

New Term Request Quick Reference Guide

A consistent use of business terms leads to a common vocabulary and understanding of business data. Therefore, it is important that the business taxonomy be managed and used appropriately to label data entities and attributes.

1. Operating Procedure

Review the CMS Standard Term List to verify suitability and adequacy for naming a data or attribute. If the terms are determined inadequate, make a request using the [Standard Term Request Form](#), available on the [DAES CMS.gov Standard Terms webpage](#). Integers are implicitly standard terms and do not have to be added to the Standard Term List.

Standard Term Request Form

The following steps details the criteria for completing each section of the Standard Term Request form. It is highly recommended to fill out the form while referencing the [Data Naming Quick Reference Guide](#) in conjunction with this quick reference guide.

1. Complete all required fields in the Contact Information section.
2. Complete all required field in the Standard Term Information section:
 - a. Enter request date.
 - b. Indicate Proposed Term Request Type, either New or Change to an existing term.
 - c. Enter a Proposed Term in accordance with the [Term Name Standards](#) and [Term Name Guidelines](#).
 - d. Enter a Proposed Term in accordance with the [Term Abbreviation Standards](#) and [Term Abbreviation Guidelines](#).
 - e. Indicate Term Role which the proposed term belongs. The following term categories comply with the [ISO/IEC 11179-5:2015 Information technology – Metadata registries \(MDR\) – Part 5: Naming principles](#).
 - i. Object Class Term – A noun that represents an important entity classes or entity subclasses in an enterprise data subject area. Examples of Object Class Terms: Account, Beneficiary, Claim, Contract, Provider.
 - ii. Property Term - expresses a discrete category. Examples of Property Terms: City, Gender, Spouse, Report, Revenue, Color.
 - iii. Qualifier Term - used to further modify or specify an Object Class Term or Property Term. Examples of Qualifier Terms: Minimum, Net, Last, Temporary.
 - iv. Representation Term – classification of a type of representation. Examples of Representation Terms: Code, Name, Identifier, Date, Quantity.
 - f. Enter term definition.
 - g. Enter example of term usage.

- h. Enter reason for new term or term change.
- i. Send the completed request form to CMSDataAdmin@cms.hhs.gov for processing.

2. Term Name Standards

1. A term shall contain one or more words or integers separated by spaces.
2. Valid term characters are alphabetic (a-z) and integer (0-9).
3. A term shall not include a period (.), slash (/) and hyphen (-) or other special characters.
4. A term shall not be a numeric representation of an ordinal number .
 - a. Example: 5th is not a valid term, “Fifth” is a valid term
5. Each word in a term shall start with a capital letter and the rest shall be lower case.
6. A Representation Term shall be one word in singular form.
 - a. Example: DATE, not DATE

3. Term Name Guidelines

1. Avoid addition of synonyms to the list, except in instances where the synonym’s use is justified for business communication.
 - a. Example: when the term ‘Responsibility’ is an existing standard term, resist adding the synonym ‘Duty’.
2. Avoid negative terms such as ‘Nonparticipant’, ‘Unqualified’, ‘Ineligible’, etc. Rationale: the use of negative terms invariably leads to confusing names; also, they have the potential for creating double negative conditions. Refer to Table 1 – Term Approval Criteria.

Table 1 – Term Approval Criteria

Term approval criteria	Example of data name using negative term	Example of data value	Likely business interpretations or questions
Avoid negative terms	Person Ineligibility Switch	“N”	The person is eligible, or are they?
		“Y”	Is the person eligible?
Allow positive terms	Person Eligibility Switch	“N”	The person is not eligible.
		“Y”	The person is eligible.

3. When a word can be expressed in different forms to indicate possession or direction, multiple forms of a term can be accepted.
 - b. Example: ‘Payee’, ‘Payer’, and ‘Payment’
4. Representation Term describes the valid form of data content. Add new terms only when a new form of data cannot be accommodated or expressed by the data types associated with existing Representation Terms (refer to [DM OP-040 Standard for Designating Representation Term and Data Type](#)).

4. Term Abbreviation Standards

1. Term abbreviations shall be in all capital letters.
2. All integers are implicitly valid abbreviations (e.g., 101). The term is the English name of the integer without the 'and' conjunction.
 - a. Example: One Hundred One
3. Words that are four letters or less are not abbreviated unless there is a widely-recognized and common abbreviation available.
 - a. Example: AGE [AGE], Exceptions: DATE [DT], CODE [CD]
4. Abbreviations are limited to eight characters. Abbreviations of 4 characters are preferred.
 - a. Bad example: RESPONSIBILITY [RSPNSBLTY]
 - b. Suggested example: RESPONSIBILITY [RESP]
5. Abbreviations must be unique in order to support clarity of usage except for the widely accepted acronyms:
 - a. First term example: RESPONSIBILITY [RESP] Second term example: RESPONSE [RSPN]
 - b. First acronym Example: Plan Benefit Package [PBP] Second acronym Example: Provider Based Physician [PBP]
6. An abbreviation may not form a word. If the abbreviation forms a word, replace letters to make the abbreviation not be a word while maintaining uniqueness.
 - a. Prohibited example: RETENTION [RENT] Suggested example: RETENTION [RTNT]

5. Term Abbreviation Guidelines

1. Condense all double consonants to a single consonant.
 - a. Example: Enrollment [ENRL]
2. Eliminate vowels except: (a) when it is a leading vowel, (b) when the vowel is needed for clarity, (c) when the vowel is needed to provide uniqueness, and (d) when a vowel is part of a commonly used abbreviation.
 - a. Example of a: Employee [EMPY]
 - b. Example of b: Exposition [EXPO]
 - c. Example of c: Library [LIB] and Liability [LIAB] (An 'A' is added to distinguish Liability's abbreviation.)
 - d. Example of d: Product [PROD]
3. Abbreviated words that are widely known and consistently used in the agency should be defined as an acronym.
 - a. Example: Health Service Area [HSA]