

**PDF Healthcare
Working Group Meeting
Meeting Minutes**

December 10, 2007

Call Logistics / Details:

Monday – December 10, 2007

2:00 PM ET 11:00 AM PT

Phone Conference - 1-888-7428686 1-303-9282600

Conf ID# 5991077

Meeting Minutes - Monday, December 10, 2007

Sub-Committee Chairs:

Technical Team	John Colang/Steve Waldren
Project Mgmt. Team	Rick Benoit/Betsy Fanning/Melonie Warfel
Security Team	John Calder
Marketing Team	Rick Benoit/David Kibbe
Authoring Team	John Colang

Attendees: Name	Email	Present
Will Abbott (CVS Pharmacy)	JWAbbott@cvs.com	
Ari Alpert (Mass Medical Society)	aalpert@mms.org	X
Robert Barker (Next Gen)	rbarker@nextgen.com	
Scott Barclay (CVS Pharmacy)	sabarclay@CVS.com	
Rick Benoit (Intel)	richard.d.benoit@intel.com	X
Edmond Billings (Voice of the Physician)	edmund@voiceofthephysician.com	
Kelli Bravo (Adobe Systems)	kbravo@adobe.com	EXCUSED
John Calder (Generator)	john@generatorllc.com	X
Ed Chase (Adobe Systems)	echase@adobe.com	
Nainil Chheda (eClinicalWorks)	nainil.c@eclinicalworks.com	
John Colang (Intel)	john.e.colang@intel.com	
Ken P. Caskenette (Medirex)	kenc@medirexsys.com	EXCUSED
Elizabeth Currier (Medirex)	elizabethc@medirexsys.com	X
Ajit Dhavle (SureScript)	ajit.dhavle@surescripts.com	X
Ebony Downtin (AIIM)	edowntin@aiim.org	X
Tom Eberle (Intel)	thomas.m.eberle@intel.com	X
Jeff Egan (Christus Health)	Jeff.Egan@christushealth.org	X
Betsy Fanning (AIIM)	bfanning@aiim.org	X
Adrian Gropper (MedCommons)	agropper@medcommons.net	EXCUSED
Juanita Hickman	juanitah@ascentpartners.biz	
Bryan Hobbs (Intel)	bryan.hobbs@intel.com	

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David Kibbe (AAFP)	kibbedavid@mac.com	X
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Jim Kragh (Good Health Network)	Kragh@ghnet.us	X
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Tom Sullivan (DrFirst)	Sullivan@massmed.org	X
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Bill Walton	bill.walton@yourtimematters.com	
Melonie Warfel (Adobe)	mel@adobe.com	EXCUSED
Lory Wood (Good Health Network)	Wood@ghnet.us	X
Terry Zagar (Northrop Grumman)	terry.zagar@ngc.com	
Zuckerman, Alan	aez@georgetown.edu	X

Meeting Minutes and Agenda:

Elizabeth Currier moved to approve the agenda for the December 10, 2007 meeting; Tom Sullivan seconded the motion. The December 10, 2007 meeting's Agenda stands approved.

The meeting minutes for the October 29, 2007 meeting were approved and seconded by Jim Kragh and Jeff Egan as presented. The meeting minutes for the October 29, 2007 meeting stand approved.

New Member Introduction:

No new members were in attendance.

Notes from the meeting dated **Monday – December 10, 2007**:

OLD BUSINESS

I. Ballot Process Update – B.Fanning

- The committee ballot was issued to the AIIM PDF Healthcare committee and closes in December. ASTM initiated their ballot at approximately the same time as AIIM initiated the committee ballot,

however, the ASTM ballot is a 30 day ballot and will close on January 4.

- Upon successful approval of the ASTM and AIIM committee ballots the document will be balloted to the AIIM Standards Board for final approval prior to publication.
- The ASTM and AIIM ballots are for the changes made to the document to resolve the objections from the previous ballot.

II. Press Release – B.Fanning

- The latest version of the press release, overview presentation and FAQ were distributed to the committee. The press release contains the quotes and edits received to date. If a member company's quote is not included in the draft circulated, they are requested to send the quote to Betsy Fanning for inclusion. Prior to distributing the press release, some of the quotes may be integrated into the body of the release.
- It is noted that Merck & Company has been removed from all places where it is used.
- Rick Benoit requested all members to review the three items and send comments or requested changes to Betsy Fanning.

III. ASTM Committee Meeting Update – S. Wadren/D. Kibbe

- Steve Waldren reported on the CCR meeting held in California in November. The two main items from the technical committee for CCR that were noted were that the change to the schema in the implementation guide was made for bug fixes and to improve the schema. The committee discussed security features to be added. The Implementation Guide provides guidance on how to start using a CCR based system and how to maintain it over time as well as the use of encryption. Issues with regard to vocabularies, specifically the naming of vocabularies being used are noted as existing. Additional work is needed to further define vocabularies. While the guide defines CCR, there is an additional document being made available that constrains the CCR and the process while defining the vocabulary to be used. PDF Healthcare was discussed at the meeting and received favorable support.
- David Kibbe reported on the workshop held prior to the meeting. CMU and SEI approached the committee a couple of months ago. The general direction for using the CCR is to move to use the world wide web more and move away from the use of private networks. A study will be conducted using the SEI tools to analyze the adoption and use of the CCR. The harmonized CCD was discussed. The committee will continue to lend efforts to any transforms with the harmonized CCD. It is desirable to have the CDA and CCD tested. The first trial of the harmonized CDA/CCD being conducted is in the MassShare Community Hospitals. The quantity of CCR/CDA readiness will be demonstrated at TEPR by having vendors test the form with minimal effort. There is a need to encourage HL7 to get the CDA/CCR form out and available soon. The Veterans Administration is using PDF for the CCD in a project titled CCD4CDT (CDT = Communications Document Type). INDIGO has an XML data object schema available that is open source and could compete with the CCD and other similar forms. It is noted that there is growing use of the CCD in the healthcare industry.
- The PDF Healthcare committee may want to discuss if there is value in using XFA with the CCR.

IV. General Industry/Conference Updates – R.Benoit/All

- Rick Benoit noted that there is growing use of the CCD form in the healthcare industry.
- It was also noted that the committee should keep current on the healthcare conference coming up such as HIMSS. We will need to use the TEPR conference to showcase our work on the Best Practices Guide and provide use cases.

V. 2008 Objective Planning

- One focus for 2008 is the recruitment of new members and re-engagement with members who were once active but have since become inactive. Deborah Kohn reviewed the need to recruit new members and to re-engage existing members. It was noted that we need to get "new" faces on the subcommittees.
- Once the Best Practices Guide is available, other topics for consideration in 2008 will be identified as the committee addresses feedback on the guide.
- In 2008, we should review the subcommittees and create new subcommittees and/or put on hold existing committees such as the Security and Authoring committees.

Next Meeting Date / Time –

- Monday, **January 7, 2008** at 2:00 pm ET; 11:00 am PT

The December 10, 2007 meeting was adjourned at 3 p.m. (Sullivan/Dhavle)

Summary and Next Steps:

High Level Milestones

Timelines Remaining

Outstanding Tasks

Sub-committees identify planned tasks/accomplishments for the next 3-6 months	By end December 2007	All
Resolve and finalize draft	By end October, 2007 (??)	Anatole, AIIM, ASTM
Issue ballot of changes after technical editor reviews document	By mid-November, 2007 (??)	AIIM and ASTM
Return completed ballots	Date to be determined	All
Submit quotes for inclusion in the press release	By November 15, 2007	All
Review FAQs / Marketing Presentation	By end November, 2007 (??)	Marketing Subcommittee