Customer Guidance For Requesting Changes to SNOMED CT

Date: 20230224

Version: 13.0

Status: Approved

SNOMED International
Registered in England and Wales • Company Registration Number 9915820
Reg. address: One Kingdom Street • Paddington Central • London W2 6BD • United Kingdom
Tel: +44 (0) 203 755 0974 • info@snomed.org • www.snomed.org

SNOMED International is the trading name of the
International Health Terminology Standards Development Organisation,
a private company limited by guarantee

Amendment History

Version	Date	Editor	Comments
0.1	20150612	Maria Braithwaite	First draft for review and comments.
0.2	20150616	Maria Braithwaite	Second draft after review and comments.
0.3	20150625	Maria Braithwaite	Third draft after review by Content Team.
0.4	20150630	Maria Braithwaite	Fourth draft for review after comments by Head of Terminology.
0.5	20150701	Maria Braithwaite	Update with comments from Head of Terminology.
1.1	20160927	Maria Braithwaite	Update after move to CRS.
2.1	20170511	Maria Braithwaite	Update logo and minor changes.
3.1	20170711	Maria Braithwaite	Update with Service Level Agreement.
3.2	20170712	Maria Braithwaite	Update after review.
4.1	20171013	Maria Braithwaite	Update section 6.5.
4.2	20171031	Maria Braithwaite	Update after review.
5.1	20180720	Maria Braithwaite	Update to Appendix A – reference sources for substance requests.
5.2	20180814	Maria Braithwaite	Update to Appendix A after Content Team review.
6.1	20190124	Maria Braithwaite	Update to information about service level agreement.
7.1	20191010	Maria Braithwaite	Include new section: Promotion of National Content Identified by a Second Member Country as Useful.
8.1	20200506	Maria Braithwaite	Update to document.
9.1	20201125	Maria Braithwaite	Update to document.
9.2	20201210	Maria Braithwaite	Update to document.
10.1	20220214	Maria Braithwaite	Update to document for move to frequent release.
10.2	20220221	Maria Braithwaite	Updates after review by NIN.
11.1	20220815	Maria Braithwaite	Update for promotion of content from approved extension. Add new Appendix B.
11.2	20220822	Maria Braithwaite	Update after CRI and KLI review.

12.1	20230201	Maria Braithwaite	Update to included new guidance for submission of medicinal products, updates to information about LOINC related requests.
12.2	20230213	Maria Braithwaite	Updated after review by CRI, FAS, NIN, SSA, EWO.
12.3	20230216	Maria Braithwaite	Further update after review by JCA, MHA.

Approvals

Version	Date	Approver	Comments
1.0	20150702	Ian Green James Case	Approved for distribution.
2.0	20161005	Lesley MacNeil	Approved for distribution.
3.0	20170531	Lesley MacNeil	Approved for distribution.
4.0	20170720	Lesley MacNeil	Approved for distribution.
5.0	20171101	Lesley MacNeil	Approved for distribution.
6.0	20180817	Lesley MacNeil	Approved for distribution.
7.0	20190206	Lesley MacNeil	Approved for distribution.
8.0	20191024	Monica Harry Jim Case	Approved for distribution.
9.0	20200527	Monica Harry Jim Case	Approved for distribution.
10.0	20210104	Monica Harry Jim Case	Approved for distribution.
11.0	20220228	Monica Harry Jim Case	Approved for distribution.
12.0	20220922	Monica Harry Jim Case	Approved for distribution.
13.0	20230224	Monica Harry Jim Case	Approved for distribution.

Future Review Timetable

Review date	Responsible owner	Comments
As required	Maria Braithwaite	Update when change necessitates.

Table of Contents

1 Introduction

1.1 Purpose

This document is intended to provide guidance for customers during the preparation of a request submission for the International release of SNOMED CT. Please note, registration for a Confluence user account may be required in order to access some of the links included in this document.

1.2 Scope

The scope of this document is restricted to the creation of requests for new content and content changes for the International release of SNOMED CT. It is not intended to provide technical guidance on how to use the SNOMED CT Content Request Service (CRS) system.

Guidance on how to use the SNOMED CT Content Request Service (CRS) system can be found here https://confluence.ihtsdotools.org/display/SCTCR/CRS%2BUser%2BGuide

1.3 Audience

The intended audience for this document includes any stakeholder who has been authorized to submit a request for content changes for the International release of SNOMED CT. This includes, but is not restricted to the SNOMED International Content Team, other SNOMED International staff, National Release Centers, SNOMED CT extension managers, member countries and Consultant Terminologists.

2 Who Can Request a Change

2.1 National Release Centers

SNOMED International coordinates requests for additions or changes to SNOMED CT through its Members' National Release Centers (NRC). For more information about the processes in each country, please access the relevant member page here https://www.snomed.org/our-customers/members

2.2 Other Authorized Submitters

Authorized users may submit requests for additions or changes via the SNOMED CT Content Request Service (CRS) system.

An authorized submitter is usually a named individual from a National Release Center, a user from a member country who does not have access to a National Release Center or individuals from international groups who have been identified as providing specialist content.

Affiliate license holders may in the first instance submit requests for content changes by sending an email to info@snomed.org

To request access to the SNOMED CT Content Request Service (CRS) system please contact: info@snomed.org

3 Where to Submit a Request

The SNOMED CT Content Request Service (CRS) system can be accessed here http://snomed.org/crs

4 Service Level Agreement

The current Service Level Agreement (SLA) for the CRS can be accessed here https://confluence.ihtsdotools.org/display/SCTCR/2023++Change+to+Service+Level+Agreement+for+International+CRS

4.1 Acknowledgement

Submitters will receive an acknowledgement of receipt of their submission within 7 working days.

4.2 Request Submission Dates

A notice will be published on the website biannually to indicate the submission dates for the CRS https://www.snomed.org/snomed-ct/Use-SNOMED-CT/change-or-add

- **CRS SLA Reporting Period for Q1 and Q2**
    - Requests submitted between 14th October and 15th April inclusive will be reviewed for inclusion in a monthly release in or before the following July international release.
- **CRS SLA Reporting Period for Q3 and Q4**
    - Requests submitted between 16th April and 13th October inclusive will be reviewed for inclusion in a monthly release in or before the following January international release.

Date of publication for the requested change will be communicated to the submitter via the CRS request at the time it is moved to a status of complete.

4.3 Request Commitment

All requests submitted on or before the published request closure date for the reporting period shall be considered for inclusion or have an identified content tracker assigned, unless they are marked for clarification, appeal or are rejected or withdrawn.

Requests will be considered for inclusion providing that the following criteria are met:

1. The required information as specified in the document ‘Customer Guidance for Requesting Changes to SNOMED CT’ has been supplied with the request.
2. The request aligns with current editorial guidelines.

3. The submitter has not exceeded the maximum of 150 changes of the same type within the reporting period.

Complex requests that impact a large area of content or require additional input from resources other than the manager of the request may exceed this time period.

4.4 Request Balance

SNOMED International reserves the right to assess the number of submissions made per country per release to create balance of submissions and fairness in equal resolution of requests.

Any set of requests from the same member country/submitter may not exceed 150 of the same type during the same SLA reporting period. Examples of the same type of requests would be: 150+ requests for new concepts all in the same hierarchy (i.e. procedure, body structure, substance etc.), 150+ requests for changes to existing content such as new descriptions, modeling changes such as to stated relationships or attributes, concept or description inactivation, changes to descriptions or questions about existing content.

The 150 total may be submitted as a large submission or smaller submissions, however once the total of 150 has been reached no further requests of the same type will be accepted during that SLA reporting period. Further requests above the 150 total will be marked as rejected.

Any set of requests exceeding 150 of the same type must be referred to the Customer and Relationship Management executive before being submitted to the CRS system to discuss options for inclusion into the international release.

4.5 Bulk Submissions

Bulk submissions are content changes of more than 150 of the same type and must be submitted to the Customer & Stakeholder Relationship executive who will coordinate the best path for inclusion. This will be either a bulk submission or a Member Priority project, including feedback timeline within available resources and priorities.

4.6 Requests for Clarification

In accordance with the SLA, all requests marked for clarification will remain open for a period of 60 days, after which the request will be closed without right to appeal.

5 Types of Request

5.1 New Concept

A request for a new concept must take into account existing content and align with the existing Editorial Guidance. The Editorial Guidance can be accessed here http://snomed.org/eg

Please note a Confluence account is required. If you need a new account, please contact info@snomed.org

5.2 Changes to Existing Content

A change can be made to existing content if the request aligns with existing Editorial Guidance. Please ensure a clear justification for requesting a modification is supplied with the request.

Examples of the type of changes to existing content that may be considered are:

- Inactivate a released concept

- Add a new description

- Inactivate a description

- Add a new relationship

- Inactivate a relationship

- Make a change to metadata such as case sensitivity

- Make an existing concept sufficiently defined or primitive

5.3 Promotion of Content to the International Release from Approved SNOMED CT Extension

SNOMED International may promote any published concept from a National Release Center (NRC) approved extension into the international release of SNOMED CT.

When a request for a new concept is submitted to the CRS, there is no requirement for the SNOMED International Content Team to check any NRC approved extension for potential duplication with national content.

Please follow the steps detailed below to request promotion of content from an extension.

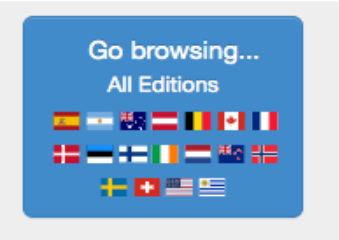
5.3.1 Check Browser

Before making any request to the CRS, in order to avoid duplication of content, users are strongly recommended to check the NRC approved extension content to identify whether the needed content is already published in an extension.

NRC approved extension content may be viewed here:

https://browser.ihtsdotools.org/

Please select ‘Go Browsing All Editions’



The UK Edition is available via a browser provided by NHS Digital:

https://termbrowser.nhs.uk/

5.3.2 Contact Owning Extension

Where the required concept is already published in an extension, the extension concept will be considered for promotion to the international release of SNOMED CT.

Approval must be sought from the manager of the extension from which promotion of concept(s) is requested; the manager of the 'owning' extension is required to create a request for promotion.

Contact information for member countries is available here https://www.snomed.org/our-stakeholders/members

All submissions for promotion must include the concept ID for the concept that is requested for promotion in the correct field in CRS ('Local SNOMED CT Code'), along with the usual information required when making a submission such as definition and use case, please see Section 6 'Submission Checklist'. It is the responsibility of the extension seeking promotion to ensure that this information is supplied.

Please see Appendix B for a template covering the information that is to be provided to the manager of the owning extension when making a request for promotion of concept(s).

5.3.3 Request Promotion

Upon receipt of the request for promotion and the information in the template in Appendix B, the manager of the owning extension will submit a request for promotion.

IMPORTANT NOTE: where a concept is published in a local namespace extension the concept must not be requested for promotion to the international release if it is awaiting publication in the national extension.

A concept can be directly promoted from a local namespace extension into the international release. However, if the concept is scheduled for publication in the national extension, promotion to the international release must not be requested until the concept has an effective time in the national extension.

This will prevent a scenario where the national and international effective time are the same or discordant.

Managed service customers may request promotion of a concept from their own extension via the SNOMED International authoring platform functionality. All other requestors must submit directly to the CRS.

5.3.4 Further Information

1. 'Non-owning' requestors may create the concept in their own extension whilst awaiting the release of a concept promoted to the international release from another extension, however the non-concept would require future inactivation with its associated impact if already implemented.
2. The SNOMED International Content Team will ensure that the requested use case is consistent with the meaning of the concept in the national extension and if necessary, clarify this with the manager of the owning extension.

3. Requests received via the CRS will be progressed in accordance with established service level agreements.
4. Where two or more requests are received for promotion of the same concept that exists in different national extensions, the request with the earliest submission date will have precedence.
5. The CRS request submitter will be notified that the concept has been added via the automated update in the CRS request.
6. Once promoted, the concept, associated descriptions and relationships will be part of the international release of SNOMED CT and may be subject to future changes and remodeling; the scope of which is defined in the Editorial Guidance.

5.4 Batch Requests for Member Country Specific Projects

5.4.1 Batch Submission

A batch submission to support SNOMED International agreed projects; content development from SNOMED International Clinical Reference Groups, Project Groups and collaborative agreements may be submitted via the CRS system using the batch submission functionality.

5.4.2 Batch Submission for Member Country Specific Projects

A batch submission for more than 150 content changes or new concepts of the same type (e.g. organism, product, substance) to support member country specific projects must not be made without prior consultation with SNOMED International. Consultation can be carried out using existing mechanisms for member content prioritization such as the annual member prioritization process, or contact made via the regional Customer Stakeholder & Relationship Management executive in the first instance.

Contact details are:

Europe - Ian Green: igr@snomed.org

Middle East and Africa - Nick Egarhos: neg@snomed.org

Asia Pacific - Liara Tutina: ltu@snomed.org

Americas – Suzy Roy: sro@snomed.org

The Customer Stakeholder & Relationship Management executive will coordinate the best path for inclusion, either a batch submission or a Member Priority project, including feedback timeline within available resources and priorities. It is also necessary that the full impact of a batch change be understood in order to ensure a quality solution is achieved. Prior to implementing any batch change(s), a thorough analysis of the change(s) requested including testing to observe impact, impact to the terminology and clinical implications may be required. Batch Submission requests, i.e. requests totaling more than 150, affecting one or more domains of the hierarchy, must follow the guidelines below:

I. Support a work plan initiative, or editorial mandate to directly progress or provide a value benefit at an international or quality level.
II. Include a desired implementation date if known or estimated if not known.

III. Demonstrate an international use case and provide an explanation of the clinical application.
IV. In all cases, clearly demonstrate that SNOMED International Editorial Guidelines are adhered to.

6 Submission Checklist

It is in the best interest of both the submitter and the SNOMED International Content Team that a request for change incorporates as much information as possible to support the requirement.

Where a request is submitted with all of the desired information in support, the Content Team is more likely to accept the request without the need for further clarification. This is necessary for the customer to receive the desired change in a reasonable timescale. It will also reduce the risk of misunderstanding that may result in the original requirement not being met.

Prior to making a submission for a change to the international release of SNOMED CT, the following steps should be followed:

6.1 Check the Most Recent Version of SNOMED CT

The submitter should check the most recent version of SNOMED CT to ensure that the desired change is not already present in the terminology. It is recommended that the submitter check the SNOMED International browser, which can be accessed here http://browser.ihtsdotools.org

Please remember that the desired concept may be available as a slightly different phrase. The words or word order of the description may not entirely match, but the released concept may be conceptually the same as the new request. Where this is the case a request for a new synonym may be considered. A new concept request must not be submitted, as it will not be accepted due to the presence of an existing concept.

6.2 Review the Editorial Guide

The Editorial Guidance can be accessed here http://snomed.org/eg

The Editorial Guide document provides information about requests that may or may not be suitable for inclusion into the international release of SNOMED CT.

The Editorial Guide should be consulted prior to submission of a request in order to establish if there is policy around the type of request that is being considered for submission.

For example, requests for new content that include classification type terms such as other, NOS (not otherwise specified), NEC (not elsewhere classified) will not be considered for inclusion (Classification-derived phrases see https://confluence.ihtsdotools.org/display/DOCEG/Out+of+Scope).

Similarly requests for disjunction (disjunctive aggregates) will not usually be accepted. Where an editorial principle exists that precludes the inclusion of a particular type of concept then a request for content of this nature will not be accepted.

6.3 Provide Clear Justification for Requesting a Change or New Concept

It is very important to incorporate a clear justification for any change request for the international release of SNOMED CT. For example “Used as a member of a value set in support of the provider occupation field.”

This level of detail will assist the Content Team in understanding the nature and context of the requirement. The justification will also aid in assessing the risks and benefits that are associated with making the change. **Please remember that requests for new concepts that are country specific are not suitable for the international release.** Please request content of this type for addition to a national or local extension.

6.3.1 Mandatory Fields

Please note that the fields including ‘Summary,’ ‘Topic,’ ‘Proposed Use Case’ and ‘Reference’ are mandatory fields when making a submission. Copy and paste of generic text such as “gap in terminology” or “self evident” does not supply adequate justification for a change and may result in further clarification (which will delay the inclusion of the request) or a status change to ‘Rejected.’

6.4 Identify the Semantic Tag

It is important to consider where the requested new concept will sit within the SNOMED CT hierarchy. The submitter must take into account the nature of their requirement along with how it will be implemented in clinical systems.

When making a request for a new concept the desired semantic tag for the new addition is required as part of the submission. This will assist the Content Team in understanding the nature of the requirement and also help in ensuring that the original requirements are met. The submitter should verify that the requested semantic tag aligns with the requested parent term. For example a 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 Editorial Guide.

6.5 Provide a Reference

Submissions for a change to the international release of SNOMED CT must be supported by **at least one reference that is of international relevance**. Please remember that requests for change need to be of international application and not confined to one member country. We may require more than one reference to assess the validity and international applicability for some areas of content.

Literature intended for patient education purposes should not be used in support of a request; it frequently includes generalizations that are not always true but may be true in the context of the topic being addressed.

The supporting information submitted with the request is required to be recent and from an authoritative source such as a scientific or professional journal or a professional society. Note:

new Clinical Drug products must be supported by authorized references i.e. Summaries of Product Characteristics (known as SPCs or SmPCs) please see Appendix A for further information.

References to Wikipedia are not sufficient. Reference material that is provided in support of a request must be accessible to the Content Team. For example, references from books and journal articles that are not publicly available are not acceptable. Please see Appendix A for a list of suggested resources that may be used to provide information in support of a request.

6.6 Provide a Definition

Where a new concept is being requested, a text definition that identifies the exact nature of the request must be included. This is especially important where the request is for an obscure disease or a new procedure or is unusual in its nature. Please note that restating the requested descriptions is not considered to be sufficient as a definition. A request for the inclusion of a text definition for a new or existing concept must demonstrate international applicability. Text that is protected by copyright will not be accepted for inclusion unless accompanied by a release from the copyright holder.

6.7 Explain Acronyms, Abbreviations, Eponyms

When making a submission, fully expand all abbreviations. Abbreviations are not allowed in the Fully Specified Name (FSN) as the use of acronyms and abbreviations can cause confusion and will cause delay in processing the request. Even though a particular procedure or disease may commonly be referred to by an acronym in one country, this may not be the same at the international level.

6.8 Request for Concept with a Namespace Identifier

Please use the field ‘Local SNOMED CT Code’ in the CRS to record an extension concept ID that should be retained with the addition of the new concept. When submitted with a request, the extension concept ID will be retained when the concept is added to the international release of SNOMED CT. Where retention of the extension concept ID is not required the concept ID must NOT be submitted with the request. Where the local concept ID is not recorded in the correct field the concept ID will not be retained.

Requests for promotion of content from a different national extension must be accompanied by permission from the ‘owning’ extension, please see Section 5.3 of this document for further information.

Please ensure that the correct extension concept ID that aligns with the correct descriptions are submitted for inclusion in the international release, it is the responsibility of the submitter to check the information submitted is correct.

6.9 Concept Modeling

Submission of the requested descriptions along with the desired attributes and values required to sufficiently define the concept is encouraged and may be of utility to the Content Team, however this requires a high level of familiarity with the Editorial Guide. Note that the final decision about the modeling of a concept rightly belongs to SNOMED International.

7 Request Status

7.1 New

All submissions are initially assigned a status of New. A preliminary check will be carried out to ensure that the new request falls within the inclusion criteria and scope for the international release of SNOMED CT. Further information regarding scope can be found in the SNOMED CT Editorial Guide.

7.2 Draft

A request that has been started and saved but is not yet submitted. The submitter can choose to submit this request once the desired information has been added or can delete the request. The SNOMED International Content Team **cannot see or access a request that is in 'draft'**. The service level agreement timelines begin from the time that the request is submitted to the CRS and do not take into account any time that the request has been in 'draft'.

7.3 Accepted

Following initial review, each request is assigned a manager who is a member of the SNOMED International Content Team. A change to a status of 'Accepted' does not mean that the request will be approved for inclusion in SNOMED CT.

All requests are treated as normal priority with the exception of data errors. Where a request points towards a possible error in SNOMED CT, the request will be prioritized for investigation.

7.4 Under Authoring

This status indicates that the Content Team is actively evaluating the request.

7.5 Ready for Release

A request status will be changed to 'Ready For Release' once the requested change has been made and approved, however please note this does not assure that the requested change will be included in the final release data. There are a considerable number of technical processes undertaken after editing for a particular release has been completed. This can on occasion result in a change that has been made being reverted or a concept removed from the release.

7.6 In Inception

This status was formerly used for requests awaiting resolution of a Content Tracker. From March 2020 onwards where a CRS request falls into the scope for an existing Content Tracker, the request will be marked as 'rejected' with a note to ask the submitters to add themself as a 'watcher' to the appropriate Content Tracker. The manager for the request will link it to the Content Tracker to ensure that the CRS request is progressed along with the Content Tracker once editing on that specific content area commences.

Content Trackers are intended to investigate issues or enhancements to both existing and future content for SNOMED CT. A process for understanding the problem and elaboration of a solution is

undertaken in order to make improvements to existing content and clarify how content of a similar nature will be incorporated into SNOMED CT in the future. Depending upon the nature of the Content Tracker, this may be a long-term large-scale content project or a smaller project with a shorter timescale.

7.7 Awaiting Agreement Compliance

This status is used for requests that cannot be resolved at the time of submission due to contractual obligations or intellectual property issues that are awaiting resolution or permission from a copyright owner.

7.8 Clarification Needed

Where insufficient information is provided to proceed with a request, a member of the Content Team will incorporate questions to be resolved and change the status of the request to 'Clarification Needed.' This will generate an email to the original submitter.

Where a request for clarification to a customer is not answered within 60 days from the date the clarification is generated, the request will be rejected along with a note that the request was rejected due to a lack of response by the submitter. After this **no further action** will be taken with the request even if a response to the clarification is received. Once the 60 days have passed if the change is still required a new request must be submitted. The resubmitted request must include additional information related to the request for clarification. Failure to provide additional information will lead to a second and final rejection of the request.

7.9 Pending Internal Input

This status is for use by the Content Team to identify requests that require further input from a different member of the Content Team.

7.10 On Hold

This status is for use by the Content Team as part of workload management. Requests may be placed on hold whilst awaiting assignment to a member of the Content Team throughout the editing cycle.

7.11 Forwarded

Where a request is received that is not in scope for the international release of SNOMED CT, it may be suitable for a specific extension. The request may be forwarded to another extension manager or National Release Center.

7.12 Withdrawn

A submitter may choose to withdraw their request at any time up to the point the status is assigned as 'Ready for Release.' However, a submitter may not unilaterally prevent the addition of content to SNOMED CT, or cause it to be inactivated through this mechanism if it is believed to be a valid request and of value to stakeholders.

7.13 Resolved Without Content Changes

This status is used where a request can be resolved in discussion with the submitter but without making any content changes. Examples of this include where a request contains a question that can be answered without making any changes to the content or where a potential duplicate concept is identified but subsequently is verified as a valid concept.

7.14 Rejected

Where a request has had a full review and is not considered to be in scope for SNOMED CT, or does not meet the criteria outlined in the Editorial Guide, or clarification about the request has not been received within 60 days, the request will be rejected. This status is also used for requests that are linked to a Content Tracker (please see section 7.6 In Inception for further details).

7.15 Completed

A request status will be changed to “Completed” once the edit has been made and approved and the data files are ready for release. Prior to this time, inclusion in the release cannot be guaranteed.

7.16 Appeal

Where a request has been ‘Rejected’, the submitter may provide additional information or references and request a further review of the decision. The submitter can then place the request in ‘Appeal’ status. In these circumstances the decision will be reviewed and if necessary referred to the Head of Terminology for final disposition.

Where an appeal is submitted for a request that was rejected due to lack of response to a request for clarification, the appeal will not be accepted for consideration and the request will be marked as ‘Appeal Rejected’

7.17 Appeal Rejected

After conclusion of the appropriate appeal process, where the outcome remains unchanged, this status will be applied.

7.18 In Appeal Clarification

Where an appeal is received but there is insufficient information to support a full review of the request, the original rejection and/or the reason for the appeal, the request will move to this status. Where a response to ‘In Appeal Clarification’ is not received, the request will be moved to ‘Appeal Rejected’ once 60 days have elapsed. At this point, no further action will be taken with the request.

8 Guidance for 763158003|Medicinal product (product)| Hierarchy

8.1 Clinical Drug with Corresponding Substance Concept

Where a clinical drug is requested that does not have a corresponding substance concept published in SNOMED CT, the submitter is required to also include a reference for the substance with the request. This will facilitate addition of both the substance and the clinical drug without need for a separate request.

8.2 Submission Requirements

Please see below for a list of information that is required as part of a CRS submission, the information must be provided from formal documentation e.g. a regulatory authority or from the marketing authorization holder:

- Precise active ingredient substance(s)
- Basis of strength substance(s) with their strength(s) using appropriate units
- Pharmaceutical dose form
- Unit of presentation (if required, based on SNOMED International Editorial Guidance)

Summaries of Product Characteristics (known as SPCs or SmPCs) are the authorized references that are reflective of the actual manufactured product. The reference must provide all of the particulars (i.e., BoSS, PAI, dose form, strength) for a manufactured product and journal articles are not acceptable to support the addition of a clinical drug concept. The reference must be consistent with the BoSS, PAI, strength and dose form of the clinical drug being requested.

NOTE: When making a submission for a new concept in the 763158003|Medicinal product (product)| hierarchy, evidence is also required that the product is available and authorized for use in more than one member country.

Please review Appendix A of this document for reference sources.

9 Cooperative Agreement with LOINC

Guidance published in previous iterations of this document concerning the 2013 cooperative agreement between SNOMED International and Regenstrief Institute Inc. is no longer active.

A new cooperative agreement between SNOMED International and Regenstrief Institute Inc. was agreed in October 2022. This new agreement includes creation of an extension to SNOMED CT for the LOINC terminology.

The extension is currently under development. Once the LOINC extension is available, new observable entity concepts will be added to the extension rather than to the international release. In the interim period before the extension is available for additions, observable entity concepts may be added to SNOMED CT based on request if they do not duplicate an existing or potential LOINC Term, or if multiple member countries need them. Concepts considered to duplicate existing or potential LOINC Terms specify:

- Component or Process output
- Property
- Direct site
- Scale type
- Time aspect or Process duration
- Technique (optional)

An example of a concept that might be added to SNOMED CT during the interim period is "Sodium level (observable entity)" and an example of a concept that would not be added to SNOMED CT during the interim period is “Quantitative mass concentration of sodium in blood at point in time."

Additional information about the project will be provided in the future.

10 Questions or Comments

Please submit comments or questions about this document to info@snomed.org

Appendix A

Web addresses for suggested reference sources (copy and paste into a browser).

Please note this section is for guidance only and is not intended to be exhaustive.

Table 1
This table contains suggested reference sources for general requests relating to procedure, clinical finding, disorder and situation with explicit context.

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
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 Center	https://rarediseases.info.nih.gov/
The International Society for Nomenclature of Paediatric and Congenital Heart Disease (ISNPCHD)	https://ipccc.net/

Table 2
This table contains suggested reference sources for requests relating to anatomy.

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

Table 3

This table contains reference sources for requests relating to medicinal products.

Summaries of Product Characteristics (known as SPCs or SmPCs) for a drug can be located:

UK Licensed medicines: electronic medicines compendium (emc)	https://www.medicines.org.uk/emc
Medicines & Healthcare products Regulatory Agency	https://products.mhra.gov.uk/
USA: Structured Product Label (SPL) document can be searched on FDA Label	https://nctr-crs.fda.gov/fdalabel/ui/search
DailyMed	https://dailymed.nlm.nih.gov/dailymed/
Europe : National registers of authorised medicines **- includes country specific sites**	https://www.ema.europa.eu/en/medicines
Europe: Ireland	https://www.hpra.ie/
Australian Register of Therapeutic Goods (ARTG)	https://www.tga.gov.au/products/australian-register-therapeutic-goods-artg
Dose forms reference	https://standardterms.edqm.eu/
Information can also come from marketing authorization holders (e.g. companies) who have Summaries of Product Characteristics	

Table 4

This table contains suggested reference sources for requests relating to substances.

ChEBI - Ontology of Chemical Entities of Biologic Interest	https://www.ebi.ac.uk/chebi/
Global Substance Registration System - GSRS	https://gsrs.ncats.nih.gov/ginas/app/beta/browse-substance
International Nonproprietary Names	https://extranet.who.int/soinn/ https://precision.fda.gov/uniisearch
UniProt – Protein knowledgebase	http://www.uniprot.org/
ChemIDplus	chem.nlm.nih.gov
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	http://www.sbcs.qmul.ac.uk/iubmb/enzyme/

(NC-IUBMB)	
PubChem - Biologic activities of small molecules	https://pubchem.ncbi.nlm.nih.gov/
NLM Drug Info - Drug information Portal	https://druginfo.nlm.nih.gov/drugportal/
EDQM standard Terms	https://standardterms.edqm.eu/#
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/
FDA Global Substance Registration System	https://precision.fda.gov/uniisearch
WHO List of Recommended and Proposed INNs	https://www.who.int/teams/health-product-and-policy-standards/inn/inn-lists
NLM DailyMed	https://dailymed.nlm.nih.gov/dailymed/
NLM RxNav	https://rxnav.nlm.nih.gov/ https://mor.nlm.nih.gov/RxNav/
NCI Thesaurus	https://ncit.nci.nih.gov/ncitbrowser/
DrugBank Online	https://www.drugbank.ca/
UpToDate	https://www.uptodate.com/contents/search

Table 5

This table contains suggested reference sources for requests relating to organisms.

Bacteria DSMZ-Prokaryotic Nomenclature Up-to-date	https://www.dsmz.de/services/online-tools/prokaryotic-nomenclature-up-to-date
Bacteria List of Prokaryotic names with Standing in Nomenclature (LPSN)	https://lpsn.dsmz.de/
Bacteria International Committee on Systematics of Prokaryotes (ICSP)	http://www.the-icsp.org/
Bacteria International Journal of Systematic and Evolutionary Microbiology	http://ijs.microbiologyresearch.org/content/journal/ijsem

Fungi MycoBank Database	http://www.mycobank.org/
Fungi Index Fungorum	http://www.indexfungorum.org/names/names.asp
Viruses International Committee on Taxonomy of Viruses (ICTV)	https://ictv.global/
Parasites National Center for Biotechnology Information (NCBI) Taxonomy NOTE: Although not an authoritative source, NCBI Taxonomy provides useful links to other sources; it is used by Unified Medical Language System (UMLS) as a QA source.	https://www.ncbi.nlm.nih.gov/taxonomy
Catalogue of Life is the result of cooperation between ITIS (https://www.itis.gov) and Species 2000 (https://www.sp2000.org/). Please note, Catalogue of Life may not be up to date for all areas. For bacteria, fungus, and virus, consult resources noted above as primary references.	https://www.catalogueoflife.org/
International Code of Zoological Nomenclature (ICZN)	https://www.iczn.org/
International Code of Nomenclature for algae, fungi, and plants (IAPT)	https://www.iapt-taxon.org/nomen/main.php
World Checklist of Selected Plant Families	http://wcsp.science.kew.org/prepareChecklist.do;jsessionid=1E55C6CFA86F1AED55BD34B9F8D8CF4C.kppapp06-wcsp?checklist=selected_families%40%40299261020171421052

Appendix B

Below is a summary for how to request promotion of Content to the international Release from an approved SNOMED CT Extension.

- Extension A wants to promote a concept from Extension B.
- Extension A contacts Extension B to request the promotion using the template below.
- Extension B requests the promotion:
- If Extension B is a managed service customer they request the promotion directly from the authoring platform
- If Extension B is not a managed service customer they submit the request to the CRS.

Please copy the template below and submit to the manager of the owning extension with the completed information for each concept requested for promotion to the international release of SNOMED CT.

Concept ID	
Fully Specified Name (FSN)	
Parent concept	
Semantic tag	
Synonym(s)	
Definition	
Proposed use case	
Reference(s)	