POLICIES AND PROCEDURES
Administrative Uniformity Committee (AUC)

1. Policy #
   010

2. Policy Title
   Process to Bring Questions/Issues/Agenda Items to the AUC

3. Purpose
   This policy and procedure documents the communication process for member organizations and non-member
   interested parties desiring the AUC to consider working on a particular issue related to administrative
   simplification that would benefit Minnesota.

4. Organizational Scope
   This policy and procedure applies to the AUC Executive and Operations Committees, AUC member
   organization participants, TAGs, Work Groups (WG) and non-member organization interested parties.

5. Policy Statement
   Organizations or interested parties should complete AUC Business Need Explanation form (known as the SBAR
   form and found on the AUC web site) and submit to health.auc@state.mn.us to determine action to be taken.
   This policy does not apply to requests for changes to the companion guide which should be submitted using
   the Minnesota Companion Guide Work Request form.

6. Definitions
   N/A

7. Procedure
   7.1 An organization or interested party completes the AUC Business Need Explanation Form (SBAR)
       and the Medical Code TAG Decision Tree Form (for coding issues only) and submit both completed
       forms to health.auc@state.mn.us.

   7.2 The forms are forwarded to the applicable TAG and the Executive Committee. The Executive
       Committee reviews the SBARs to determine if it falls within scope of AUC and does not conflict with
       the spirit and intent of the AUC anti-trust policy.

       7.2.1 If the issue falls outside of AUC’s scope or if the issue violates antitrust laws, the
           TAG that also received the SBAR will be notified, and the SBAR will be returned to
           the submitting organization with an explanation that it is out of scope for the AUC.

       7.2.2 If there is no violation of antitrust laws and it falls within the scope of the AUC, the
           appropriate TAG or WG continues its review and consideration of the SBAR.

       7.2.3 If no appropriate TAG or WG exists, then the AUC Executive Committee forwards
           the SBAR to the AUC Operations Committee for review and to determine next
           steps, including the possibility of creating a new TAG or work group to address the
           issue. The Executive Committee may make recommendations to the Operations
           Committee regarding the formation of a new TAGs and work groups.
7.3 The TAG or WG reviews the SBAR and forms a recommendation.

7.3.1 The TAG or WG submits their recommendation to the AUC Operations Committee.

7.4 AUC Operations Committee reviews the TAG or WG recommendation and votes to approve the recommendation, or to send the recommendation back to the TAG or WG for further review and recommendation.

7.5 Process for notifying SBAR submitter of outcome:

7.5.1 Once the SBAR response is approved by the AUC, MDH forwards response to the SBAR originator and subject matter expert named in the SBAR via email.

8. **Review Responsibility** - AUC Executive Committee

9. **Approved By** - AUC Operations Committee

10. **Date of Approval** - September 2, 2014

11. **Next Review Due Date** - 2015