



Canada Health Infoway

SNOMED CT RFC Refresher

June 13, 2023

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Janice Spence

Land Acknowledgement

We respectfully acknowledge that the land on which we are hosting this meeting – the land that sustains us – includes the ancestral territories of many First Peoples. Canada Health Infoway recognizes the injustices experienced by Indigenous Peoples, many of which continue to affect their health and well-being. I invite all attendees to reflect on the privilege they have of living, working, and playing in the territory from which you are joining this call, and invite you to commit yourself with me to have an open heart and an open mind; to forging culturally safe spaces and relationships with Indigenous Peoples in Canadian health care; and in making a meaningful contribution to reconciliation through our shared work.

Agenda

1. Purpose (1 min)
2. Prerequisites (2 min)
3. Request for Change (RFC) Overview (20 min)
 - Basic principles for content inclusion
 - How to submit
 - Responsibilities
4. Using Infoway Request Management System (InfoRMS) (15 min)
5. Education and Support (2 min)
6. Questions (20 min)



Purpose

Our purpose today is to give an overview/refresher on using the InfoRMS platform and the requirements for submission of SNOMED CT RFCs.



Prerequisites

- When are RFCs required?
- What are the requirements to access and use InfoRMS?

When are RFCs Required?

- New concepts are required when there is a need for clinical content for several use cases:
 - Mapping projects
 - Data standards
 - Developing a subset
 - Development of an EHR
- New descriptions are required to ensure local usability:
 - Translation
 - Ensuring that clinical terms in use are reflected
- Changes to concepts/descriptions
 - Duplications, ambiguity, outdated, errors

InfoCentral registration



[Communities](#)

[Standards Centre](#)

[Tools](#)

[Resources](#)

[News & Events](#)

Search...



Register

The Infoway Account provides access to InfoCentral, enabling participation in communities and working groups, and access to standards material.

The Infoway Account is also required for access to many Infoway web tools including [Terminology Gateway](#), [Terminology API Service](#), [InfoScribe](#), [InfoRMS](#), [TermWorks](#) and [Message ReMixer](#).

What type of organization are you affiliated with?

Annual Terms of Use and License Agreements

The screenshot shows the Canada Health Infoway | InfoCentral website. The header includes the logo and navigation links: Communities, Standards Centre, Tools, Resources, and News & Events. A search bar is located on the right. Below the header, there is a navigation bar with links for Home, About, and Terms of Use. A social media sharing section includes buttons for Tweet, LinkedIn Share, Facebook Share, Print, and Email. The main content area features a sidebar with a menu for 'About' containing links to ABOUT INFOCENTRAL, CONTACT US, TERMS OF USE (highlighted), INFOWAY INTEROPERABILITY SOLUTIONS, HL7 AGREEMENTS, ICD-10-CA AND CCI, LOINC AND RELMA TERMS OF USE, PCLOCD TERMS OF USE, SC CODE SYSTEMS, SNOMED CT AGREEMENTS, and UCUM TERMS OF USE. The main heading is 'Terms of Use & License Agreements'. The text states: 'Infoway provides convenient access to a wide range of licensed and proprietary material. To ensure compliance with our various agreements, Infoway Account Users are asked to reconfirm acceptance of these agreements by March 31 of each year:'. A bulleted list of links follows: Canada Health Infoway Interoperability Solutions Subscription Agreement, Canadian Clinical Drug Data Set, HL7 Agreements, ICD-10-CA and CCI, LOINC® and RELMA® Terms of Use, pan-Canadian LOINC® Observation Code Database (pCLOCD) Terms of Use, SC Code Systems, SNOMED CT Agreements, and Unified Codes for Units of Measures (UCUM) Terms of Use. A paragraph at the bottom explains that information provided during registration may be used for account management, site analysis, and contractual commitments with licensors such as HL7 International and SNOMED International, or to request feedback on artifacts downloaded via Terminology Gateway or Terminology API. Email users to opt_out from receiving feedback emails of terminology downloads from the maintaining organization.

Access to InfoRMS

Profile

USER PROFILE

EDIT PROFILE

FORUM

CHANGE PASSWORD

HL7 CANADA AFFILIATE ACCESS

INFORMS

InfoRMS

Please only request access to the tools that you require. You can return to request access as needed.

Current access

InfoRMS

InfoRMS

Request Management Solution

Infoway's Request for Change Tool for SNOMED CT, pCLOCD, subsets and pan-Canadian HL7 artefacts. [more details >](#)

Specify the name of the project or specification(s) that you will be working on. (If you do not know the project name, you can return to your user profile later to request access when you have the details.)*

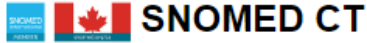
Submit



Requests for change (RFC) overview

- What are my responsibilities?
- What are Infoway's requirements for RFCs?
- How do I know when to submit an RFC?
- How do I submit an RFC?

Requestor's Responsibilities



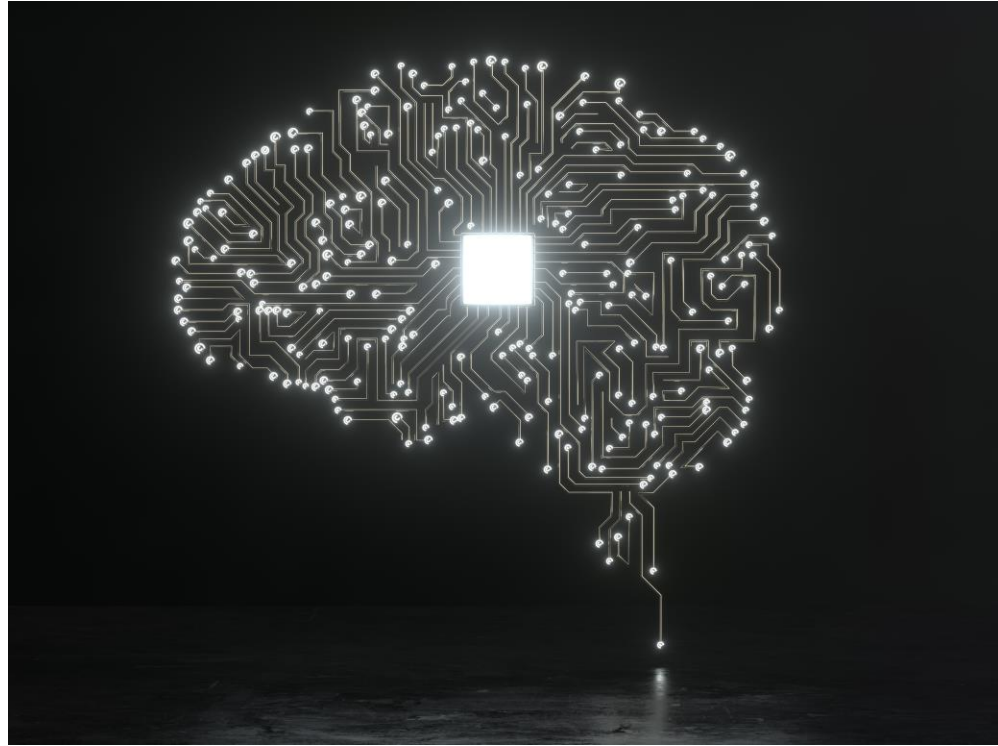
In order to ensure that SNOMED CT RFCs are addressed in an efficient and timely manner, it is the requestor's responsibility to:

1. Ensure that the content does not exist in either the [International or Canadian Editions of SNOMED CT](#);
2. Ensure that the request conforms with the most recent [Editorial Guidelines](#);
3. Provide the date of implementation;
4. Provide reference material that is publicly available, authoritative, recent and relevant to the request (Wikipedia is not considered appropriate);
5. Support the request with a clear justification for the change and an appropriate use case for context;
6. Ensure all mandatory InfoRMS fields have been completed prior to submission.

Login to submit or follow requests to SNOMED CT

Basic Principles for Content Inclusion

- Unambiguous
- Understandable
- Acceptable
- Reproducible
- Useful
- Scope



No Duplicate Content

Ensure that the content does not already exist

- Use the [Browser Guide](#) for reference
- Using the [SNOMED CT Browser](#), check latest versions for:
 - CA Edition
 - International Edition

SNOMED CT Browsers

browser.ihtsdotools.org/?

This site has been optimized for the Google Chrome browser and **it will not work with Internet Explorer.**

International Editions

- Go browsing... International Edition 2022-03-31
- Go browsing... Spanish Edition 2021-10-31

Release Stats

Local Extensions

- Go browsing... Argentinian Edition 2021-11-30
- Go browsing... Australian Edition 2022-01-31
- Go browsing... Belgian Edition 2022-03-15
- Go browsing... Canadian Edition 2022-03-31
- Go browsing... Danish Edition 2022-03-31
- Go browsing... Estonian Edition 2021-11-30
- Go browsing... Finnish Edition 2021-12-15
- Go browsing... Irish Edition 2021-10-21
- Go browsing... Netherlands Edition 2022-03-31
- Go browsing... New Zealand Edition 2022-04-01
- Go browsing... Norwegian Edition 2021-10-15
- Go browsing... Swedish Edition 2021-11-30
- Go browsing... Swiss Edition 2021-12-07
- Go browsing... United States Edition 2022-03-01
- Go browsing... Uruguay Edition 2021-12-15

Go browsing... All Editions

or [take the Tour...](#)

Externally Hosted Extensions

- Go browsing... United Kingdom edition (hosted by the UK)

SNOMED CT Browser

Daily Build SNOMED CT Browser

This is a browser for the SNOMED CT Daily Build.

Warning

This browser contains a test build of the terminology for evaluation purposes only. There can be no expectation of continuity of identifiers, and new concepts or identifiers may be used in clinical systems.

- Go browsing... Canada Daily Build DAILY BUILD

What's the difference?

No Duplicate Content

- Can also check for content under development (not yet published)
- SI Daily Build
- CA Daily Build
- If clinical content is required but does not exist in the terminology, then a change must be requested.

Content Discovery

Concepts that are published in the CA Edition or the International Edition are available for consumption (if you have an InfoRMS account and have agreed to license and terms of use).

If content exists in other extensions (let's say you've found a concept in the Netherlands' extension), an RFC is required.



Adhere to Current Editorial Guidelines

Ensure format follows [Editorial Guidelines](#)

- Use the [QA Checklist](#) section “Validate Compliance to Editorial Guidelines.”
- Most frequent mistakes:
 - 1) FSN vs PT and Synonyms
 - 2) Plurals
 - 3) Abbreviations and acronyms
 - 4) Leading and trailing spaces

Please note : *These guidelines should be applied to new content. There are many terms in the existing content that are not in compliance with this guidance. Requests based on legacy concepts are unacceptable.*

QA Checklist section “Validate Compliance to Editorial Guidelines.”

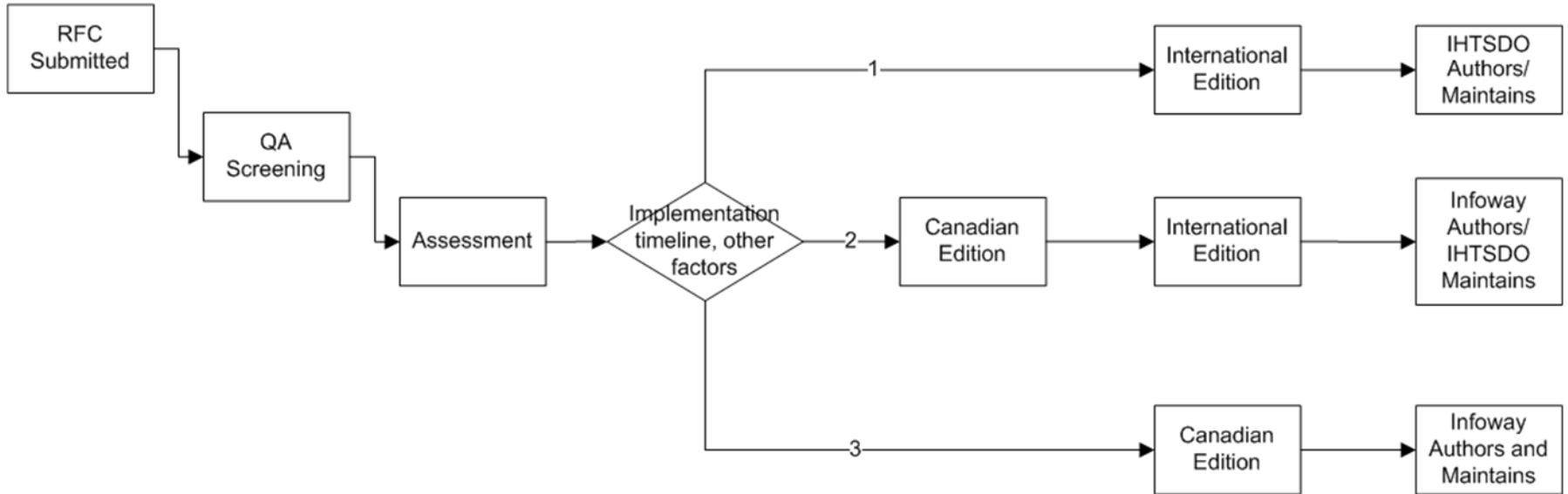
Validate compliance to Editorial Guidelines	Guidance
<p>Link to SNOMED International Editorial Guide</p> <p>Link to Generic Canadian Editorial Guidelines</p> <p>Link to French Canadian Editorial Guidelines</p>	
<p><input type="checkbox"/> Acronym and abbreviation</p>	<p>Refer to SNOMED International Editorial Guide:</p> <p>General Naming Conventions - Abbreviations (and Acronyms)</p>
<p><input type="checkbox"/> Article</p>	<p>Omit the inclusion of grammatical articles like “an” and “the”.</p> <p>General Naming Conventions - Articles</p>
<p><input type="checkbox"/> Capitalization</p>	<p>For English descriptions, capitalize the first letter in the first word in each description and capitalize proper nouns, adjectives derived from proper nouns, and acronyms. Other words in the description should be lower case. For French descriptions, do not capitalize the first letter in the first word unless it is a proper noun or an acronym. The following is an example of the incorrect capitalization on an English term:</p> <p>Diphtheria and Tetanus toxoids and Acellular pertussis (product)</p> <p>Refer to capitalization sections of the SNOMED International Editorial Guide and the French Canadian Editorial Guidelines.</p>

Date of Implementation

Provide the date of implementation

- Expected date that the concept / change will be implemented
- Is very important
- Is used to guide the disposition of the change request and prioritize work
- Please provide in **yyyy/mm/dd** format – specific dates are helpful
- Use “Notes” or “Comments” fields

Process Workflow Overview



Reference Material

Provide appropriate references

- Choose evidence that supports the Reason for Change
 - Publicly available, recent, scientifically valid, peer reviewed or official documentation, standards (Wikis are not acceptable references)
 - Mind scope, aim for International – CA references will limit scope to CA Edition
 - Scan PubMed (add “PubMed” at end of Google search string)
 - Please avoid the use of dictionaries as references
- ❖ See our new page on InfoScribe [References](#) which gives a list of references provided by SNOMED International
- ❖ For organism concepts, there is specific guidance for references [here](#)

Definition, Reason for Change and Use Case

Provide a clear and complete definition of the requested concept

- Complement to the references provided
- Help to understand what is needed

Provide a clear reason for change

- use “Reason for Change” field
- Absence of concept is not sufficient – it is the clinical requirement that provides the rationale

Provide the clinical use case

- Key drivers underlying use cases for SNOMED CT
 - Clinical documentation
 - Interoperability and exchange
 - Analytics and research

Prioritization Framework

High Priority	Medium Priority	Lower Priority
<ul style="list-style-type: none">• COVID-19 related concepts• Vaccines• Missing concepts and IDs for an implementation• Errors• Request from clinicians for clinical gaps that may pose patient safety risks• Outdated content• Semantic ambiguity	<ul style="list-style-type: none">• Non-conformance to editorial policy• Missing description(s)	<ul style="list-style-type: none">• Missing relationships• Modeling enhancement



Using InfoRMS

- How do I see my requests?
- How do I track the status of my requests?

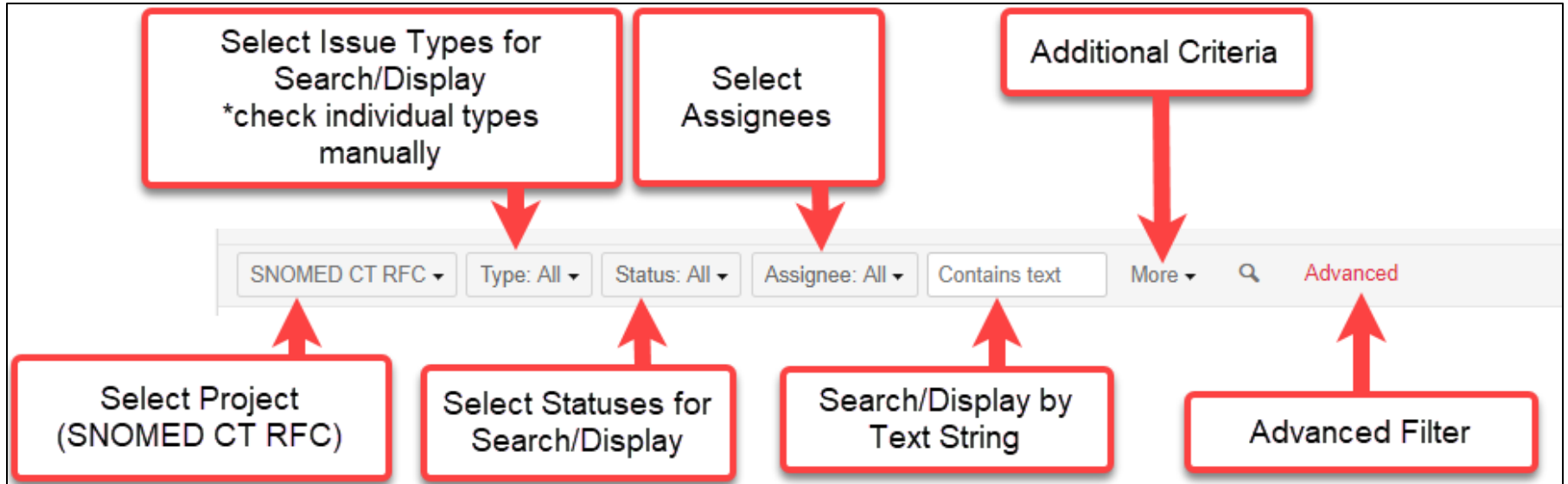
Log in

InfoRMS can be accessed here:

<http://informs.infoway-inforoute.ca/>

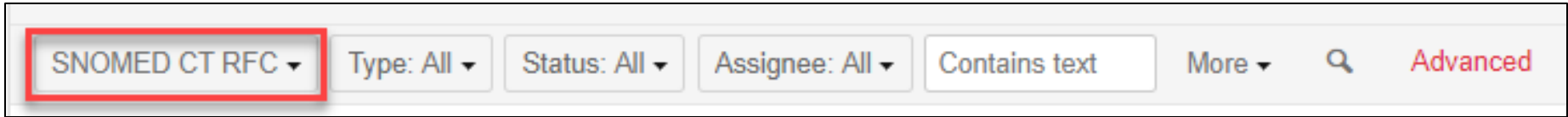


Overview of InfoRMS RFC Search Filters



SNOMED CT RFC

- Click the project button and select **SNOMED CT RFC**.



- All RFCs are called Issues.
- The **KEY** is the primary RFC ID. **T** is the type.

T	Key
D	SCT-11856
C	SCT-11855

RFC Types / Selection

Type: All ▾ Status: All ▾ Assignee: All ▾

Find Issue Types... 🔍

All Standard Issue Types

Standard Issue Types

- C Change or Retire Concept
- D Change or Retire Description
- R Change or Retire Relations...
- C New Concept
- D New Description
- R New Relationship

Select **RFC Types** by *individually selecting* each RFC Type.

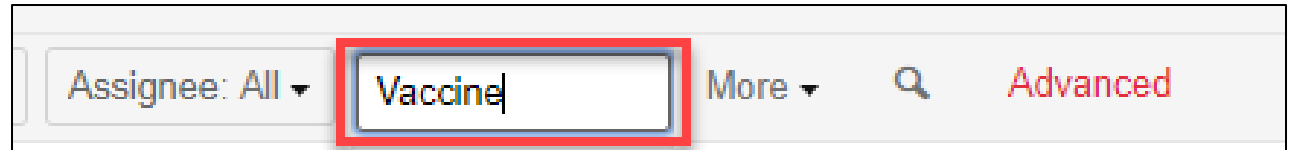
Note : Selecting “All standard Issue Types” may not yield precise results

Search by Text String



A search bar interface with a light gray background. On the left, there is a dropdown menu labeled 'Assignee: All' with a downward arrow. To its right is a text input field containing the text 'Contains text'. Further right is another dropdown menu labeled 'More' with a downward arrow. To the right of the 'More' menu is a magnifying glass icon. On the far right, the word 'Advanced' is written in red text.

Filter by text string using **Contains text** field.



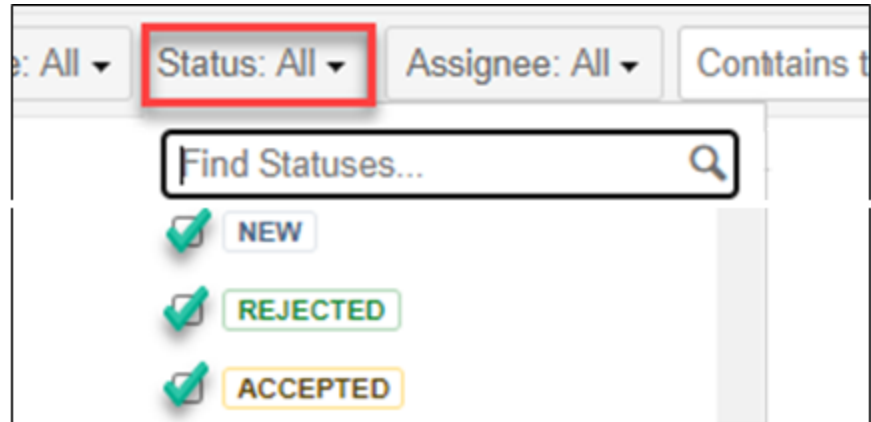
A search bar interface similar to the one above. The 'Assignee: All' dropdown is on the left. The text input field now contains the word 'Vaccine|', where the vertical bar indicates the cursor position. The 'More' dropdown, magnifying glass icon, and 'Advanced' text are also present.

Exact word search that may be part of the RFC Detail Pane.

Filter by Status

Filter by **Status**.

Key options include: New, Under review, Pending answer, Rejected, Accepted, Imported in authoring tool, Submitted to IHTSDO, IHTSDO Completed, Completed.



Filter by Assignee or Reporter

The screenshot displays a search interface with several filter components. At the top, there is a filter for 'Assignee: All' and a search box containing 'Contains text'. A 'More' dropdown menu is open, showing a search input field and a checked 'Reporter' checkbox. Below this, a list of users is visible, including 'Current User' and 'Unassigned'. At the bottom, a search bar contains 'SNOMED CT RFC' and 'All Standard Issue Types', with a 'Reporter: Current User' filter applied. A dropdown menu for 'Reporter: All' is open, showing a search input with 'par' and a list of users, including 'Linda Parisien - lparisien@L...'. The interface also includes a 'Search' button and a 'Save as' button.

Filter by **Assignee(s)** and/or **Reporter (requestor)**.

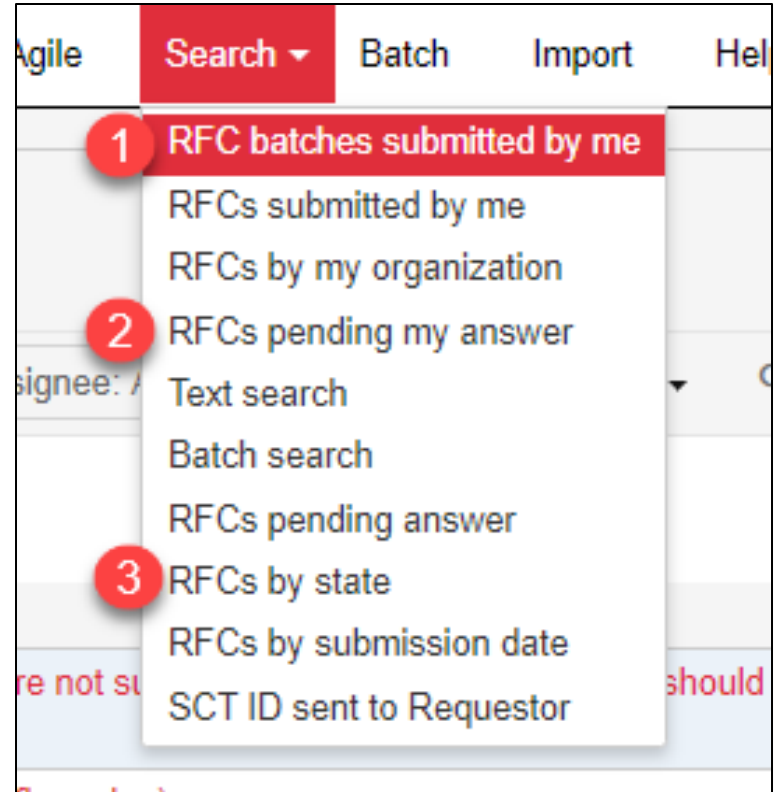
Current user = you.

From the “more” field you can add Reporter field which defaults to you as current user or option to select single or multiple Reporters on your team.

Search Filters

Using the **Search menu** in the banner bar, you can:

1. Search for specific batches submitted, with or without a date range.
2. Search for RFCs that Status = Pending Answer.
3. Filter by RFC Ticket status.



Dashboards for Monitoring

Canada Health Infoway InfoRMS **Dashboards** Projects Issues Boards Search Batch QMetry Requirements Import Help

CIHI ODT Standards RFC (Red = Tx/LD, Black = DD)

Pie Chart: CIHI-ODT Tx/LD RFC - SNOMED

Status
Total Issues: **81**

Completed	76
Withdrawn	5

Filter Results: CIHI-ODT Tx/LD RFC - SNOMED (PENDING ANSWER)

No matching issues found.

Pie Chart: CIHI-ODT DD RFC - SNOMED

Filter Results: CIHI-ODT Tx/LD RFC - SNOMED (IN PROGRESS)

No matching issues found.

Filter Results: CIHI-ODT Tx/LD RFC - SNOMED (NO ADDITIONAL WORK)

T	Key ↑	Batch ID	Summary	Status	Status Details	Created	Updated	Fix Version/s
C	SCT-17689	BSCT-17689	Language processing disorder (disorder)	WITHDRAWN		07/Feb/23	02/Mar/23	2023-03-31
C	SCT-17690	BSCT-17689	Visual perceptual motor deficit (disorder)	COMPLETED	Not sent to IHTSDO - In Ca I	07/Feb/23	01/Mar/23	2023-03-31
C	SCT-17691	BSCT-17689	Venoarterial extracorporeal membrane oxygenation (physical object)	COMPLETED	Not sent to IHTSDO - In Ca I	07/Feb/23	01/Mar/23	2023-03-31
C	SCT-17692	BSCT-17689	Venovenous extracorporeal membrane oxygenation (physical object)	COMPLETED	Not sent to IHTSDO - In Ca I	07/Feb/23	01/Mar/23	2023-03-31
C	SCT-17693	BSCT-17689	Living Donor - Directed (person)	COMPLETED	Not sent to IHTSDO - In Ca I	07/Feb/23	01/Mar/23	2023-03-31
C	SCT-17694	BSCT-17689	Living donor — Non-directed anonymous donor (person)	COMPLETED	Not sent to IHTSDO - In Ca I	07/Feb/23	01/Mar/23	2023-03-31
C	SCT-17695	BSCT-17689	Living donor — Paired exchange (person)	COMPLETED	Not sent to IHTSDO - In Ca I	07/Feb/23	01/Mar/23	2023-03-31
C	SCT-17696	BSCT-17689	Living donor — N-way kidney exchange/closed chain (person)	COMPLETED	Not sent to IHTSDO - In Ca I	07/Feb/23	01/Mar/23	2023-03-31
C	SCT-17697	BSCT-17689	Living donor — Non-directed anonymous donor-initiated domino chain (person)	COMPLETED	Not sent to IHTSDO - In Ca I	07/Feb/23	01/Mar/23	2023-03-31
C	SCT-17698	BSCT-17689	Heart moderate primary graft dysfunction — Left ventricle (assessment scale)	COMPLETED	Not sent to IHTSDO - In Ca I	07/Feb/23	01/Mar/23	2023-03-31

1–10 of 81 1 2 3 4 5 6 7 8 9 ▶

Filter Results: CIHI-ODT DD RFC - SNOMED (IN PROGRESS)

No matching issues found.

Filter Results: CIHI-ODT DD RFC - SNOMED (NO ADDITIONAL WORK)

T	Key ↓	Batch ID	Summary	Status	Status Details	Created	Updated	Fix Version/s
D	SCT-17892	BSCT-17860	45041000087103 - Request French Translation	COMPLETED	Not sent to IHTSDO - In Ca I	02/Mar/23	08/Mar/23	2023-03-31

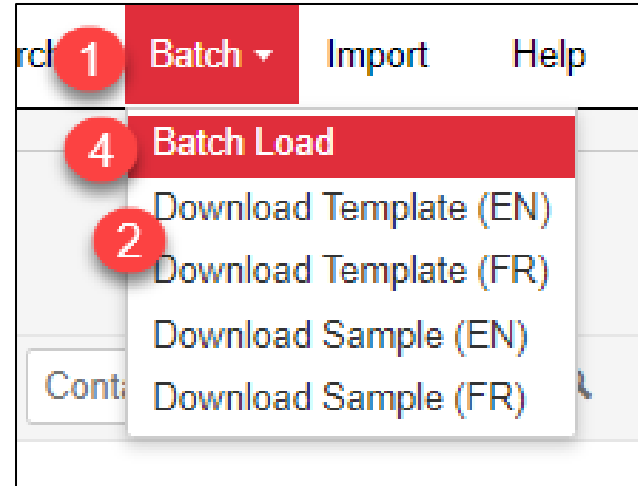
RFC Submission - Single

The screenshot shows the 'Create Issue' form in the SNOMED CT application. The form is titled 'Create Issue' and has a 'Create' button in the top right corner, marked with a red circle and the number 1. The form contains several fields: 'Project' (a dropdown menu with 'SNOMED CT RFC (SCT)' selected), 'Issue Type' (a dropdown menu with 'New Concept' selected), and 'Proposed FSN' (a text input field). Below these fields, there is a section for 'Requestor Phone' with a text input field and the label 'Your phone number'. At the bottom of the form, there is a 'Create' button (marked with a red circle and the number 3) and a 'Cancel' button. A red circle with the number 2 is placed over the 'Create' button in the top right corner of the form area.

- 1) Click “Create” button in banner bar.
- 2) Fill out all mandatory fields according to instructions.
- 3) Click “Create” button at the bottom of the form.

RFC Submission – Batch

1. Click on **Batch** in banner.
2. Download the **Template**.
3. Fill in fields as per “How to” tab in the template.
4. Load RFC batch by clicking Batch button and selecting **Batch Load** option.
5. A **Batch ID** will automatically be assigned to your tickets.



Tips to avoid batch upload errors:

- Check all mandatory fields are filled
- Copy paste values only and not format
- Save file in defined template format – ensure this was not changed
- Check that firewalls do not inhibit file uploads in any way if any error persist and all fields are filled

Mandatory Fields

❑ Ensure that all mandatory fields are filled out.

- Mandatory fields are denoted with an asterisk * and/or red text in batch template column headers

The screenshot shows the 'Create Issue' form on the left and a data validation error dialog box on the right. The form includes fields for Project (SNOMED CT RFC (SCT)), Issue Type (New Concept), Proposed FSN (empty), and Proposed Semantic Tag (administrative concept). The dialog box displays a 'Data Validation ERROR' with a warning icon and the message: 'Data validation errors (1). The file has been saved locally and the invalid cells have been highlighted in RED colour. Please correct the highlighted values before uploading the spreadsheet.' An 'OK' button is visible at the bottom of the dialog.

D	E	F	G	H
Parent FSN	FSN (*)	Semantic Tag (*)	PT (*)	Synonym (1)

E	F	G
FSN (*)	Semantic Tag (*)	PT (*)
test concept		test concept

Data Validation ERROR

! Data validation errors (1).

The file has been saved locally and the invalid cells have been highlighted in RED colour. Please correct the highlighted values before uploading the spreadsheet.

OK

Batch Composition Guidelines








- Same language
- Same type
- Include supertype requests with subtypes
- Same project (if possible)
- 50 or fewer per batch for new descriptions
- 20 or fewer per batch for new concepts

Communication

All manual communication following submission will be done via the “Comments” field.

- Use the **@callup** function to notify the recipient of your message.
- Comments pertaining to whole batch will be on the first ticket in the batch.
- Otherwise, comments pertain to individual tickets.
- Users must have an active account in InfoRMS, linked to an active email account.
- Please do not submit an RFC using a Guest account.

Comment

Style ▾ B I U A ▾ ³A ▾  ▾  ▾    ▾ + ▾

Thank you for your thoughtful review @lp|

Linda Parisien - lparisien@infoway-inforoute.ca (lparisien)

lparisien test - lparisientest@fakemail.com (lparisientest)

Add Cancel

New – Communication of Completed RFC – Population of Final fields

Before: All details provided in Comments field:

"This concept has been authored and is in scope for the March 2023 CA Edition. ConceptID: XX FSN: XX PT:XX Syns: XX . This is subject to change until the time of release. "

Now: Details provided in discrete fields with an additional note in comments field.

Final FSN:	Fracture of neck of left femur
Final Semantic Tag:	disorder
Final PT:	Fracture of neck of left femur
Import ID:	46481000087108

A new concept has been added.
All relevant information can be found in the final fields above (for SCTID, see Import ID field).
This is subject to change until the time of release.

This concept is a candidate for promotion and will be sent to SI

Edit

Pre-Adoption

- When a new concept or description is authored, the submitter will be notified and the information will be provided.
- Submitters can pre-adopt concepts that have not been published
- Please note:
 - **Unpublished content is subject to change until the day of release.**
- Requesters can check the [CA Daily build](#) browser for content under development

Notifications

1) Individual

Users will be notified by email if there are changes to tickets that they are watching, assigned to, or submitted.

2) Daily Email Digest

Email notifications of RFC activity within the last 24 hours will be generated by InfoRMS and includes:

- A. SNOMED CT RFCs pending your answer (ACTION REQUIRED)
- B. SNOMED CT RFCs accepted in the past 24 hours (FYI ONLY-NO ACTION REQUIRED)
- C. SNOMED CT RFCs rejected in the past 24 hours (FYI ONLY)

Database Closure Dates

- The first Friday of the month of release
- Marks the cut-off date for RFCs that will be accepted for the release
- All RFCs still go through the QA process – many factors
- We can make no guarantees that RFCs will make the release
- Refer to the InfoRMS “SCT Releases Dashboard” regularly



Database Closure Dates

Canada Health Infoway InfoRMS

Dashboards ▾ Projects ▾ Issues ▾ Boards ▾ Search ▾

BSCT-13478_3NC_ENCASI

- CIHI ODT Standards (Sep 2nd Cu...
- SNOMED CT Health Check
- SNOMED CT Releases**

Details ★

SNOMED CT Releases

CA Edition Release Candidates for Next SNOMED CT Release

[SNOMED CT RFC Project: 2023-09-30](#)
[Subset Project: 2023-09-30](#)

The last day for submission of requests for change that will be considered for inclusion in the September 2023 CA Edition of SNOMED CT is September 1, 2023

[SNOMED International Requests submission dates](#)

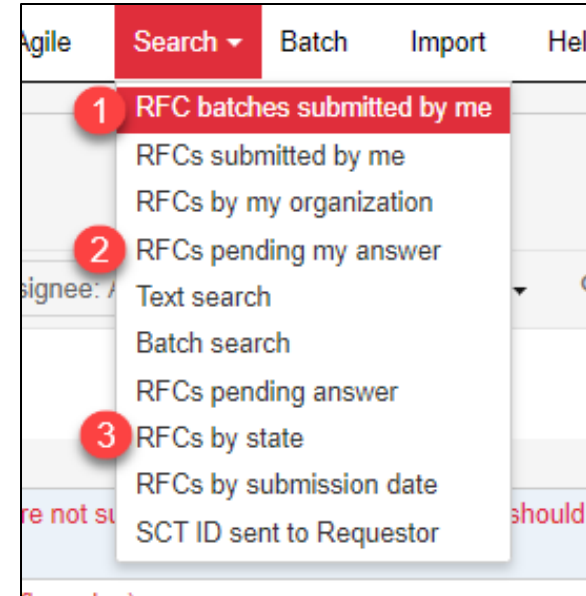
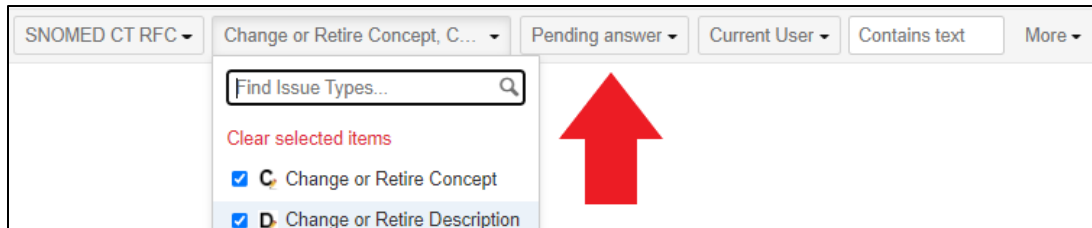
Request for change requirements

Please refer to [QA Checklist](#) for a summary of the most important criteria to validate prior to submitting your Request for Change (RFC) to Infoway.

Infoway's 60-day RFC Policy

The request will be rejected if no answer is provided when clarification is requested within **60 days**.

Read the Infoway Policy on Outstanding Open RFCs [here](#).





Canada Health Infoway

Educational Resources and Support

Useful Links

- [InfoCentral Registration](#)
 - [Annual Terms of Use and License Agreements](#)
 - [Access to InfoRMS](#)
 - [SNOMED CT Course Catalogue](#)
 - RFC Guidance Resources on InfoScribe* :
 - [QA checklist](#)
 - [Editorial Guidelines](#)
 - [References](#)
 - [French Translation](#)
- * Logged in users can watch InfoScribe pages to be notified of updates

When to contact us

- Request for guidance

If stakeholders are unsure about the guidelines or have questions on content submission feel free to reach out to Infoway for guidance after completing the submission template and before submitting in InfoRMS

- Clarification on or issues with submission process

If you are having trouble completing the form or submitting your request

[Contact us](#)



Canada Health Infoway

Questions?



Canada Health Infoway

Thank you!

[Contact us](#)

VISIT OUR WEBSITE
infoway-inforoute.ca

VISIT OUR SURVEY WEBSITE
insights.infoway-inforoute.ca/

LET'S CONNECT ON LINKEDIN
linkedin.com/company/canada-health-infoway/

LET'S CONNECT ON TWITTER
[@infoway](https://twitter.com/infoway)