

**PDF Healthcare Core Team Meeting  
Meeting Minutes**

**April 14, 2008**

Call Logistics:

Monday April 14, 2008  
2:00 PM EST 11:00 AM PST  
Phone Conference - 1-888-7428686 1-303-9282603  
Conf ID# 5991077

Name	Email	Present
Will Abbott (CVS Pharmacy)	<a href="mailto:JWAbbott@cvs.com">JWAbbott@cvs.com</a>	
Ari Alpert (Mass Medical)	<a href="mailto:aalpert@mms.org">aalpert@mms.org</a>	
Dr. Ashwani Dhar (Next Gen)	<a href="mailto:adhar@nextgen.com">adhar@nextgen.com</a>	
Scott Barclay (CVS Pharmacy)	<a href="mailto:sabarclay@CVS.com">sabarclay@CVS.com</a>	
Rick Benoit (Intel)	<a href="mailto:richard.d.benoit@intel.com">richard.d.benoit@intel.com</a>	X
Edmond Billings (Voice of the Physician)	<a href="mailto:edmund@voiceofthephysician.com">edmund@voiceofthephysician.com</a>	EXCUSED
Kellie Bravo (Adobe Systems Inc.)		
John Calder (Generator)	<a href="mailto:john@generatorllc.com">john@generatorllc.com</a>	X
Nainil Chheda (eClinicalWorks)	<a href="mailto:nainil.c@eclinicalworks.com">nainil.c@eclinicalworks.com</a>	X
John Colang (Intel)	<a href="mailto:john.e.colang@intel.com">john.e.colang@intel.com</a>	EXCUSED
Elizabeth Currier	<a href="mailto:elizabethc@medirexsys.com">elizabethc@medirexsys.com</a>	X
Ken P. Caskenette	<a href="mailto:kenc@medirexsys.com">kenc@medirexsys.com</a>	X
Ed Chase (Standing in for Mel Warfel)		
Ebony Downtin (AIIM)	<a href="mailto:edowntin@aiim.org">edowntin@aiim.org</a>	X
Tom Eberle (Intel)	<a href="mailto:thomas.m.eberle@intel.com">thomas.m.eberle@intel.com</a>	
Betsy Fanning (AIIM)	<a href="mailto:bfanning@aiim.org">bfanning@aiim.org</a>	X
Adrian Gropper (MedCommons)	<a href="mailto:agropper@medcommons.net">agropper@medcommons.net</a>	X
Juanita Hickman	<a href="mailto:juanitah@ascentpartners.biz">juanitah@ascentpartners.biz</a>	
Jeff Egan	<a href="mailto:jeff.egan@christushealth.org">jeff.egan@christushealth.org</a>	
John Odden	<a href="mailto:John.odden@gmail.com">John.odden@gmail.com</a>	
Diana Helander (Adobe)	<a href="mailto:Helander@adobe.com">Helander@adobe.com</a>	
Bryan Hobbs (Intel)	<a href="mailto:bryan.hobbs@intel.com">bryan.hobbs@intel.com</a>	
Beth Hurter (CapMed)	<a href="mailto:bhurter@capmed.com">bhurter@capmed.com</a>	
Cari Jansen (SureScripts)	<a href="mailto:listmail@carijansen.com">listmail@carijansen.com</a>	
Aditi Jariwala (SureScripts)	<a href="mailto:Aditi.Jariwala@surescripts.com">Aditi.Jariwala@surescripts.com</a>	
David Kibbe (AAFP)	<a href="mailto:kibbedavid@mac.com">kibbedavid@mac.com</a>	X
Deborah Kohn (Dak Systems Consulting)	<a href="mailto:dkohn@daksystcons.com">dkohn@daksystcons.com</a>	X
Jim Kragh (Good Health Network)	<a href="mailto:Kragh@ghnet.us">Kragh@ghnet.us</a>	
Mike Komadina (epocrates)	<a href="mailto:mkomadina@epocrates.com">mkomadina@epocrates.com</a>	
David Luce (Schering-Plough)	<a href="mailto:david.luce@spcorp.com">david.luce@spcorp.com</a>	

Field Code Changed

David McCallie (Cerner)	<a href="mailto:Dmccallie@cerner.com">Dmccallie@cerner.com</a>	X
Anatole Matveief (Adobe)	<a href="mailto:amatveie@adobe.com">amatveie@adobe.com</a>	X
Ken Miller	<a href="mailto:ken.miller@solventus.com">ken.miller@solventus.com</a>	
Jeff Morrill (PointnClick)	<a href="mailto:Jmorrill@pointnclick.com">Jmorrill@pointnclick.com</a>	
Jonathan Moyer (Verificode)	<a href="mailto:jmoyer@verificode.com">jmoyer@verificode.com</a>	
Indu Subaiya	<a href="mailto:Indu.subaiya@gmail.com">Indu.subaiya@gmail.com</a>	
Joseph Schneider (AAP)	<a href="mailto:drjoes@pol.net">drjoes@pol.net</a>	
Dmitry Shalimov (Capmed)	<a href="mailto:dshalimov@capmed.com">dshalimov@capmed.com</a>	
Dan Smith	<a href="mailto:dsmith@astm.org">dsmith@astm.org</a>	
James Sorace	<a href="mailto:James.sorace@hhs.gov">James.sorace@hhs.gov</a>	X
Dana Stone (Independent)	<a href="mailto:danastone9@msn.com">danastone9@msn.com</a>	
Dr. Tom Sullivan (DrFirst)	<a href="mailto:Sullivan@massmed.org">Sullivan@massmed.org</a>	EXCUSED
David Tan (PointNClick)	<a href="mailto:dt@pointnclick.com">dt@pointnclick.com</a>	
Mike Toomey (MEDecisions)	<a href="mailto:michael.toomey@medecision.com">michael.toomey@medecision.com</a>	
Steve Waldren (AAFP)	<a href="mailto:swaldren@aafp.org">swaldren@aafp.org</a>	X
Bill Walton	<a href="mailto:bill.walton@yourtimematters.com">bill.walton@yourtimematters.com</a>	
Melonie Warfel (Adobe)	<a href="mailto:mel@adobe.com">mel@adobe.com</a>	EXCUSED
Lory Wood (Good Health Network)	<a href="mailto:Wood@ghnet.us">Wood@ghnet.us</a>	X
Terry Zagar (Northrop Grumman)	<a href="mailto:terry.zagar@ngc.com">terry.zagar@ngc.com</a>	X
Alan Zuckerman	<a href="mailto:aez@georgetown.edu">aez@georgetown.edu</a>	

#### Agenda

Introductions – All

Roll Call - Betsy Fanning

Agenda Approval - All

Meeting Minutes Approval - All

Old Business:

- > Marketing Committee Update - Rick Benoit
- > TEPR Discussion - Rick and All
- > ASTM E31 Update - David Kibbe

New Business:

- > Other - All

Summary and Adjournment - All

#### Meeting Minutes and Agenda

Rick Benoit called the meeting to order at 2:03 p.m. The roll call of the meeting participants is reflected above. After a review of the agenda, the agenda for the April 14, 2008 meeting of the PDF Healthcare working group was approved with the addition of a discussion item from Deborah Kohn. (Waldren/Kibbe) The working group approved the meeting minutes from the March 31, 2008 meeting with the correction of John Calder as being excused. (Kibbe/Wood).

Jim Sorace, a director from the Office of the Assistant Secretary for Planning and Evaluation of the Department of Health and Human Services and a former pathologist joined the working group meeting. Jim is interested in learning about the standards that are available for healthcare records and understanding how software is being developed to assist in life cycle management.

#### Old Business:

##### Marketing Committee

The Marketing Committee meeting was canceled today. Comments on the proposed presentation for TEPR are requested to be sent to Rick Benoit.

The committee discussed the opportunity for producing training on PDF Healthcare. It was requested that AIIM in a spirit of cooperation discuss the opportunity with ASTM and report back to the working group at the next meeting. It was noted that PDF Healthcare and PDF/Archive can work together but that the PDF/A files are not secure which is a requirement of PDF Healthcare. It was recommended that agreement be reached on the audience for the training and that appropriate case studies be developed for that audience. The training materials must be vetted through the PDF Healthcare technical working group.

The status of the use cases activity was discussed. This is an activity that had been given some attention in 2007 and needs to be resurrected.

**TEPR Discussion**

Rick Benoit reminded the committee that an hour has been designated to discuss PDF Healthcare during the TEPR conference. The overview and an update on the work of the committee will be presented along with case studies from MinuteClinic and Dr. Stasia Kahn's work.

**ASTM E31 Update**

The ASTM E31 committee continuing to focus on outreach discussions with the healthcare community regarding the CCR. There is a lot of activity surrounding the CCR. PDF Healthcare will receive interest and attention from this and areas other than the CCR areas.

It was noted that scenarios from the point of view of clinicians, administrators and patients are needed to help tell the story of PDF Healthcare. These stories need to be simple and from the perspective of the party for which it is being developed. The committee discussed the need for electronic health records as a prerequisite for PDF Healthcare. The stories need to be general in nature for each of the points of view of clinicians, administrators, and patients. This means they need to be easy to understand, allowing the reader to drill down further if they so desire. The working group decided to start with the administrator scenario and try to complete it by the end of April. John Calder and Ken Caskenette will work together on this scenario. Ken hopes to use the scenario for his technical conference in Canada in May.

**New Business**

No new business was discussed. However, it was noted that no mention of the Best Practices Guide for PDF Healthcare press release was made on the California Healthcare Foundation web site. Deborah Kohn and AIIM will explore this.

**Next Meeting:**

The next meeting for the PDF Healthcare core team will be on April 28, 2008 at 2 p.m. Eastern.

Rick Benoit adjourned the meeting at 3:05 p.m. Eastern time.

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**Summary and Next Steps:**  
**High Level Milestones & Timelines Remaining**  
**Outstanding Tasks**

Schedule Marketing Committee meeting for April 28, 2008 at 1 p.m. Eastern.	Rick Benoit	