

FHIRBridge Terminology Governance Guide

Guide for maintaining local terminology catalogues, source-code crosswalks, value-set decisions, clinical approvals, package alignment, and retained terminology evidence.

Governance Areas

Catalogue inventory

Purpose: Maintain a local view of code systems, value sets, official references, local source codes, and crosswalks.

Action: Load or review terminology references in Terminology, then export the catalogue before each validation cycle.

Decision rule: No coded production field should be accepted without a source, version, owner, and mapped target or gap disposition.

Evidence: Terminology catalogue export and version register.

Local source-code intake

Purpose: Capture codes from hospital systems exactly as they appear before mapping or normalization.

Action: Collect source values with frequency counts, source-system names, labels, and sample contexts.

Decision rule: High-frequency and mandatory-field codes are mapped first; unknown values require owner review before production.

Evidence: Source-code inventory with counts, labels, and owners.

Crosswalk design

Purpose: Map local source codes to target controlled values, FHIR code systems, or documented local extensions.

Action: Create crosswalk rows with source code, target system, target code, display, rationale, reviewer, and status.

Decision rule: Approved mappings need clinical/data owner review; provisional mappings can support testing only.

Evidence: Crosswalk export, approval status, and reviewer comments.

Value-set binding review

Purpose: Separate required bindings, preferred bindings, extensible bindings, and implementation-specific local lists.

Action: Review validation output and mapping notes to classify how strict each coded field must be.

Decision rule: Required bindings block production when unmapped; warnings on less strict bindings need documented disposition.

Evidence: Binding review notes and validation issue classification.

Clinical owner approval

Purpose: Ensure sensitive or clinically meaningful mappings are not approved by technical teams alone.

Action: Assign clinical owners for diagnosis, clinical concern, substance use/addictions, service modality, and SDOH-coded values.

Decision rule: Clinical mappings are approved only when owner, date, rationale, and local policy implications are recorded.

Evidence: Clinical approval log and retained crosswalk version.

Package and dictionary alignment

Purpose: Keep terminology aligned to the same Ontario MHA PDS package and data dictionary version used for validation.

Action: Record package version, data dictionary version, import date, and source URL/path for each terminology refresh.

Decision rule: Do not mix terminology from a newer or older package into a production candidate without formal impact review.

Evidence: Package metadata, import log, and impact assessment.

Unknown and not-collected values

Purpose: Handle missing, unknown, not asked, not applicable, declined, and no-reason values consistently.

Action: Define local rules for nulls and exceptional values before conversion and validate them against PDS requirements.

Decision rule: A missing value is not the same as an explicit unknown/declined value; each requires the correct coded representation.

Evidence: Null/exception policy and sample validation outputs.

Change control

Purpose: Prevent silent drift when local systems add, retire, or relabel codes.

Action: Schedule recurring source-code extracts, compare to the approved catalogue, and triage new/unmapped values.

Decision rule: New production codes require mapping review before they are accepted into live submissions.

Evidence: Change log, new-code report, and approval record.

Audit and retention

Purpose: Retain enough history to explain which terminology version was used for a submitted Bundle.

Action: Store terminology exports with validation reports, conversion jobs, and go/no-go evidence packs.

Decision rule: Every production submission batch must be reproducible against a retained terminology snapshot.

Evidence: Terminology snapshot ID, validation report, and submission batch record.