



**MedDRA**

Medical Dictionary  
for Regulatory Activities

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# Change Request Information

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000188 R4

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## TABLE OF CONTENTS

1.	CHANGE REQUEST INFORMATION .....	1
1.1	PURPOSE .....	1
1.2	SCOPE .....	1
2.	CHANGE REQUESTS.....	2
2.1	Who May Submit a Change Request.....	2
2.2	Scope and Conventions of MedDRA .....	2
2.3	MedDRA Versions and Change Request Categories .....	3
2.4	How to Submit a Change Request.....	4
3.	THE MSSO CHANGE REQUEST PROCESS .....	6
3.1	Change Request Tracking .....	12
3.2	Change Request Turnaround Times.....	12
4.	Submission Requirements, Tips and Suggestions.....	13
	Appendix A. MedDRA Request Actions .....	15
	Appendix B. SMQ Change Requests.....	19
	Appendix C. Translation Correction Requests .....	23

## LIST OF FIGURES

Figure 3-1.	Change Request Process .....	6
Figure 3-2.	Notification of Receipt or Administrative Action .....	7
Figure 3-3.	MSSO Final Disposition Report .....	9

## **1. CHANGE REQUEST INFORMATION**

### **1.1 PURPOSE**

This document serves to assist MedDRA users to understand how to submit change requests to the MSSO.

### **1.2 SCOPE**

This document contains requirements and guidelines on how to submit change requests, tips on submitting changes, and explains how to interpret disposition change request reports.

## 2. CHANGE REQUESTS

Change requests allow MedDRA users the opportunity to modify MedDRA. This section describes the types of changes a user may request, how to submit change requests, and an explanation of the MSSO change request process.

### 2.1 WHO MAY SUBMIT A CHANGE REQUEST

Commercial, Non-profit / Non-commercial, and Regulator subscriber categories may submit change requests (CRs). Each subscribing organization has a subscription point of contact (POC). The POC is the person in your organization who is responsible for your MedDRA subscription. This person may authorize one or more “requesters.” A requester is a person in your organization authorized to submit change requests to the MSSO. Subscribing organizations may authorize as many requesters as they see fit. The subscriber POC and all “requesters” in your organization are the only people that can submit CRs from your organization to the MedDRA MSSO.

In this document both subscriber POC and requesters are referred to as the “submitter.”

Anyone authorized to submit change requests must use the current valid MedDRA ID and Change Request ID (CR ID) that are assigned to your organization when submitting change requests. CR IDs are reassigned every year. The Subscription POCs and MedDRA credentials may be obtained using the MedDRA [Self-Service Application](#). See section 2.4 about using obtaining and using these credentials with the online application WebCR to submit change requests.

### 2.2 SCOPE AND CONVENTIONS OF MedDRA

The following guidelines apply to all change request types:

- MedDRA is applicable to all phases of drug development (excluding animal toxicology) and to the health effects of devices. All change requests must fall within the scope of the terminology to be accepted.
- The categories of terms that fall within the scope of MedDRA are:
  - Symptoms
  - Signs
  - Diseases
  - Diagnoses
  - Therapeutic indications – including symptoms, signs, diseases, diagnoses, or prophylaxis of disease and modification of physiological function

- Names and qualitative results of investigations (including pharmacokinetics) (e.g., increased, decreased, normal, abnormal, present, absent, positive, negative)
- Surgical and medical procedures
- Medical, social, and family history.

For more information on MedDRA's structure, scope and specific conventions, please see the latest versions of the MedDRA Introductory Guide and the Introductory Guide for Standardised MedDRA Queries (SMQs), found on the [support documentation section](#) of the MedDRA website.

Approval or disapproval of change requests are determined by the MSSO based on both compliance with the rules and conventions of MedDRA (see the MedDRA Introductory Guide) and medical judgment concerning accuracy, completeness, and internationally accepted medical conventions.

## 2.3 MedDRA VERSIONS AND CHANGE REQUEST CATEGORIES

The MSSO implements two releases per year – one with simple changes and the other with complex and simple changes. See below for explanations of simple and complex changes.

The complex release version is designated by a trailing 0 (e.g., 20.0) and is available on 1 March of each year. The simple release version is designated by a trailing 1 (e.g., 20.1) and is available on the 1 September each year.

The MSSO groups change requests into three general categories: term changes, SMQ changes, and translation corrections. The following explains each category.

- **Term changes**

Term changes are requests to make modifications to the English language MedDRA. These changes include adding new terms (e.g., add a LLT, PT, HLT) or moving terms within the terminology (e.g., demote a PT, move an HLT, etc.). For details on specific Term change request actions, please see Appendix A.

The MSSO divides Term changes into two groupings: simple changes and complex changes.

- Simple changes are those made to the PT and LLT level only
- Complex changes are any changes made above the PT level (i.e., HLT, HLGT, or SOC level).

Complex changes are reviewed and approved changes implemented for inclusion in MedDRA only during the beginning of the Complex release change request processing phase (May – August). MedDRA users may request a complex change at any time, but should be aware that any submitted complex change request are held until this timeframe. Simple changes are reviewed and approved changes implemented in both releases (x.0 and x.1).

- **SMQ change requests**

Standardised MedDRA Query (SMQ) change requests are requests to make modifications to the English language SMQs or request a new SMQ. The most common changes are to add a PT to an existing SMQ or to change the scope of a PT in an SMQ (e.g., from broad search to narrow search). For details on specific SMQ change request actions, please see Appendix B. For specific information on SMQs, please see the latest version of the Introductory Guide for Standardised MedDRA Queries (SMQs).

- **Translation corrections**

The MSSO supports a number of languages in addition to English. When new terms are added in English, they are subsequently translated into the supported languages. Users may submit a translation correction for one of the supported languages to correct a misspelled term or suggest an improved translation to an existing term. Please see Appendix C for the required translation correction information.

## 2.4 HOW TO SUBMIT A CHANGE REQUEST

Change requests are submitted via the WebCR application. In [WebCR](#), submitters select from among a list of actions, described in the Appendix, to request term changes, SMQ changes, or translation corrections. Multiple change requests may be submitted at the same time up to a limit of 100 change requests per month with the exception of translation corrections which are unlimited. In addition to submitting change requests, WebCR gives users the ability to:

- Verify if an English term exists in MedDRA
- Review when an English term was added to MedDRA
- Search the history of all change requests considered by the MSSO since MedDRA v5.1
- Resubmit a rejected request for reconsideration
- Track the progress of submitted requests
- Hold proposed change requests and submit them when ready

To log in to WebCR, submitters must supply their MedDRA ID, Change request identification (CR ID), or optionally, their MedDRA password. The MedDRA ID serves as the username and the CR ID is the password. Using the MedDRA ID in combination with the CR ID allows users to submit all three categories of change request (i.e., Term changes, SMQ changes and Translation updates)

The CRID can only be retrieved by the registered point(s) of contacts on the MedDRA subscription via the MedDRA self-service application ([SSA](#)).

Upon logging into WebCR with the MedDRA ID and CR ID, the user will be required to enter a contact profile which includes an email address so that the MSSO can communicate information about submitted change requests (see section 3 below). Users may add up to four additional email addresses within their profile. Note that it is the organization's responsibility to maintain their profile to ensure the contact information entered in the profile is up to date. The MSSO will not be able to update the user's WebCR profile.

The MedDRA password may also be used in lieu of the CR ID to submit **translation update requests only** (i.e., no ability to submit Term or SMQ changes) to WebCR. This access is useful in situations where an organization wants to limit the number of people who can submit term changes but allow others within the organization working with other MedDRA translations to submit translation update requests.

For information on using WebCR, please see the WebCR Quick Reference guide on the [change request section](#) of the MedDRA website and refer to the Appendix of this document for an explanation of change request actions.

For questions about or issues with submitting change requests, please contact the MSSO Help Desk at [mssohelp@meddra.org](mailto:mssohelp@meddra.org).



### 3. THE MSSO CHANGE REQUEST PROCESS

The MSSO change request process for MedDRA and SMQ changes is described briefly below. This process consists of steps to ensure the change request originates from a valid MedDRA user, is complete, and is medically evaluated. Following this process ensures that approved changes are incorporated quickly, efficiently, and accurately, and that MedDRA users have access to the most up-to-date, consistent terminology.



**Figure 3-1. Change Request Process**

**CR Received.** The MSSO verifies the subscription status when logging into WebCR. After submitting one or more change requests, a Receipt Notification is sent via email to the submitter.

The following figure displays the receipt notification attachment submitters receive.

<b>Notification of Receipt or Administrative Action</b>			<b>A</b>	Subscriber #: 91006
<b>B</b>	<b>CR Number</b>	<b>Change Request</b>	<b>Data Entry Date</b>	
	2024117001	Add a new PT Saccadic eye movement disorder to HLT Coordination and balance disturbances, primary SOC Nervous system disorders; secondary HLT Ocular nerve and muscle disorders, secondary SOC Eye disorders	26 Apr 2024	
	2024117002	Demote the PT Saccadic eye movement under PT Saccadic eye movement disorder	26 Apr 2024	
	2024117003	Change status of LLT Saccadic eye movement to non-current	26 Apr 2024	
	2024117004	Promote the LLT Menopausal acne from PT Acne to HLT Acnes, primary SOC Skin and subcutaneous tissue disorders; secondary HLT Menopausal effects NEC, secondary SOC Reproductive system and breast disorders	26 Apr 2024	
	2024117005	Promote the LLT Electrocardiogram ST-T change from PT Electrocardiogram ST-T segment abnormal to HLT ECG investigations, primary SOC Investigations	26 Apr 2024	
	2024117006	Move the LLT ECG Nonspecific ST-T change from PT Electrocardiogram ST-T segment abnormal to PT Electrocardiogram ST-T change	26 Apr 2024	
	2024117007	Move the LLT Electrocardiogram ST-T change NOS from PT Electrocardiogram ST-T segment abnormal to PT Electrocardiogram ST-T change	26 Apr 2024	
	2024117008	Add a new PT Uterine cervix agenesis to HLT Female reproductive tract disorders congenital, primary SOC Congenital, familial and genetic disorders; secondary HLT Congenital female reproductive tract disorders, secondary SOC Reproductive system and breast disorders	26 Apr 2024	
	2024117009	Demote the PT Cervical agenesis under PT Uterine cervix agenesis	26 Apr 2024	
	2024117010	Change status of LLT Cervical agenesis to non-current	26 Apr 2024	
<b>C</b>			<b>D</b>	
<b>E</b>	Friday, April 26, 2024		Batch Number: 20118811	Page 1 of 1

**Figure 3-2. Notification of Receipt or Administrative Action**

The following describes the Notification of Receipt or Administrative Action.

- Subscriber #:** This is the subscription ID, which also serves as the user login to WebCR.
- Assigned Change Request Numbers:** This number uniquely identifies each request for tracking purposes. Use this number to communicate with the MSSO about a specific request. See the section on change request tracking for more information.
- Change Request:** Requested change submitted by the requester (e.g., add a term, move an LLT, add a term to an SMQ) with specific term information.

- d. Data Entry Date/Time Received
- e. Date, Batch Number, Version number and Page Number: The footer of every page on the report identifies the date the report was generated, Batch Number (see the section on change request tracking), Version number and number of pages.

**CR Verified.** The MSSO reviews submission justification information and checks for redundant requests currently being processed or previously processed.

**CR Tracked.** The MSSO submits the request into the MSSO change request Workflow Management System. See the section on change request tracking for more information.

**CR Evaluated.** An MSSO Medical Officer evaluates requests against MedDRA rules and conventions, makes an initial recommendation to accept or reject a request and provides a justification for the recommendation.

**IMO Review.** A panel of International Medical Officers (IMOs) from the ICH regions review change requests and either agree with the initial Medical Officer evaluation or propose alternate changes.

**Consensus.** The MSSO coordinates consensus of IMOs on acceptance or rejection of requests, term placement, and final notification statements (comments substantiating a decision).

**Final Notification.** The MSSO implements final disposition and placement in MedDRA (if approved) for each request. Changes are verified by an MSSO Medical Officer for compliance with MedDRA rules and conventions. The audit trail is verified for quality control, and a final disposition notice, called the Final Disposition Report, is distributed to the submitter via email. The Final Disposition Report serves to inform the submitter of the outcome of each change request submitted. All Final Disposition Reports include the rationale for MSSO actions. See figure 3-3.

## The MSSO Change Request Process

**MSSO Final Disposition Report**

**F** Subscriber #: 91006

CR Number	CR Action	Term	Disposition	Final Placement	MedDRA #
<b>G</b> 2024117001	<b>H</b> Add a New PT	<b>I</b> Proposed PT Saccadic eye movement disorder	<b>J</b> Approved as Requested	<b>K</b> Proposed PT Saccadic eye movement disorder HLT primary Coordination and balance disturbances SOC primary Nervous system disorders HLT secondary Ocular nerve and muscle disorders SOC secondary Eye disorders	<b>L</b> 10091076 10072984 10029205 10030059 10015919
<b>M</b> MSSO Comment: The proposal to add a new PT Saccadic eye movement disorder to primary HLT Coordination and balance disturbances in SOC Nervous system disorders and secondary HLT Ocular nerve and muscle disorders in SOC Eye disorders is approved as requested. New PT Saccadic eye movement disorder will be added to clarify the concept as a disorder versus the existing term PT Saccadic eye movement which could be interpreted as normal saccadic eye movement. LLT/PT Saccadic eye movement will be made non-current in change request 2024117003.					
2024117002	Demote a PT	PT to merge Saccadic eye movement	Approved as Requested	PT to merge Saccadic eye movement To PT Saccadic eye movement disorder	10053694 10091076 Non-Current
<b>M</b> MSSO Comment: The proposal to demote the PT Saccadic eye movement under PT Saccadic eye movement disorder is approved as requested. Existing PT Saccadic eye movement could be interpreted as normal saccadic eye movement and therefore, will be demoted under newly added PT Saccadic eye movement disorder. In a related change, existing LLT Deficiencies of saccadic eye movements will be moved from PT Eye movement disorder to the new PT Saccadic eye movement disorder.					
Associate-2024123005 Related CR: 2024117002	Link (move) an LLT to another PT	Proposed LLT Deficiencies of saccadic eye movements	Approved as Requested	Proposed LLT Deficiencies of saccadic eye movements From PT Eye movement disorder To PT Saccadic eye movement disorder	10012127 10061129 10091076 Non-Current
<b>M</b> MSSO Comment:					

**N** Friday, May 3, 2024

Batch #: 20118811

Version: 27.1

Page: 1 of 4

**Figure 3-3. MSSO Final Disposition Report**

The following describes the Final Disposition Report:

- f. Subscriber #: This is the subscription ID, which also serves as the user login to WebCR.
- g. CR Number: Each change request is assigned a unique number for tracking purposes. If there is a related change request, called an associate change, (see below) this number is identified below the CR number.
- h. CR Action: Requested action by the submitter (e.g., add a PT)
- i. Term: Term name associated with the request
- j. Disposition: The outcome of a requested change. The categories are: Approved as Requested, Approved Not as Requested, Rejected, and Suspended. See below for an explanation.
- k. Final Placement: For approved requests, the final placement information shows where the request is placed in MedDRA. For example, if a PT is added to MedDRA, the final placement information

shows the primary and secondary (if applicable) HLTs under which the PT resides.

- l. MedDRA #: The MedDRA eight-digit code associated with the final placement information, including new terms.
- m. The explanation from the MSSO on why a change was approved or not approved.
- n. Date, Batch Number, Version Number, and Page number: The footer of each page of the report identifies the release this change is planned for, Date the report is printed, Batch number (see the section on change request tracking), and page number.

Below is an explanation of outcomes for change requests.

- **Approved as Requested** – A change request is approved exactly as requested by the submitter. For example, the term name and the level (e.g., LLT) are implemented without any modification of the request.
- **Approved not as Requested** – A change request is approved but not exactly as request by the submitter. Examples include but are not limited to:
  - Modifying the wording of the requested term
  - Adding a term at a level different from the request (e.g., adding a term requested as a PT to the LLT level)
  - Performing a different action that results in the same or similar outcome.

This principle also applies to SMQ change requests and translation corrections. For example with SMQ changes, modifications to proposed scope, category, and weight, are considered approved not as requested.

- **Rejected** – A change request is not approved (i.e., not implemented). There are a variety of reasons for rejecting a request which include, but are not limited to:
  - Requests for new terms that fall outside the scope of MedDRA
  - Requests for new terms that are represented by existing concepts in MedDRA
  - Requests for new term that are not internationally recognized.

- Requests for changes to existing terms which violate established MedDRA rules and conventions.

Change requests that are not accepted can be contested by using the reconsideration feature in WebCR.

- **Suspended** – The MSSO may suspend a request for the following reasons:
  - The request requires additional research or consultation with specific subject matter experts
  - The request may have a significant impact on MedDRA user's legacy coded data
  - The request is part of – or related to – a special initiative currently under review.
  - To seek further information from the submitter if the justification of the request is not sufficient or if the MSSO has a specific question about the request.
  - Any complex change requests, or other requests contingent on a particular complex change, await resolution until the complex change timeframe described above.

Once suspended requests are resolved, a Final Notification of Suspended terms is sent out which indicates whether the changes in question have been approved or rejected. The final disposition of these requests has one of three decisions: "Approved after suspension," "Approved Not as Requested after Suspension," or "Rejected after Suspension."

**NOTE:** Additional actions, called associate changes, may be made by the MSSO to appropriately adjust MedDRA in response to submitted requests. For example, if a request to move LLT *Back pain* is approved the MSSO will also move the lexical variant LLT *Pain back* by creating an associate change to do so. The associate change is recorded and processed, but is not charged against a user's monthly cap of 100 requests; the associate change is included in the Final Disposition Report received by the submitter.

**Web Posting.** The MSSO posts implemented requests weekly during the change request processing phase on the MedDRA website as supplemental or interim changes that are later incorporated into the official MedDRA versioned release. The WebCR database is updated with all considered requests and their outcomes. In addition, the Web-Based Browser (WBB) and the MedDRA Version Analysis tool (MVAT) can be used to view approved supplemental changes, in English only. MedDRA users are encouraged to use WebCR, the MedDRA

website, the WBB or MVAT to review these changes before submitting new requests.

### **3.1 CHANGE REQUEST TRACKING**

The MSSO uses two numbers to track change requests.

- Batch number: used to identify a group of changes requests submitted at one time by a single submitter, and it also identifies the request category (e.g., term change, translation correction).
- Change Request (CR) number: a ten-digit number that uniquely identifies each request.

Receipt and final notifications include the batch and CR numbers (see section 2 for Receipt Notification and Final Disposition Report information). Submitters can use the batch number or CR number to search WebCR via the change request history feature to view the status of submitted change requests. Alternatively, one may contact the MSSO Help Desk ([MSSOHelp@meddra.org](mailto:MSSOHelp@meddra.org)) to obtain information about a specific request.

### **3.2 CHANGE REQUEST TURNAROUND TIMES**

The turnaround time to receive a decision (Final Disposition Report) for submitted changes depends on the change request category.

Submitters receive a Final Disposition Report within ten working days for term changes. The exception is for requests received immediately after the cutoff dates to consider requests for the next release (1 June and 1 December). In these cases, such requests are reviewed by the MSSO the month after the cutoff date.

For SMQ and Translation corrections, there is no specific turnaround time due to the nature of these requests. The MSSO will provide a resolution to these requests as soon as possible.

#### 4. SUBMISSION REQUIREMENTS, TIPS AND SUGGESTIONS

The following is a set of requirements, tips and suggestions for submitting change requests to the MSSO.

- **Adequate justifications for EACH request must be present** – The MSSO requires that an adequate justification accompany each change request in order to be evaluated by the MSSO medical staff. Adequate justification means including a statement indicating why the change request is necessary. Examples of adequate justification may include statements which explain that a concept is needed because it is included in a spontaneous report, the concept is listed on a label, is being reported in a clinical trial, or another reason that explains why a change is needed.

Justification statements may be accompanied by relevant definitions and other illustrative medical or scientific information, but such information by itself is not adequate justification, nor are statements that say a term is not in MedDRA without explaining the need.

When the MSSO receives a change request without adequate justification, the request is suspended. The MSSO contacts the submitter and requests justification for the submitted change request. If the MSSO does not receive feedback from the submitter within 30 days of the request for justification, the change is rejected.

- **DO NOT SUBMIT entries in capital letters** – Requests for new terms should only have the first letter of the first word capitalized per MedDRA convention unless the word is an acronym.
- **Review your notifications** – The Receipt Notification should be reviewed immediately by the submitter to make sure all requests have been captured correctly. The Final Disposition Report should be reviewed for outcomes.
- **Copy (CC) members of your organization** – The MSSO includes all email addresses entered by the submitter in the WebCR requester profile. These e-mail addresses are used to send the receipt and final notification information. Please make sure to update the WebCR requester profile with additional email addresses for those whom you wish to receive the receipt and final notification messages.
- **Change requests via telephone** – No change requests are accepted verbally by phone.
- **Change requests via e-mail** – The MSSO will not accept changes via e-mail. For questions about or issues with submitting change requests, please contact the MSSO Help Desk at [MSSOHelp@meddra.org](mailto:MSSOHelp@meddra.org).
- **MedDRA term history on the web** – Prior to submitting your requests, you may use the Term/Change Request History search feature in WebCR to determine if other terms can serve your organization's needs, or determine if the same term or change has recently been considered and acted upon by



the MSSO. Alternatively, submitters may review supplemental terms in the WBB, MVAT or review supplemental files on the MedDRA website and check the cumulative Detail Report to identify if your term has been previously requested. These reports are located under the Download section of the MedDRA website under “Supplemental Changes.”

- **Ask us a question!** – For questions related to submitting change requests, please email [MSSORequest@meddra.org](mailto:MSSORequest@meddra.org); for all other questions related to MedDRA, please email [MSSOHelp@meddra.org](mailto:MSSOHelp@meddra.org).

## APPENDIX A. TERM REQUEST ACTIONS

This section contains information on the types of Term Request Actions. The actions are divided into two groups: simple changes and complex changes. Users request these actions via [WebCR](#). For instructions on how to use WebCR, please review the WebCR quick start guide found in the "Support" function within the application or click [here](#).

Please see the latest version of the MedDRA Introductory Guide for information on MedDRA's structural elements, hierarchy, rules and conventions, and specific information on each System Organ Class (SOC).

Simple Changes	
Action	Description
<b>Add a New LLT</b>	Add a synonym or sub-concept to an existing or requested Preferred Term (PT) at the Lowest Level Term (LLT) level of the terminology. You may optionally request the proposed LLT to be added to a specific PT in the field provided in WebCR.
<b>Add a New PT</b>	Add a new medical concept at the Preferred Term (PT) level of the terminology. You may optionally specify a PT be linked to a primary and (if applicable) a secondary HLT within different System Organ Classes (SOC) or you may leave placement up to the MSSO. To indicate specific placement information, please enter in the fields provided in WebCR. If you wish to add another secondary link, add a separate change request and use the action "Link PT to HLT." The submitter does not need to request to add the same LLT and PT term. If the corresponding PT is accepted the LLT term is automatically added.
<b>Add a New Term</b>	Add a new term to any level of the terminology. Use this action when you are unsure as to what level to request a new term. If approved, the MSSO determines the placement.
<b>Change Status of LLT</b>	Change status of Lowest Level Term (LLT) from current to non-current, or from non-current to current. WebCR automatically identifies the term status (current or non-current) and selects the opposite state.
<b>Demote a PT</b>	Demote a Preferred Term (PT) to the Lowest Level Term (LLT) level of the hierarchy under an existing or requested PT. The MedDRA eight-digit code is retained and the term appears only as an LLT under the designated PT. All LLTs that resided under the demoted PT will now reside under the designated PT.

Simple Changes	
Action	Description
<b>Link a PT to HLT</b>	Link a PT to an HLT outside of the PT's current Primary SOC. WebCR requires you to specify the HLT to link. Note: If trying to move a PT within one single SOC or between different secondary SOC's, please reference the "Move a PT" action. If the move results in primary SOC change, the MSSO must first link the PT to the new HLT, reassign the primary SOC from the old SOC to the new SOC, and then unlink from the old HLT.
<b>Move an LLT</b>	Move a currently existing Lowest Level Term (LLT) from its current Preferred Term (PT) to another existing or newly requested PT. You must specify the PT you wish the LLT to be moved to. The submitter does not need to request LLT moves if its identical PT is requesting to be moved, nor is it necessary to request LLTs be moved that are subordinate to a PT when the PT is being moved, unless you wish to place the LLT under a different PT.
<b>Move a PT</b>	Move a currently existing Preferred Term (PT) from one existing High Level Term (HLT) to another existing or proposed High Level Term (HLT). This action is best used when moving a PT between HLTs in the same SOC or secondary HLTs of different SOC's. For PT moves from one SOC to another that result in a primary SOC change, please reference the link/unlink PT actions.
<b>Promote an LLT</b>	Promote an existing Lowest Level Term (LLT) to the Preferred Term (PT) level of the hierarchy. You may optionally specify the promoted term be linked to a primary and (if applicable) a secondary HLT (in different SOC's) or you may leave placement up to the MSSO.
<b>Reassign Primary SOC</b>	Reassign Primary System Organ Class of a PT. Only PTs can have this action associated with them. In WebCR add the PT you wish to reassign and the SOC you wish to reassign it to.
<b>Rename PT/LLT</b>	Rename either a Preferred Term (PT) or a Lowest Level Term (LLT). Note: Renaming a term is reserved for correcting spelling and grammatical errors only. If a proposed renaming changes the concept, the request is not approved, and the MSSO will consider whether the proposed term should be added as a new term.
<b>Swap a PT with LLT</b>	Switch the placement of a Preferred Term (PT) and a Lowest Level Term (LLT). The PT is in effect demoted, and the LLT simultaneously promoted to a PT. The LLT specified to be swapped must be linked to the specified PT. This action can be substituted for two separate requests to: 1) demote a PT then 2) promote LLT.

Simple Changes	
Action	Description
<b>Unlink a PT</b>	Unlink a PT from an HLT outside of the PT's Primary SOC. WebCR allows you to select from currently linked HLTs.

Requests requiring changes or additions to the High Level Term (HLT), High Level Group Term (HLGT), and System Organ Class (SOC) levels of the terminology are called complex change requests. All complex change requests received are placed on suspension until the review of complex changes timeframe (usually May – August) in preparation for the complex release on 1 March. Proposed changes are reviewed and posted on the MedDRA website where MedDRA users can review the proposed changes. Users also have the opportunity to comment on proposed complex changes prior to implementation. The MSSO reviews all comments received before implementing complex changes.

Complex Changes	
Action	Description
<b>Add a new HLT</b>	Add a new High Level Term (HLT) to the terminology. If you want the term to be added to a specific High Level Grouping Term (HLGT), please enter it in the field provided in WebCR.
<b>Add a new HLGT</b>	Add a new High Level Group Term (HLGT) to the terminology. If you want the term to be added to a specific System Organ Class (SOC), please enter it in the field provided in WebCR.
<b>Add a new SOC</b>	Add a new System Organ Class (SOC) to the terminology. Due to the implication and impact of this action, much consideration and MedDRA user community support is needed to approve. Include the proposed name of the SOC as well as the robust justification for adding a SOC to the terminology.
<b>Link an HLT to HLGT</b>	Link a High Level Term (HLT) to an existing or proposed High Level Group Term (HLGT). WebCR requires you to specify which HLGT to link to.
<b>Link an HLGT to SOC</b>	Link a High Level Grouping Term (HLGT) to an existing or proposed System Organ Class (SOC). WebCR requires you to specify which SOC to link to.
<b>Merge HLT</b>	Subsume a current High Level Term (HLT) under another existing or proposed HLT. All PTs are moved under the surviving HLT. Note: The MedDRA eight-digit code and the merged HLT are lost in this action. The MSSO retains the MedDRA eight-digit code and term name to ensure this information is not reused.

Complex Changes	
Action	Description
<b>Merge HLGT</b>	Subsume one current High Level Group Term (HLGT) under another existing or proposed HLGT. All HLTs are moved under the surviving HLGT. Note: The MedDRA eight-digit code and the merged HLGT are lost in this action. The MSSO retains the MedDRA eight-digit code and term name to ensure this information is not reused.
<b>Move HLT to HLGT</b>	Move a currently existing High Level Term (HLT) from one existing High Level Grouping Term (HLGT) to another existing or proposed HLGT. This action is best used when moving a HLT between HLGTs in the same SOC. For HLT moves from one SOC to another, please reference the link and unlink HLT action below.
<b>Rename HLT</b>	Change the name of an existing High Level Term (HLT). Note: Renaming a term is reserved for correcting spelling and grammatical errors only. If a proposed renaming changes the concept, the request is not approved, and the MSSO will consider whether the proposed term should be added as a new term.
<b>Rename HLGT</b>	Change the name of an existing High Level Grouping Term (HLGT). Note: Renaming a term is reserved for correcting spelling and grammatical errors only. If a proposed renaming changes the concept, the request is not approved, and the MSSO will consider whether the proposed term should be added as a new term.
<b>Rename SOC</b>	Change the name of an existing System Organ Class (SOC). Note: Renaming a term is reserved for correcting spelling and grammatical errors only. If a proposed renaming changes the concept, the request is not approved, and the MSSO will consider whether the proposed term should be added as a new term.
<b>Unlink an HLT from HLGT</b>	Remove a link of a High Level Term (HLT) from a High Level Group Term (HLGT). WebCR provides specific fields to specify the HLGT you would like to unlink the HLT from.
<b>Unlink an HLGT from SOC</b>	Remove a link to a High Level Grouping Term (HLGT) from a System Organ Class (SOC). WebCR provides a specific field to specify which SOC to unlink the HLGT from.

## APPENDIX B. SMQ CHANGE REQUESTS

This section discusses the Standardised MedDRA Query (SMQ) change request actions that one may submit to the MSSO for consideration. There are a few points to consider:

- The SMQs are maintained with each release of MedDRA.
- To add a proposed term (i.e., term not in MedDRA) to an existing SMQ, a submitter first must submit a term change request, then request an SMQ change.
- Generally, the MSSO does not re-test SMQs based on version-related changes in MedDRA. If the MSSO believes there is a significant change that may impact the search results of an SMQ, the MSSO may consider re-testing.
- Approved SMQ Change Requests are included in the supplemental postings.

SMQ Changes	
Action	Description
<b>Add a New SMQ</b>	<p>Add a new SMQ.</p> <p>For each request for a new SMQ, a submitter must include answers to the following questions. A list of proposed PTs for the SMQ is also required.</p> <ol style="list-style-type: none"> <li>1. What is the scientific/pharmacovigilance question that led to the request for this SMQ?</li> <li>2. What is the regulatory need for this SMQ? (Provide evidence of regulations, guidance, or recommendations to report/monitor this medical condition or aspect of medicinal product use)</li> <li>3. Would this SMQ be applicable to more than one product/therapeutic area?</li> <li>4. Why is the current MedDRA hierarchy or any existing SMQ not suitable to address the question?</li> </ol>

SMQ Changes	
Action	Description
	5. What is your current practice for addressing the question? Provides examples of your strategy and terms included in the search.
<b>Add Term to SMQ</b>	Add a PT to an existing SMQ. Please specify the term name and the SMQ it should be added to with justification.
<b>Change Status of an SMQ</b>	This action requests to make an existing active SMQ inactive or an existing inactive SMQ active. Please indicate the SMQ name and which status to change it to: "active" or "inactive."
<b>Change Term Status in an SMQ</b>	This action requests to change the status of a PT in an existing SMQ to either active or to inactive. Please indicate the PT name, the SMQ it is under and, which status to change it to: "active" or "inactive."
<b>Merge SMQ</b>	This action is a request to subsume an existing SMQ under an existing or newly requested SMQ. All PTs in the merged SMQ are moved under the remaining SMQ. Please enter the SMQ name you wish to merge (demote) and enter the SMQ you wish to remain. Note: The MedDRA eight-digit code and the merged SMQ are lost in this action. The MSSO retains the MedDRA eight-digit code and SMQ name to ensure this information is not reused.
<b>Move a PT to another SMQ</b>	This action moves an existing Preferred Term (PT) from an existing SMQ to an existing or newly requested SMQ. Please include the existing PT name you wish to move and the SMQ you wish to move it to.
<b>Move an SMQ</b>	This action moves an existing SMQ under an existing or newly requested SMQ. This action assumes that you are moving a sub-search SMQ (i.e., not level 1 SMQ).
<b>Rename an SMQ</b>	This is a request to modify the name of an SMQ. Please include which SMQ you wish to rename and the proposed new name of the SMQ.
<b>Update MedDRA Term Category</b>	This is a request to change the category field associated with a Preferred Term (PT) in an existing SMQ. Please see the latest version of the SMQ Introductory Guide for an explanation of term category. Include the existing PT name you wish to change the category of, the SMQ

SMQ Changes	
Action	Description
	name under which the PT resides, and the proposed term category letter.
<b>Update MedDRA Term Scope</b>	<p>This action is a request to change the scope associated with a Preferred Term (PT) in an existing SMQ from broad scope to narrow scope or from narrow to broad scope.</p> <p>Please see the latest version of the SMQ Introductory Guide for an explanation of scope and specific information on the scope parameters (broad/narrow) of a specific SMQ.</p> <p>Include the existing PT name you wish to change the scope of, the SMQ name under which the PT resides, and which scope setting - either "Narrow" or "Broad."</p>
<b>Update MedDRA Term Weight</b>	<p>This action is a request to change the weight field associated with a Preferred Term (PT) in an existing SMQ.</p> <p>Please see the latest version of the SMQ Introductory Guide for an explanation of term weight.</p> <p>Enter the existing PT name you wish to change the weight of, the SMQ name under which the PT resides, and the term weight number.</p>
<b>Update SMQ Algorithm Flag</b>	<p>This action is a request to change the algorithm field associated with an existing SMQ.</p> <p>For detailed information, see the "Algorithm" section under a particular algorithmic SMQ in the latest version of the SMQ Introductory Guide.</p> <p>Include the existing SMQ name you wish to change the algorithm of and the Boolean expression of the algorithm.</p>



SMQ Changes	
Action	Description
<b>Update SMQ Description</b>	<p>This action is a request to change the description information of an SMQ. The description information addressed here is the description included in the distributed extended ASCII text not the description included in the SMQ Introductory Guide.</p> <p>Please submit the <b>entire text</b> including the changes you wish to make to the SMQ description. Alternatively submit an attachment with the desired text.</p>
<b>Update SMQ Source</b>	<p>This action is a request to change the information in the source field of an SMQ. The source addressed here is the source information included in the distributed extended ASCII text not the source information (references) of an SMQ included in the SMQ Introductory Guide.</p> <p>Please submit the <b>entire text</b> including the changes you wish to make to the SMQ source field. Alternatively submit an attachment with the desired text.</p>
<b>Update SMQ Note</b>	<p>This action is a request to change the note associated with an SMQ. The note information addressed here is the wording of the note field in the distributed ASCII text.</p> <p>Please submit the <b>entire text</b> including the changes you wish to make to the SMQ note field. Alternatively submit an attachment with the desired text.</p>

## APPENDIX C. TRANSLATION CORRECTION REQUESTS

Translation corrections allow MedDRA users to request corrections to a term translated from the English language to one of the other languages currently supported by the MSSO. A user may wish to do this to correct a misspelled term or offer an improved translation to an existing translated term. Translation corrections do not count against the monthly 100 change request limit.

Translation Correction	
Action	Description
<b>Rename Translated Term</b>	<p>Rename a term translated from English into a supported language. The following information is required for each request in WebCR.</p> <ol style="list-style-type: none"><li>English term name of the term you wish to modify<ul style="list-style-type: none"><li>The MedDRA eight-digit code of the term will auto populate</li></ul></li><li>Select the language<ul style="list-style-type: none"><li>The current translation of the term will auto populate</li></ul></li><li>The term name you would like to replace it with</li><li>Enter a justification why the translated term name needs to be changed.</li></ol> <p>Note: For questions about the Japanese translation, please contact the Japanese Maintenance Organization.</p>