

# 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](mailto: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](mailto: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