Guidelines for Requesting Changes to SNOMED CT Content

1 April 2022, v1.0

New Zealand SNOMED CT National Release Centre

Purpose

This document is intended to provide guidance in preparing a content request submission to the New Zealand SNOMED CT National Release Centre for inclusion in the SNOMED CT International Edition or the SNOMED CT New Zealand Edition.

Where to submit a content request

Affiliates should submit an individual content request via SNOMED CT Request Management Portal. For multiple content requests please use the SNOMED CT Content Batch Request Submission Form and email it to snomed_ct@health.govt.nz
Download the SNOMED CT Content Batch Request Submission Form and complete all required fields.

Types of content requests

New concept request
This request is for a new concept to be added to the SNOMED International Edition or SNOMED CT New Zealand Edition. Before submitting a request for a new concept please ensure current SNOMED CT content is reviewed and that it aligns with the existing **SNOMED CT Editorial Guide**
- **Fully specified name** must be in accordance with naming guidelines.
- **Semantic tag** of the requested concept must align with the requested parent term.
- **Proposed use case** must describe where or how it is to be used, e.g. "Concept used as value for X field", "Concept supports data recording for X purpose", "Concept fills gap in X hierarchy", etc.
- **Reference** must refer to an authoritative source such as a book, journal article or provide a definition that can be referenced back to an authoritative source that is publicly available.

Changes to existing content
A change can be made to existing content if the content request meets the SNOMED CT Editorial Guidance. Please ensure a clear justification is provided in the request. Examples of the type of changes to existing content are:
- Add a new description
- Add a new relationship
- Inactivate a release concept
- Inactivate a relationship
- Inactivate a description/synonym.

Request submission checklist

Before submitting your content request to the New Zealand SNOMED CT National Release Centre please ensure all the following steps are completed.

1. *Check the latest version of SNOMED CT International Edition and SNOMED CT New Zealand Edition*
   The submitter should review the most recent version of the SNOMED CT International Edition and SNOMED CT New Zealand Edition to ensure the proposed content request is not already present in the terminology. To review current SNOMED CT content it is recommended the submitter use the latest version of the **SNOMED International bowser** and **SNOMED New Zealand Edition browser**.

2. Review the SNOMED CT Editorial Guide

The **SNOMED CT Editorial Guide** provides information about requests that may or may not be suitable for inclusion in the SNOMED CT International Edition.

The Editorial Guide should be reviewed prior to submitting a content request to establish if there is a policy for the type of request being raised for consideration. For example, requests for new content that include classification type terms such as **NOS** (not otherwise specified) or **NEC** (not elsewhere classified) will not be considered for inclusion.

3. Provide clear justification

It is important to provide a clear justification when submitting the content request. This usually takes the form of a proposed use case, justifying the need for a new concept or change e.g., clinical, or administrative need. The justification should provide the how, why, and when the concept will be used, and an explanation of the benefits of the requested content change.

4. Identify the semantic tag

It is important to consider where the requested content will sit within the SNOMED CT hierarchy. When submitting a content request for a new concept a proposed semantic tag is required. This will assist in understanding the nature of the requirement and ensure that the intended use case is met. The submitter should verify that the proposed semantic tag aligns with the parent term. For example, a content request for a new concept in the finding hierarchy must be a descendant of the concept 404684003 Clinical finding (finding).

Further information about the semantic tag can be found in the **SNOMED CT Editorial Guide**

If you have problems finding or are unsure of the semantic tag, we will help you with this.

5. Provide a published reference

Content request submissions should be supported by at least one publicly available reference. The supporting information submitted with the content request is required to be within the last five years and from an authoritative source, such as, a scientific or professional journal, OMIM, PubMed, Orphanet or a professional organisation. References to Wikipedia are not sufficient. Reference material that is provided in support of the content request must be accessible to the SNOMED International Content Team. For example, references from books and journal articles that are not publicly available are not acceptable. See *Appendix A* for suggested website references.

6. Explain Acronyms, Abbreviations, and Eponyms

When making a submission, fully expand all acronyms, abbreviations etc. Acronyms and abbreviations do not meet editorial standards for inclusion in a Fully Specified Name (FSN), as they can cause confusion and will cause delay in processing the request. However, acronyms and abbreviations may be used in synonyms, please specify this in the request.

Request submission dates

The SNOMED CT International release is distributed monthly on the last day of the month and the SNOMED CT New Zealand Edition is published on 1 April and 1 October each year.

Processing content requests for the New Zealand Edition depends on when in the release cycle the content request is submitted. Within the release cycle sufficient time is required to process the content request, conduct the required authoring, and validate the new content for release.

Content requests submitted between:

- 1 August and 31 January will be considered for the April New Zealand Edition release.
- 1 February and 31 July will be considered for the October New Zealand Edition release.

All content requests will be assessed and where the content meets international conformance and interoperability it will be promoted to SNOMED International. Where the content request is outside the scope of the International Edition but is necessary for national conformance and interoperability, it will be considered for the SNOMED CT New Zealand Edition.

Please submit content requests as early in the release cycle as possible.

Content request information flow

Following a content request submission an automatic notification acknowledging receipt of the request will be sent. This notification does not indicate the request has been accepted for processing.

Content request has been accepted
Where the content request has been accepted, the submitter will be informed which release it will appear in.
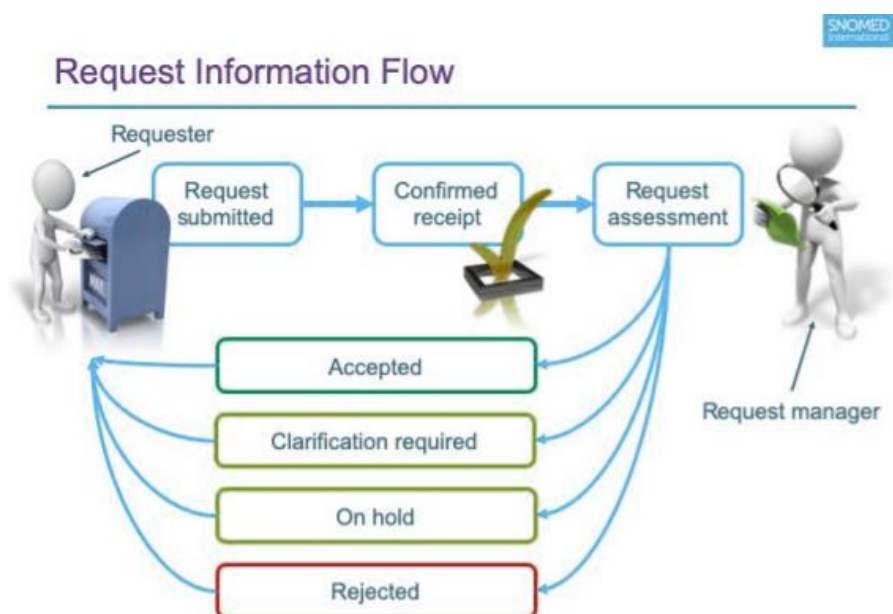
Clarification required
If further clarification or additional information is required to process the content request for approval, the submitter will be contacted.

On hold
A content request maybe put on hold if the request needs to be managed as part of a larger piece of work or the request is for content which may be impacted by a collaboration agreement.

Rejected
A content request will be rejected where the content already exist, or the requested content is out of scope.

Guidelines for Requesting Changes to SNOMED CT Content 1 April 2022, v1.0

Appendix A

Provided below are website links for suggested reference sources (copy and paste into a browser). Please note this section is intended for guidance only. Other reference sources that meet the criteria set out in section 'Provide a published reference' are also acceptable.

NCBI - National Center for Biotechnology Information - https://www.ncbi.nlm.nih.gov/

PubMed – Biomedical literature - https://www.ncbi.nlm.nih.gov/pubmed/

Medscape - https://www.medscape.com/

DermNet - https://dermnetnz.org/

British Medical Journal - https://www.bmj.com/

The Lancet - https://www.thelancet.com/

The New England Journal of Medicine - https://www.nejm.org/

Merck - https://www.msdmanuals.com/en-gb/professional

UniProt – Protein knowledgebase - http://www.uniprot.org/

OMIM - An Online Catalog of Human Genes and Genetic Disorders - https://www.omim.org/

Orphanet - http://www.orpha.net/consor/cgi-bin/index.php

Genetics and Rare Diseases Information Centre - https://rarediseases.info.nih.gov/

The International Society for Nomenclature of Paediatric and Congenital Heart Disease (ISNPCHD) - https://ipccc.net/

ChEBI - Ontology of Chemical Entities of Biologic Interest - https://www.ebi.ac.uk/chebi/

PubChem - Biologic activities of small molecules - https://pubchem.ncbi.nlm.nih.gov/

NLM Drug Info - Drug information Portal - https://druginfo.nlm.nih.gov/drugportal/

ChemSpider - Royal Society of Chemistry, free chemical structure database - http://www.chemspider.com/?gclid=EAIaIQobChMIvfXI9qnt1gIVQxYbCh2nAQHPEAAYASAAEgIla_D_BwE

Nomenclature Committee of the International Union of Biochemistry and Molecular Biology (NC-IUBMB) - http://www.sbcs.qmul.ac.uk/iubmb/enzyme/

EDQM standard Terms - https://standardterms.edqm.eu/#

WHO Mednet - https://mednet-communities.net/$root/

FMA Browser Explorer for Foundational Model of Anatomy - http://fma.si.washington.edu/browser/#/

WHOCC - ATC/DDD Index - Index and search for the Anatomical Therapeutic Chemical (ATC) classification system and the Defined Daily Dose (DDD) - https://www.whocc.no/atc_ddd_index/

Resources for Organism Naming

SNOMED International utilizes various resources when reviewing changes to the organism hierarchy. They include:

Bacteria

List of Prokaryotic names with Standing in Nomenclature (LPSN) - https://lpsn.dsmz.de/

International Committee on Systematics of Prokaryotes (ICSP) - http://www.the-icsp.org/

International Journal of Systematic and Evolutionary Microbiology - http://ijs.microbiologyresearch.org/content/journal/ijsem

DSMZ-Prokaryotic Nomenclature Up-to-date - https://www.dsmz.de/bacterial-diversity/prokaryotic-nomenclature-up-to-date

Fungi

MycoBank Database - http://www.mycobank.org/

Index Fungorum - http://www.indexfungorum.org/

Viruses

International Committee on Taxonomy of Viruses (ICTV) - https://talk.ictvonline.org/

Parasites

Although not an authoritative source, NCBI taxonomy provides useful links to other sources

National Center for Biotechnology Information (NCBI) Taxonomy -

https://www.ncbi.nlm.nih.gov/taxonomy

General

Integrated Taxonomic Information System (ITIS) - https://www.itis.gov/

Links to further information

SNOMED CT Editorial Guide - https://confluence.ihtsdotools.org/display/DOCEG

SNOMED CT Request Management Portal - https://nz-rmp.snomedtools.org/en/

SNOMED CT New Zealand Edition Browser - https://browser.ihtsdotools.org/?perspective=full&conceptId1=138875005&edition=MAIN/SNOMEDCT-NZ/2021-10-01&release=&languages=en,mi