

National Uniform Claim Committee

Bylaws



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Table of Contents

	Page
Introduction	3
Mission	3
Membership	4
Criteria for Membership	4
NUCC Members	5
Membership Requests	6
Conflict of Interest Policy	6
Responsibilities	7
Member Organization and Member Representative Obligations	7
Duties of the Secretariat	8
Duties of the Chair	8
Duties of the Secretary	9
Meetings	9
Open Meetings	9
Conference Calls	10
Special Meetings	10
Executive Sessions and Limited Executive Sessions	11
Quorum	11
Minutes	11
Rules of Procedure	11
Voting	11
NUCC Materials	12
NUCC Data Set	12
1500 Claim Form	13
NUCC 1500 Health Insurance Claim Form Reference Instruction Manual	13
Health Care Provider Taxonomy Code Set	13
Provider Characteristics and Resources Code Set	13
Appeal Process	13
Appeal Subcommittee	14
Subcommittees	14
Ad Hoc Subcommittees	15
Administrative Subcommittee	15
Appeal Subcommittee	15
Code Subcommittee	16
Data/1500 Subcommittee	16
Confidentiality and Proprietary Rights	16
Adoption of Bylaws	17
Appendix	18
A – Statement of Compliance with NUCC Conflict of Interest Policy	18

I. Introduction

The National Uniform Claim Committee (NUCC) was formally organized in May 1995. The NUCC replaces the Uniform Claim Form Task Force, which was co-chaired by the American Medical Association (AMA) and the Health Care Financing Administration (HCFA), now known as the Centers for Medicare & Medicaid Services (CMS). The work of the Task Force resulted in the development of the 1500 Claim Form.

The NUCC is a diverse group of health care industry stakeholders representing providers, payers, designated standards maintenance organizations, public health organizations, and vendors. As such, the NUCC is intended to have an authoritative voice regarding national standard data content and data definitions for professional (non-institutional) health care claims and/or related encounter data in the United States.

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 requires the Secretary of Health and Human Services (HHS) to adopt standards for health care transactions to enable electronic exchange of health information. Four organizations, the American Dental Association (ADA), National Uniform Billing Committee (NUBC), NUCC, and Workgroup for Electronic Data Interchange (WEDI), were named as organizations that the Secretary of HHS is to consult prior to the adoption of standards.

In addition, HIPAA established the Designated Standards Maintenance Organizations (DSMO) and identified six organizations to maintain the standards adopted by the Secretary of HHS. These organizations are the Accredited Standards Committee X12 (ASC X12), Dental Content Committee of the American Dental Association (DeCC), Health Level Seven (HL7), National Council for Prescription Drug Programs (NCPDP), NUBC, and NUCC.

The initial focus of the work for the NUCC was on paper billing and paper administrative transactions. With the transition of the health care industry to electronic data interchange (EDI), the scope of the NUCC's work broadened to include advocating for uniformity and standardization of administrative transactions conducted electronically and on paper. From the provider viewpoint, non-uniform data elements cause significant frustration, claims billing and processing delays, and rejections. From the payer viewpoint, claims that are not in the required format may need to be resubmitted several times before they can be processed. The result is a very labor-intensive and costly business practice for providers and payers.

II. Mission

The mission of the NUCC, a national, multi-stakeholder committee, is to support and advocate for the development, maintenance, and adoption of uniform data content and standardized administrative transactions in the health care industry.

The NUCC will achieve its mission by:

- Maintaining the Health Insurance Claim Form (1500 Claim Form), the NUCC 1500 Health Insurance Claim Form Reference Instruction Manual (NUCC 1500 Instruction Manual), and the NUCC Data Set. Maintenance work will focus on the ability to bring uniformity to the data content.

- Maintaining the Health Care Provider Taxonomy and Provider Characteristics and Resources code sets, and any other code sets related to the work of the NUCC that are within its purview.
- Participating in the management of the national standards and data content for administrative transactions with the other DSMOs with an emphasis on uniformity and standardization.
- Advising HHS and CMS on issues related to the 1500 Claim Form, uniformity of data content, and standardization of administrative transactions.
- Providing an open forum for stakeholders in the health care industry to participate in the development, maintenance, and adoption of the 1500 Claim Form, uniform data content, and standards for administrative transactions.
- Identifying business needs of the health care industry related to the 1500 Claim Form, uniform data content, and standardized administrative transactions and communicating those needs to standards developers.
- Reviewing national implementations of the 1500 Claim Form, data content, and administrative transactions to identify issues with uniformity and standardization.
- Maintaining ongoing participation and interfacing with national health care EDI associations, committees, government agencies, and other work groups to develop, maintain, and adopt uniform data content and standardized administrative transactions and protect the integrity of the NUCC approved data content.
- Participating in or managing other activities as deemed relevant to the mission of the NUCC.

III. Membership

A. Criteria for Membership

The NUCC is a diverse group of health care industry stakeholders representing providers, payers, designated standards maintenance organizations, public health organizations, and vendors. The NUCC shall strive to maintain the representative balance of the primary health care industry stakeholders.

Membership criteria include:

- Organization represents members that are affected by the administrative transactions pertaining to the professional (non-institutional) billing requirements.
- Organization is national in scope and represents a unique constituency that is directly affected by the deliberations of the NUCC.
- Organization provides a unique perspective that is not currently provided by another organization member of the NUCC.
- Demonstrated willingness of organization to participate actively in the NUCC's work.

- Senior management within the organization has indicated support for their involvement and for their representative nominee to participate.
- Organization will take an active role in communicating to their constituency about the deliberations, issues, or requests for input on various topics.

When additional expertise may be required in order to conduct business of the NUCC, the Chair may request that individuals and/or organizations participate on an ad hoc basis as a non-member of the NUCC.

B. NUCC Members

The following are the organizational membership categories and number of seats:

- 6 Providers of health care (including an organization representing a non-physician provider)
- 6 Payers of health care transactions
- 5 Designated Standards Maintenance Organizations
- 2 Public health representatives
- 1 Vendor of EDI products

The following organizations currently serve on the NUCC as voting members:

Providers

1. American Medical Association
2. American Academy of Physician Assistants (Non-physician* provider)
3. American Association for Homecare
4. Medical Group Management Association
5. A state medical association
6. Veterans Health Administration

* “Non-physician provider” is a health care provider other than a doctor of medicine or a doctor of osteopathy.

Payers

1. Alliance for Managed Care
2. America’s Health Insurance Plans
3. Blue Cross and Blue Shield Association
4. Centers for Medicare & Medicaid Services – Medicaid
5. Centers for Medicare & Medicaid Services – Medicare
6. National Association of State Medicaid Directors

Designated Standards Maintenance Organizations

1. Accredited Standards Committee X12
2. Dental Content Committee
3. Health Level Seven
4. National Council for Prescription Drug Programs
5. National Uniform Billing Committee

Public Health Organizations

1. Public Health Data Standards Consortium – State perspective
2. Public Health Data Standards Consortium – Federal perspective

Vendor

1. Health Information Management Systems Society

Modifications to the membership categories and/or membership seats are subject to approval of the NUCC.

C. Membership Requests

Requests for membership from organizations will be reviewed by the Administrative Subcommittee. In recommending the appropriate action to the NUCC on applications for membership, considerations by the Administrative Subcommittee will include the Criteria for Membership listed in IIIA of these Bylaws.

When appropriate, the Administrative Subcommittee may recommend that the applicant seek representation through an organization that is already a member and represents the same or similar interest.

Membership requests are subject to approval by vote of the NUCC after the application has been processed by the Administrative Subcommittee.

D. Conflict of Interest Policy

It is acknowledged that the sponsoring member organization may offer commercial products or services, and the financial benefit of such products or services may be affected by the recommendations made by the NUCC. In order to ensure that the NUCC's recommendations are not influenced by a member organization's financial interests, each member representative and other subcommittee participant shall on an annual basis execute a "Statement of Compliance" (see Appendix A) with this Conflict of Interest Policy, and at each meeting verbally disclose any conflict of interest on any matter considered by the NUCC or subcommittee prior to any vote or deliberation on the issue. Presenters at meetings shall also verbally disclose any conflict of interest. Disclosure of a conflict of interest is required when the member representative, other subcommittee participant, or presenter has personal knowledge of a conflict of interest. Conflict of interest shall include, but not be limited to: 1) the member representative's, other subcommittee participant's, and presenter's personal material financial interest in the outcome of the vote on an issue and 2) a material financial interest by the member representative's, other subcommittee participant's, or presenter's sponsoring organization in the outcome of the vote on an issue. "Material financial interest" shall mean an expected personal financial profit, margin, or income of \$5,000 or more, or a sponsoring organization's financial profit, margin or income of \$10,000 or more, derived from a commercial product or service. In the event the member representative or other subcommittee participant, or his/her organization, has a conflict of interest, the member representative or other subcommittee participant may participate in the NUCC's discussions on the matter, but shall not participate in the vote on the matter.

IV. Responsibilities

A. Member Organization and Member Representative Obligations

Responsibilities of the member organizations and their representative(s) include:

- Each member organization is intended to represent the perspective of the sponsoring organization and the applicable constituency.
- Member organizations are to name a primary representative and may also identify an alternate, if they choose to. The member representative is subject to reappointment for additional terms as determined by that organization.
- An alternate representative shall have the same responsibilities as the primary representative when serving as the member representative.
- Member organizations may replace their representative(s) at any time upon notification of the Chair and/or Secretary.
- Each member representative will be required to attend meetings on a regular basis and shall possess a willingness to serve on at least one subcommittee.
- The member organization and/or member representative(s) may designate an alternate member representative on a meeting-by-meeting basis upon notification to the Chair and/or Secretary. The primary representative shall insure that the alternate representative is sufficiently prepared to represent the member organization.
- Each member representative is expected to have the ability to quickly obtain needed approvals from his/her organization and/or constituency when appropriate, so that the NUCC can achieve an expedited process that meets the needs of the health care industry.
- Member representatives are responsible for communicating information to the organization they represent.
- All expenses of participating in the NUCC or any subcommittee shall be borne by each member organization.

Member organizations are expected to fulfill all obligations of membership. Where a member organization and/or member representative is found in habitual default of these obligations and/or noncompliant with the requirements outlined in these Bylaws, the Chair shall contact the member organization and/or member representative and review the concerns regarding their participation on the NUCC. The Administrative Subcommittee shall then review the matter and direct it to the NUCC for appropriate action, which may include the request to name a replacement member representative or terminate the member organization.

At least 30 days prior to a vote that may result in the removal of a member organization and/or member representative, the NUCC shall give the member representative and/or member organization written notice of the pending vote and shall invite the member organization and/or member representative to present information to the NUCC as to why his/her/its participation in the NUCC should continue. Removal of a member representative and/or organization requires a two-thirds vote of the member organizations attending a

meeting at which a quorum is present. In a timely manner after the vote, the member organization and/or member representative shall be informed of the decision in writing.

If a member organization decides that it no longer is able or wants to participate in the NUCC, the member representative or member organization shall inform the Chair and/or Secretary about their respective organization's withdrawal by giving 30 days advance written notice of such withdrawal. Such member organization shall be relieved of all responsibilities under these Bylaws as of the effective date of withdrawal. The Secretary shall notify the other NUCC member organizations of the withdrawal. The withdrawal and the possible replacement shall be addressed by the Administrative Subcommittee.

B. Duties of the Secretariat

As the Secretariat, the AMA's responsibilities include:

- Convening the NUCC.
- Providing staff to serve as the Chair and Secretary of the NUCC.
- Maintaining the documents of the proceedings of the NUCC.
- Holding the intellectual property on behalf of the NUCC.
- Maintaining the copyright of materials developed by the NUCC and taking necessary actions to protect that copyright.
- Entering into contracts on behalf of the NUCC.
- Providing staff and administrative support to the work of the NUCC, such as arranging meetings, distributing meeting materials, preparing meeting notes, and maintaining NUCC materials.
- Coordinating with other member organizations regarding their co-hosting of meetings, obtaining meeting space, and providing other meeting necessities.
- Performing other administrative functions deemed necessary for the NUCC.

C. Duties of the Chair

The AMA, through its designee, shall chair the NUCC. The duties of the Chair include:

- Arranging and presiding over the meetings.
- Working with the Secretary in the distribution of meeting notices, agenda material, and minutes.
- Ensuring a presence on national EDI organizations, committees, government technical advisory groups, and other work groups.
- Serving as the focal point of external communications on behalf of the NUCC.

- Responding to inquiries on matters pertaining to the NUCC.
- Performing other duties as relevant to the NUCC.

The Chair shall not be subject to tenure limits.

E. Duties of the Secretary

The position of the Secretary will be staffed by the AMA as part of general administrative support. The individual who serves as Secretary will be distinct from the person who serves as Chair. The duties of the Secretary include:

- Maintaining current mailing lists of NUCC member organizations and their representative(s).
- Preparing, distributing, and maintaining NUCC meeting materials.
- Preparing minutes for the NUCC and subcommittees.
- Maintaining materials related to code set, data set maintenance, and other NUCC activities.
- Co-chairing various subcommittees as necessary.
- Developing communication content for the NUCC.
- Corresponding with NUCC members.
- Serving as the central contact person for the NUCC.
- Responding to inquiries on matters pertaining to the NUCC.
- Acting in the absence of the Chair.

The Secretary shall not be subject to tenure limits.

V. Meetings

A. Open Meetings

The NUCC will hold open meetings at least semi-annually. The Chair has the discretion to replace a previously scheduled in-person meeting with a conference call. If an in-person meeting is canceled, member representatives shall be notified at least 90 days prior to the scheduled meeting.

Meeting notices, including the date, time, and location, shall be provided to member representatives at least one month prior to the meeting. Meeting notices will also be available to interested parties through announcements on the NUCC Web site.

In an open meeting, all interested parties are welcome to attend and observe the proceedings. Invited guests and interested parties may participate in the NUCC's discussions, but shall not vote on any formal deliberations.

A draft agenda for the meeting will be prepared by the Secretary and distributed to the member representatives prior to the meeting. The draft agenda will also be posted on the NUCC Web site for other interested parties to view. Member representatives and interested parties may request agenda items, subject to approval by the Chair, by contacting the Secretary prior to the meeting. Other items, not included in the agenda, will be considered if time permits, at the Chair's discretion.

Meeting materials will be prepared by the Secretary and distributed to the member representatives prior to the meeting. Copies of meeting materials will be made available at the meetings for interested parties.

Member representatives, invited guests, and other interested parties attend at their own expense.

B. Conference Calls

Conference call meetings may be held at the Chair's discretion in the months in which there is no in-person meeting or by a request of a majority of the member representatives. Conference calls constitute NUCC meetings. Conference calls may be canceled at the discretion of the Chair, or upon request of the majority of member representatives.

Only member representatives may participate in conference calls. Other invited guests may participate at the discretion of the Chair.

The conference call agenda and meeting materials will be prepared by the Secretary and sent to the member representatives and other invited guests, when applicable, prior to the scheduled conference call. Member representatives may request agenda items, subject to approval by the Chair, by contacting the Secretary prior to the meeting. Other items, not included in the agenda, will be considered if time permits.

C. Special Meetings

A special meeting is a meeting that is not regularly scheduled and is held at the discretion of the Chair to transact specified business only. Special meetings may be held via conference calls or in-person at the Chair's discretion. All member representatives will be notified of a special meeting. The notice for the special meeting will include the item(s) of business that will be considered. Other invited guests may participate at the discretion of the Chair.

The meeting materials will be prepared by the Secretary and sent to the member representatives and other invited guests, when applicable, prior to the scheduled conference call.

Minutes from a previous regularly scheduled in-person meeting or conference call will not be reviewed during a special meeting. Minutes from the special meeting will be reviewed at the next scheduled in-person meeting or conference call.

D. Executive Sessions and Limited Executive Sessions

As necessary, executive sessions and limited executive sessions may be held during an in-person meeting when agenda items center on the NUCC Bylaws, membership, policies, or as otherwise determined by the Chair or by approval of the NUCC. Other invited guests may participate at the discretion of the Chair.

The Secretary will maintain a record of discussion from executive sessions and limited executive sessions that will not be incorporated into the official NUCC minutes. The record of the discussion will be available only to member representatives upon request. Any resultant actions and recommendations will be reported at the next NUCC meeting and incorporated into that meeting's minutes.

E. Quorum

A simple majority (51%) of the member organizations of the NUCC shall constitute a quorum for conducting business. A quorum is constituted when a majority of the voting NUCC member organizations are in attendance in person, telephonically, or electronically, or respond to a ballot vote.

If a quorum is not present at the start of the meeting, agenda items not requiring a vote may be discussed. Once a quorum is established, voting items may be considered.

If a quorum is not present for the duration of a meeting, actions may be taken, at the Chair's discretion, subject to confirmation by electronic ballot.

F. Minutes

Meetings will be documented by the Secretary. Meeting minutes will be distributed in the next meeting materials. The minutes will be subject to formal approval at the next meeting.

G. Rules of Procedure

All meetings shall be conducted according to Sturgis, Standard Code of Parliamentary Procedure.

VI. Voting

Each listed NUCC member organization (in III. B.) shall have one (1) vote. The Chair shall have the tie-breaking vote, at the discretion of the Chair. All voting will be done by member representatives and will be tabulated by the Secretary. It is expected that each member representative will represent the perspective of his/her sponsoring organization.

Actions on items requiring a vote of two-thirds of the member organizations present include:

- NUCC membership
- Changes to the NUCC Bylaws
- Removal of a member representative and/or member organization.

Actions on all other items will require a simple majority of those member organizations present. Items requiring a simply majority include, but are not limited to:

- Approval of minutes
- Code set requests
- Changes to the NUCC Data Set, including changes to the 1500 claim form print layout
- Changes to the NUCC 1500 Instruction Manual
- Responses to DSMO Change Requests
- Letters on NUCC's position or comments
- Formation of subcommittees

Electronic voting, such as via email, may be conducted on time sensitive items. Outcomes of electronic votes will be reported to the NUCC via email and/or the next scheduled conference call or in-person meeting.

If a member representative, or his/her sponsoring organization, has a conflict of interest, the member representative may participate in the NUCC's discussions on the matter, but shall not participate in the vote on the matter.

VII. NUCC Materials

The NUCC maintains the following materials. Requests for changes to NUCC materials may be submitted to the Secretary by member representatives or affected parties in the public at large. The NUCC will be responsible for communicating actions taken on requests related to NUCC materials to the requester and the public, in addition to communicating any changes to the relevant item. This may be done via e-mail, publications, or newsletters but, at a minimum, are published on the NUCC Web site. Requesters will be notified of the NUCC's actions in a timely manner.

In the event of a dispute regarding the decision of the NUCC on a requested change, the parties involved will follow the procedures for an appeal outlined in the Section VIII of these Bylaws.

A. NUCC Data Set

The NUCC Data Set is intended for use by the professional (non-institutional) health care community to transmit related claim and equivalent encounter information and coordination of benefits transactions and to report these encounters to other organizations, including public health entities. The focus of the NUCC Data Set is on data content standardization. The end product is one standard data set, with complete and clear data definitions, for use in the electronic environment, but applicable to and consistent with evolving paper claim form standards.

B. 1500 Claim Form

The 1500 Claim Form, also known as the CMS 1500 or HCFA 1500, is a single-page, paper claim form that was developed and approved by the NUCC and received approval of the Office of Management and Budget to be used by the health care industry for professional (non-institutional) claims. The NUCC is responsible for maintaining the physical layout of the form. The form is in the public domain and is not copyrighted.

Work on the 1500 claim form is closely coordinated with the ASC X12 Health Care Claim standard (837P) so as to align the requirements of the paper and electronic claim formats.

C. NUCC 1500 Health Insurance Claim Form Reference Instruction Manual

The NUCC developed instructions for the 1500 Claim Form based on known industry common practices for completing the form. These instructions are not mandated for use when completing the form and payers are able to issue their own specific instructions.

Work on the NUCC 1500 Instruction Manual is closely coordinated with the ASC X12 Health Care Claim standard (837P) so as to align the requirements of the paper and electronic claim formats.

D. Health Care Provider Taxonomy Code Set

The Health Care Provider Taxonomy code set allows a single provider (individual, group, or institution) to identify their specialty category. It is a non-medical data code set, external to the HIPAA transactions, designed for use in an electronic environment, specifically within the ASC X12 health care transactions, which includes the transactions mandated under HIPAA.

E. Provider Characteristics and Resources Code Set

The Provider Characteristics and Resources code set is for use with health care provider information for enrollment and credentialing transactions and their corresponding responses. It is intended to provide codified responses to questions presented to a health care provider applying to or registering with an entity and to report the outcome of such application or registration. It may also be used for responses to inquiries regarding provider participation or registration in a program or plan.

VIII. Appeal Process

Persons and entities shall have the right to appeal substantive or procedural decisions of the NUCC. All requests for an appeal of an NUCC decision must be made by an effected organization within 6 months of the decision. Appeal requests must be in writing, via email, fax, or standard mail. Appeal requests need to state the nature of the objection(s), including any adverse effects, actions or inactions that are at issue, and the proposed specific remedial action(s) that would satisfy the requesters concerns. In addition, the requester(s) should provide materials to support the action they are requesting. If the Chair, in consultation with the Administrative Subcommittee, finds the appeal request meritorious, the matter will be assigned to the Appeal Subcommittee.

A. Appeal Subcommittee

Upon receipt of a request for an appeal of a NUCC decision, the Chair will appoint an Appeal Subcommittee on an ad hoc basis. The Chair or Secretary will serve as the chair as a non-voting member. The Appeal Subcommittee shall consist of no less than three individuals in addition to the chair. Criteria for participants include:

- Members will represent the appropriate spectrum of the NUCC membership.
- Members will not be direct parties to the issue.
- Members will be unbiased and objective.

The Appeal Subcommittee shall meet initially in-person or by conference call as promptly as feasible, but not more than one month after receipt of the request. All materials provided by the requester(s) will be distributed to the Appeal Subcommittee. The requester(s) will be invited to the meeting or conference call and will be provided with all materials distributed to the Appeal Subcommittee members relevant to the appeal. The Chair or Secretary will also notify anyone who previously commented on the proposed matter under appeal to invite them to provide written comments on the substance of the appeal and/or participate at the meeting or conference call for the appeal. All materials provided to requester(s) shall be provided to all interested parties.

As promptly as feasible, the Appeal Subcommittee shall consider all information and comments and vote on a recommendation for the NUCC on whether or not it should reconsider its previous recommendation, and if so, shall develop a new recommendation for consideration by the NUCC. The Appeal Subcommittee shall provide its recommendation and any supporting materials in writing to the NUCC prior to its next in-person meeting or conference call. The NUCC may decide to refer the matter to the appropriate subcommittee for further review prior to making a final decision. The NUCC shall communicate its final decision in writing to all relevant parties in a timely manner.

In order to ensure fairness, the Appeal Subcommittee may develop such additional procedures and/or processes to complete its work as it determines to be appropriate and consistent with the Bylaws and shall announce such procedures and/or processes in advance of their implementation.

IX. Subcommittees

Subcommittees will be formed at the discretion of the Chair, or with the concurrence of the majority of NUCC member organizations. Subcommittee members may include the member representatives, member organizations' staff, and other interested parties. Guests will be invited to participate on relevant matters under consideration by the subcommittee. The subcommittee Chair or Co-chairs will be appointed by the Chair. Subcommittee Chair or Co-chairs shall assure prior to participation by persons not affiliated with a NUCC member organization that said persons agree to adhere to the conflict of interest policy (Section III D). Subcommittees will report all recommendations to the NUCC. All final decisions will be made by the NUCC.

Only subcommittee members may participate in subcommittee conference calls. Other invited guests may participate at the discretion of the subcommittee Chair or Co-chairs.

The subcommittee conference call agenda and meeting materials will be prepared by the Secretary and sent to the subcommittee members and other invited guests, when applicable, prior to the scheduled conference call. Subcommittee members may request agenda items, subject to approval by the subcommittee Chair or Co-chairs, by contacting the subcommittee Chair or Co-chairs prior to the meeting. Other items, not included in the agenda, will be considered if time permits.

Action on all items in subcommittees will require a simple majority (51%) of the subcommittee members present.

Meetings will be documented by the Secretary. Meeting minutes will be distributed in the next meeting materials. The minutes will be subject to formal approval at the next meeting.

A. Ad Hoc Subcommittees

Ad Hoc Subcommittees are formed to address a specific matter of interest to the NUCC that requires additional work that would be more effectively prepared in a subcommittee. Examples of matters addressed by Ad Hoc Subcommittees include developing comments on a notice of proposed rulemaking, developing testimony, etc. Ad Hoc Subcommittees shall be disbanded by the Chair once the work is completed.

B. Administrative Subcommittee

Members of the Administrative Subcommittee are limited to the Chair and Secretary and the Chair and Secretary of the NUBC and the member representatives of the DeCC. Other guests may be invited to participate at the Chair's discretion.

The Administrative Subcommittee duties include:

- Developing and reviewing proposed changes to the NUCC Bylaws and overseeing adherence to it.
- Addressing concerns regarding member organization's and member representative's attendance and/or participation in the NUCC.
- Reviewing requests for membership and making recommendations to the NUCC.
- Reviewing requests for appeals to determine if it has merit.

See Section III B and IV A for additional information on the Administrative Subcommittee.

C. Appeal Subcommittee

See Section VIII for the Appeal Subcommittee process and procedures.

D. Code Subcommittee

The Code Subcommittee is responsible for reviewing requests for the Health Care Provider Taxonomy code set, Provider Characteristics and Resources code set, and any other code sets that may become the responsibility of the NUCC.

The Code Subcommittee duties include:

- Reviewing requests for changes to the code sets and making recommendations to the NUCC.
- Doing appropriate outreach and research for additional information to make decisions about changes to the code sets.
- Maintaining the request criteria.

See Sections VII D and E for more information on the code sets.

E. Data/1500 Subcommittee

The Data/1500 Subcommittee is responsible for the reviewing requests for the NUCC Data Set, 1500 Claim Form, and NUCC 1500 Instruction Manual.

The Data/1500 Subcommittee duties include:

- Reviewing requests for the NUCC Data Set, 1500 Claim Form, and NUCC 1500 Instruction Manual and making recommendations to the NUCC.
- Doing appropriate outreach and research for additional information to make decisions about changes to the NUCC Data Set, 1500 Claim Form, and/or NUCC 1500 Instruction Manual.

See Sections VII A, B, and C for more information on the NUCC Data Set, 1500 Claim Form, and NUCC 1500 Instruction Manual.

X. Confidentiality and Proprietary Rights

All member representatives and subcommittee participants acknowledge by their participation that any information and materials provided by member organizations, nonmember organizations, or the NUCC that is identified in writing as confidential and/or proprietary information and that is not in the public domain shall be kept confidential by the representative and participants in subcommittees. The confidential and/or proprietary information shall only be used by the member representative or subcommittee participant and disseminated by the member representative or subcommittee participant for internal use within his/her organization by its designated agents, e.g. associated staff and individual members of relevant committees of member organizations, solely for use in connection with participation in the NUCC. Any other use or distribution of materials is strictly prohibited.

All member representatives and subcommittee participants acknowledge by their participation that all notices of copyright, confidentiality, or other conditions on distributed materials shall not be removed.

Through the NUCC's work, various items of data content and/or materials are developed (e.g., NUCC Data Set, NUCC 1500 Instruction Manual). As members of the NUCC, each member organization relinquishes any claim to copyright ownership of data content and any materials developed by the NUCC. The AMA, on behalf of the NUCC, will hold copyright to all materials developed and maintained by the NUCC.

XI. Adoption of Bylaws

This document, titled National Uniform Claim Committee Bylaws, shall be official when adopted by a two-thirds majority vote of the member representatives present at a meeting. Any modification to this document shall be official when adopted by a two-thirds majority vote of the member representatives present at a meeting.

Appendix A

Statement of Compliance with NUCC Conflict of Interest Policy

I understand that I am expected to comply with the Conflict of Interest Policy of the NUCC, a copy of which is below. To my knowledge and belief, I am in compliance with the Conflict of Interest Policy. I have verbally disclosed any conflict of interest in specific issues considered by the NUCC or one of its subcommittees, and I have excused myself from voting on any issue in which I have identified a conflict of interest. I understand that I have a continuing responsibility to comply with the Conflict of Interest Policy, and I will promptly disclose my interests required to be disclosed under the Policy.

Date: _____

Signature: _____

Printed Name: _____

Conflict of Interest Policy

It is acknowledged that the sponsoring member organization may offer commercial products or services, and the financial benefit of such products or services may be affected by the recommendations made by the NUCC. In order to ensure that the NUCC's recommendations are not influenced by a member organization's financial interests, each member representative and other subcommittee participant shall on an annual basis execute a "Statement of Compliance" (see Appendix A) with this Conflict of Interest Policy, and at each meeting verbally disclose any conflict of interest on any matter considered by the NUCC or subcommittee prior to any vote or deliberation on the issue. Presenters at meetings shall also verbally disclose any conflict of interest. Disclosure of a conflict of interest is required when the member representative, other subcommittee participant, or presenter has personal knowledge of a conflict of interest. Conflict of interest shall include, but not be limited to: 1) the member representative's, other subcommittee participant's, and presenter's personal material financial interest in the outcome of the vote on an issue and 2) a material financial interest by the member representative's, other subcommittee participant's, or presenter's sponsoring organization in the outcome of the vote on an issue. "Material financial interest" shall mean an expected personal financial profit, margin, or income of \$5,000 or more, or a sponsoring organization's financial profit, margin or income of \$10,000 or more, derived from a commercial product or service. In the event the member representative or other subcommittee participant, or his/her organization, has a conflict of interest, the member representative or other subcommittee participant may participate in the committees' discussions on the matter, but shall not participate in the vote on the matter.