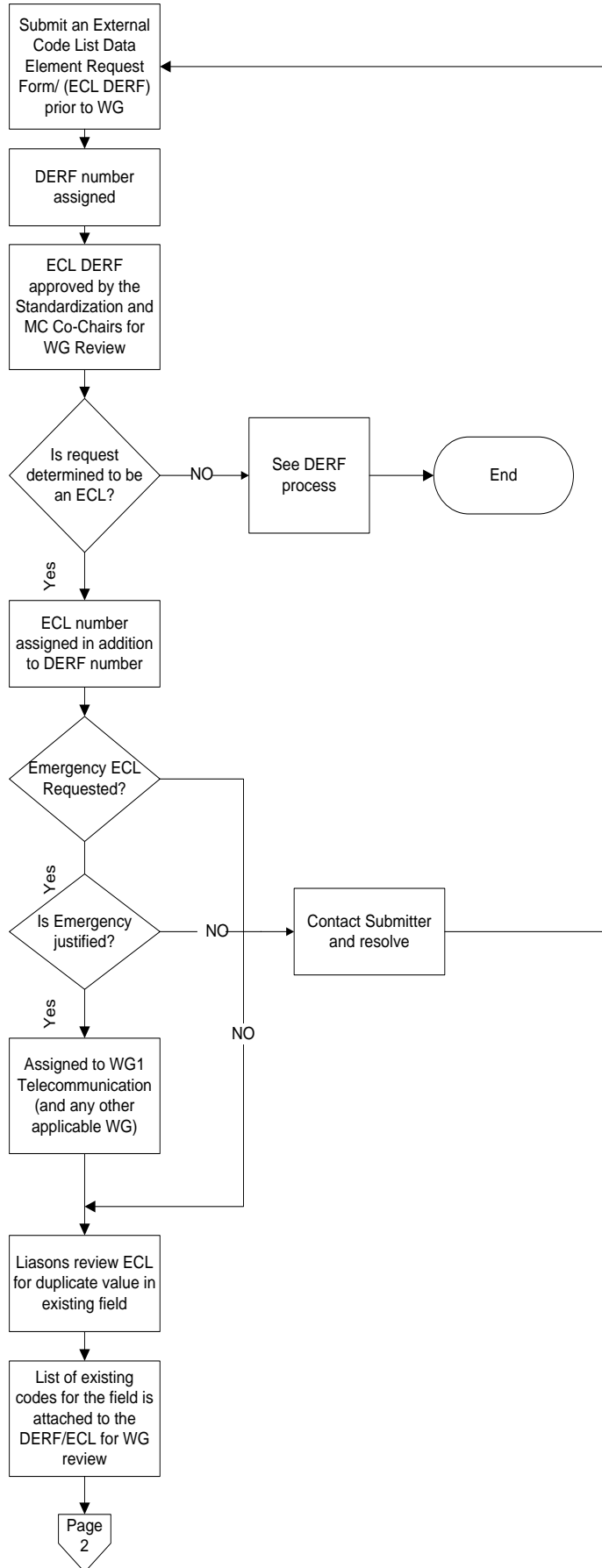
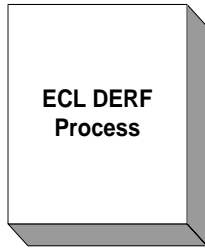
SECTION 2. (1) IN ACCORDANCE WITH RULES ADOPTED BY THE STATE BOARD OF PHARMACY UNDER ORS 689.205, A PHARMACIST MAY PRESCRIBE AND DISPENSE HORMONAL CONTRACEPTIVE PATCHES AND SELF-ADMINISTERED ORAL HORMONAL CONTRACEPTIVES TO A PERSON WHO IS:

(A) AT LEAST 18 YEARS OF AGE, REGARDLESS OF WHETHER THE PERSON HAS EVIDENCE OF A PREVIOUS PRESCRIPTION FROM A PRIMARY CARE PRACTITIONER OR WOMEN’S HEALTH CARE PRACTITIONER FOR A HORMONAL CONTRACEPTIVE PATCH OR SELF-ADMINISTERED ORAL HORMONAL CONTRACEPTIVE; OR (B) UNDER 18 YEARS OF AGE, ONLY IF THE PERSON HAS EVIDENCE OF A PREVIOUS PRESCRIPTION FROM A PRIMARY CARE PRACTITIONER OR WOMEN’S HEALTH CARE PRACTITIONER.

**VIII. ATTACHMENT A – DATA ELEMENT REQUEST FORM (DERF)**

For a copy of the DERF document, go to <http://www.ncdp.org/Standards-Development/Development-Process>.

**IX. ATTACHMENT B – ECL FLOW CHART**



**ATTACHMENT B – ECL FLOW CHART (page 2)**

