

**PDF Healthcare Core Team Meeting
Meeting Minutes**

March 17, 2008

Call Logistics:

Tuesday March 17, 2008
2:00 PM EST 11:00 AM PST
Phone Conference - 1-888-7428686 1-303-9282603
Conf ID# 5991077

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Agenda

Introductions – All

Agenda Approval - All

Meeting Minutes Approval - All

Old Business:

- > Ballot and Publication Status - Betsy Fanning
- > TEPR Discussion - All
- > ASTM E31 Update - David Kibbe
- > Leavitt Visit to Northern Illinois Physicians for Connectivity - Rick Benoit

New Business:

- > AHIMA Discussion - Deborah Kohn
- > CCR Proposal - Rick Benoit/John Colang
- > Other - All

Summary and Adjournment - All

Meeting Minutes and Agenda

Rick Benoit called the meeting to order at 2:05 p.m. The roll call of the meeting participants is reflected above. After a review of the agenda, the agenda for the March 17, 2008 meeting of the PDF Healthcare working group was approved as presented. (Caskenette/Kohn) The working group approved the meeting minutes from the March 3, 2008 meeting as presented. (Caskenette/Kohn).

Ballot and Publication Status

The ballot on the PDF Healthcare Best Practices Guide closed and resulted in the approval of the Best Practices Guide. The Best Practices Guide, Implementation Guide and the examples from the Implementation Guide were all posted to the web prior to the Press Release being distributed on Monday, February 25. The Best Practice Guide is being sold by ASTM and AIIM for \$49. The press release was distributed to the ASTM and AIIM press list which totals over 3000 contacts. The release was picked up by Dark Reading, Government Technology and Health Data Management. Additionally, the standards column in the January/February AIIM E-DOC Magazine was devoted to the PDF Healthcare work. A copy of the article will be distributed to the

committee members in a separate email.

TEPR Discussion

An outline for the presentation to be delivered at TEPR was distributed. The objective for the presentation is to promote and inform TEPR members on what the working group accomplished and what it has planned for the future. It is intended that several case studies will be selected to be discussed that will illustrate the importance of the project. One of the case studies to be discussed will be Stasia Kahn's work at the Northern Illinois Physicians for Connectivity organization where the group is using the PDF Healthcare and CCRs. Stasia is bidding for one of 12 pilots Secretary Leavitt is proposing to fund for the use of eHealthcare records. Another potential case study to be included in the presentation is Minute Clinic where when a patient is discharged CCR and PDF is being used for the documents which are being sent to the physician and to the patient. The third potential case study to use would be with the work Google is doing where the CCR has been adopted.

ASTM E31 Update

The ASTM E31 committee is busy discussing the CCR with industry representatives including Google and Microsoft. The project continues to receive interest from Singapore and is getting interest from the World Health Organization. The committee needs to work on the localization efforts. Additionally, a feature in the March/April 2008 ASTM Magazine discussed the CCR and the PDF Healthcare's BPG. A link to the article was distributed to the PDF Healthcare Working Group members.

Leavitt Visit to Northern Illinois Physicians for Connectivity

While Secretary Leavitt was not able to personally visit Northern Illinois Physicians for Connectivity, his representatives received a thorough presentation of the e-Healthcare records work underway including the PDF Healthcare work.

New Business

Contacting AHIMA regarding the Joint Commission requirements:

The medication reconciliation at discharge is a JC requirement. However, after contacting AHIMA, it was learned that the JC will not specify how to meet its requirements. On the other hand, the medication reconciliation at discharge also is a component of the CCR. If linked to the CCR, then PDF Healthcare can be used as an additional tool to help simplify the process. When one considers that patients travel, the medication reconciliation is of even greater importance. The quality of healthcare and patient safety may be impacted if medication reconciliation is not carried out properly. Therefore, the PDF Healthcare working group may want to consider adding the medication reconciliation to the next version of PDF Healthcare Best Practices Guide. This item was referred to the marketing subcommittee.

CCR Proposal:

The committee discussed the creation of a thin client system to allow the creation of a CCR as a PDF wrapped document. The goal would be for the resulting product to be an easily deployed solution and one that could be loaded onto the physician's notebook for ease of use.

Next Meeting:

The next meeting for the PDF Healthcare core team will be on March 31, 2008 at 2 p.m. Eastern.

Rick Benoit adjourned the meeting at 3:30 p.m. Eastern time.

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Summary and Next Steps:

**High Level Milestones & Timelines Remaining
Outstanding Tasks**

Betsy Fanning will circulate the IG to the committee for final approval and will hang the supplemental kit and IG Kit on the ALLM site for us to use until we publish	Betsy Fanning	Done
Circulate mkt prez and FAQ for final review	Betsy Fanning	Done, need review and feedback
Develop preliminary objectives and goals for 2008	Rick Benoit	Done, need review and feedback
Rick Benoit will set up a marketing committee meeting to discuss goals and objectives for 2008. Need to also discuss TEPR agenda items, FAQ and mkt presentation.	Rick Benoit	Done, need follow-up on