

What happens after my request is submitted?

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

1. Following initial review, each request is assigned a manager who is a member of the IHTSDO Content Team. A change to a status of "Accepted in scope" 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 prioritised for investigation.
2. The next step in a request cycle will be a status change of "In process" which indicates that the Content Team is actively evaluating the request. The following outcomes are possible.
 - Inception/ Elaboration : When request aligns with an ongoing content project, the request will be placed on hold until editorial policy is available to support the requested change or addition. Content projects 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 project, this may be a longterm large scale content project or a smaller project with a shorter timescale. The project id will be included in CRS to facilitate future management of these requests. Customers may review the content project to which the request
 - Clarification Requested: Where insufficient information is provided to proceed with a request, the request manager will incorporate questions to be resolved into the comments text field and change the status of the request to **Clarification Requested**. This will generate an email to the original requester. To receive email notification, the setting must be enabled: Where a request for clarification to a customer is not answered within two months (60 days) from the date the clarification is generated, the request will be closed with a status of Not Accepted along with a note that the request was closed due to a lack of response by the submitter. After this no further action will be taken with the request, 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 rejection of the request
 - Not Accepted: Where a request has had a full review and is not considered to be either in scope for SNOMED CT or does not meet the criteria outlined in the Editorial Guide, it will be declined using "Not Accepted."
 - After conclusion of the appropriate appeal process, where the outcome remains unchanged, this status will be applied.

3. Construction - When the request manager has carried out the requested/clarified change, the associated request is placed in "Construction" phase. This does not assure that the requested change will be approved and included in the final release data. There are a considerable number of technical processes undertaken after editing for a particular release has closed. This can on occasion result in a change that has been made being reverted or a concept removed from the release.

4. Withdrawn - A submitter may choose to withdraw their request at any time up to the point the status is assigned as "Construction". However, a submitter may not unilaterally prevent the addition of content to SNOMED CT, or cause it to be retired through this mechanism if it is believed to be a valid request and of value to stakeholders

5. 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.