NCPDP EXTENSION REGISTRY STEPS

A GUIDE TO SUBMITTING AN EXTENSION REGISTRY FORM

June 2020

National Council for Prescription Drug Programs
9240 East Raintree Drive
Scottsdale, AZ 85260-7518

Phone: (480) 477-1000
Fax: (480) 767-1042

NCPDP®

Extension Registry Steps
Version 1.1

NCPDP recognizes the confidentiality of certain information exchanged electronically through the use of its standards. Users should be familiar with the federal, state and local laws, regulations and codes requiring confidentiality of this information and should utilize the standards accordingly.

Table of Contents

Background

An XML extension is an element which extends an existing complexType element.

The NCPDP XML specification is built based on generally agreed common requirements that have been identified by the industry. Specific implementations, however, might have requirements that are not part of the generally agreed common requirements or trading partners might have a need to urgently communicate information not supported by the version of the standard in use. Extensions allow trading partners the flexibility to implement solutions in the absence of standard support within the NCPDP specification.

Rules

The following rules must be observed:
- The core schema must be followed.
- Extensions must not contradict the base standard.
- Extensions must not alter content from the base standard.
- Extensions must not be used when standard fields are available.
- ECL values cannot be modified by extensions.
- Unrecognized extensions may be ignored or rejected.
- Extensions shall not be sent unless there is a trading partner agreement or published in an approved registry maintained by NCPDP.

Extension Element

Every XML element in the NCPDP specification that is a complex data type, with the exception of elements that are a choice or themselves only contain one child element, includes an optional Extension child element that may repeat any number of times. A complex data type is defined as an XML element that contains child elements. The only exception to this rule is the MessageType and BodyType complex data types will not contain child Extension elements, as allowing Extension within MessageType would not give it any context and allowing Extension within BodyType would allow custom message types, which is not the intent. All other complex data types will contain an optional child Extension for consistency.

Submitting an Extension for inclusion in the NCPDP Extension Registry

Obtaining an Extension Registry Form

The [Extension Registry Form](#) is available on the NCPDP website for download. The Extension Registry Form must be filled out completely. The submitter's contact information must be included, as well as any other representative who can address the extension.

Limitations to Extension Registry Form Entry

One form is required for each NCPDP Standard. Multiple versions of a standard may appear on the same form.

Where to Submit the Extension Registry Form

The Extension Registry Form must be emailed to registryextension@ncpdp.org.

Timeline for Submitting a Form

A form may be submitted at any time.

High Level Extension Registry Steps

The following are the high-level steps for the Extension Registry process. *These steps assume the extension is approved.*

1. Download an Extension Registry Form from the website.

2. Complete the Extension Registry Form.

3. Submit the Extension Registry Form to the Council via email.

4. Extension Registry Form is reviewed by Standards Development Staff for proper completion and to ensure there is no duplication of an existing registered extension or a duplicative extension request in process.

5. Extension Registry Form is routed to the appropriate task group for review and approval. Extensions to the SCRIPT or Specialized Standard will be sent to the WG11 SCRIPT Implementation Recommendations (SIR) Task Group. Extensions to the Real-Time Prescription Benefit (RTPB) Standard will be sent to the MC Real-Time Prescription Benefit Standard Task Group.

6. Extension Registry Form is recommended for publication by the task group members at a scheduled task group meeting.

7. The Extension Registry Form is returned to the Standards Development Staff for publication on the NCPDP website.

8. The Standards Development staff publishes the Extension Registry form to the Extension Registry page on the NCPDP website.

9. The extension registry steps are complete.

Initial Extension Registry Process

1. The extension form is received by NCPDP Standards Development staff to verify the form is complete and is not a duplicate of an existing registered extension or an existing registered extension name or a duplicative extension request in process. If the form is not complete, the Standards Development Staff will contact the submitter for more information.

2. If complete and non-duplicative, the extension form is dated and assigned the next available sequential number. The date and sequential number are entered on the document.

Extension Registry Process

1. The extension form is sent to the appropriate Standards Development staff liaison. The Standards Development staff liaison adds an agenda item to an upcoming task group call and provides meeting information to the submitter of the form. The form is placed on the NCPDP Collaborative Workspace in the appropriate task group meeting folder.

2. The extension form is reviewed by the task group members.
   Note: It is strongly recommended the submitter (or a designee) be present on the task group call. The submitter (or a designee) will be given the opportunity to introduce the extension and to answer questions about the extension.

3. The task group members will vote on the extension.

4. The task group discussion of the extension will result in one of the following actions:
   1) Approved - The extension will be published.
   2) Disapproved - The deliberations of the task group will be documented and communicated to the submitter.
   3) Pended - During the task group discussion, the attendees may request more information or run out of discussion time. The extension will be discussed during subsequent meetings.

5. If approved or disapproved, the Extension Registry Form is returned to the Standards Development staff for final processing.
   1) If approved, the Standards Development staff publishes the Extension Registry Form to the Extension Registry page on the NCPDP website and notifies the submitter.
   2) If disapproved, the Standards Development staff notifies the submitter of the disapproval and the reasons why the extension was disapproved.

6. If pended, the Extension Registry Form remains with the task group until a final disposition, approved or disapproved, is reached.

Membership Notification

For approved Extension Registry Forms, the Standards Development staff will create an article to be included in the next *NCPDP NOW*.

Resubmitting an Extension

If an extension is not approved by the task group, the submitter may submit a new Extension Registry Form addressing the reasons for disapproval.