



## Process for Suggesting Updates to ODG by MCG Clinical Content

The ODG by MCG process for incorporating suggestions from the public is both inclusive and transparent.

**Note:** ODG’s standard internal process for the continual updating of the guidelines is described in detail in Appendix B, Methodology Description using the AGREE Instrument, [ODG AGREE.pdf](#). This document describes the public input process only.

The process for updating ODG by MCG clinical content based on public suggestion(s) is document-based, i.e., driven by high-quality published studies as described above in the Explanation of Medical Literature Ratings (Exhibit B of [ODG AGREE.pdf](#)). In-person meetings, telephone conferences, or other verbal presentations will not be accepted.

Suggestion submission process outline:

- Outside parties with suggestions for change are asked to copy the current procedure summary entry in ODG. ODG requests that the submitting party use “Track Changes” to highlight their suggestions.
- Submit any high-quality scientific studies supporting their suggestion.
- The submitter should determine that a submitted study is not already referenced in ODG either as a stand-alone reference or as part of the references included in a systematic review or meta-analysis.
- If a study is not found in ODG and meets ODG’s criteria for inclusion, i.e., the study has been accepted for publication in a peer-reviewed journal, and that journal is one of the journals accepted for inclusion in MEDLINE® by the National Library of Medicine, then ODG will review and rank the study or studies and circulate them, together with the suggested revision, to topic-specific subject matter experts before considering any updates. (For complete Journal Selection Criteria, see <https://www.nlm.nih.gov/lstrc/jssel.html>.)
- Send suggestions for change(s) and any high-quality scientific studies supporting their suggestion via:
  - Email: ODG Helpdesk at [odghelp@mcg.com](mailto:odghelp@mcg.com)
  - Phone: (800) 488-5548
  - U.S. Mail: Managing Director, ODG by MCG, 2801 Via Fortuna, Suite 660, Austin, TX 78746



- All suggestions will be acknowledged upon receipt via email or U.S. Mail with the method used for the suggestion submission. Following intake by the editorial department, a response is typically sent with some preliminary feedback, that may include a timeline for the next update of the requested topic.
- The ODG subject matter experts on any topic would comprise a subset of the internal editorial staff and may also include representatives from the ODG Editorial Advisory Board, consisting of those members who have contributed to, or expressed interest in, that topic in the past.
- When circulating suggestions to the ODG contributors who are subject matter experts, ODG medical editors will include relevant study information including ODG's proprietary ranking system for those studies as described above, if that information is not already available. This is a modified Delphi process, which means that the positions taken by individual contributors are not made publicly available.
- The time required for ODG's external suggestion review process varies considerably. Minor wording improvements for usability and clarification or adding a new reference that further supports the existing ODG conclusion can take as little as a few days, whereas a change in overall recommendation for a major treatment could take up to a year, depending on the degree of complexity.
- Submitters interested in obtaining information on the status of their submission should contact the ODG Helpdesk via email at [odghelp@mcg.com](mailto:odghelp@mcg.com) or by phone at (800) 488-5548. Inquiries may be given a status of a) in the queue for review; b) in internal ranking and review process; c) in circulation among subject matter experts; or d) in the final update/review process.
- This public suggestion process is an important updating tool for ODG. Because the ODG subscription access gets millions of hits per year, the sheer volume of ODG users has resulted in a potent force for suggestions that continues to make ODG better, when these users email the [ODG Helpdesk](#) with suggestions or requests for clarification or help when they cannot find a topic. Included within these suggestions would be feedback from stakeholders in states that have proposed adopting or already adopted ODG.
- A submitter may track ODG updates by viewing the ODG update log located at [ODG-TWC\\_updates.xls](#) (subscription required). ODG updates are completed every quarter.