

**PDF Healthcare
Working Group Meeting
Meeting Minutes**

October 29, 2007

Call Logistics / Details:

Monday – October 29, 2007

2:00 PM ET 11:00 AM PT

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

Conf ID# 5991077

Meeting Minutes - Monday, October 29, 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	
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	X
John Calder (Generator)	john@generatorllc.com	EXCUSED
Ed Chase (Adobe Systems)	echase@adobe.com	X
Nainil Chheda (eClinicalWorks)	nainil.c@eclinicalworks.com	
John Colang (Intel)	john.e.colang@intel.com	X
Ken P. Caskenette (Medirex)	kenc@medirexsys.com	EXCUSED
Elizabeth Currier (Medirex)	elizabethc@medirexsys.com	EXCUSED
Ajit Dhavle (SureScript)	ajit.dhavle@surescripts.com	
Ebony Downtin (AIIM)	edowntin@aiim.org	X
Tom Eberle (Intel)	thomas.m.eberle@intel.com	EXCUSED
Jeff Egan (Christus Health)	Jeff.Egan@christushealth.org	X
Betsy Fanning (AIIM)	bfanning@aiim.org	X
Adrian Gropper (MedCommons)	agropper@medcommons.net	
Juanita Hickman	juanitah@ascentpartners.biz	
Bryan Hobbs (Intel)	bryan.hobbs@intel.com	

Beth Hurter (CapMed)	bhurter@capmed.com	
Cari Jansen (SureScripts)	listmail@carijansen.com	
Aditi Jariwala (SureScripts)	Aditi.Jariwala@surescripts.com	
David Kibbe (AAFP)	kibbedavid@mac.com	X
Deborah Kohn (Dak Systems Consulting)	dkohn@daksystcons.com	X
Jim Kragh (Good Health Network)	Kragh@ghnet.us	X
Mike Komadina (epocrates)	mkomadina@epocrates.com	
Jerry Linn (Google)		
David Luce (Schering-Plough)	david.luce@spcorp.com	
David McCallie (Cerner)	Dmccaliie@cerner.com	X
Anatole Matveief (Adobe)	amatveie@adobe.com	X
Ken Miller (Solventus)	ken.miller@solventus.com	
Jeff Morrill (PointnClick)	Jmorrill@pointnclick.com	
John Odden (Advisor to SDMINE)	John.odden@gmail.com	X
Indu Subaiya	Indu.subaiya@gmail.com	
Joseph Schneider (AAP)	drjoes@pol.net	
Dmitry Shalimov (Capmed)	dshalimov@capmed.com	
Vik Sheshadv (eMedApps)	sheshadv@emedapps.com	X
Dan Smith	dsmith@astm.org	
Dana Stone (Independent)	danastone9@msn.com	X
Tom Sullivan (DrFirst)	Sullivan@massmed.org	X
David Tan (PointNClick)	dt@pointnclick.com	
Steve Waldren (AAFP)	swaldren@aafp.org	X
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	X
Zuckerman, Alan	aez@georgetown.edu	

Meeting Minutes and Agenda:

David Kibbe made a motion to approve the agenda for the October 29, 2007 meeting; Tom Sullivan seconded the motion. This meeting's Agenda stands approved with the addition of a discussion on Health Vault.

David Kibbe noted that he provided only a brief report on Health Vault at the October 15 meeting due to needing to leave the meeting early and asks that the minutes appropriately reflect that. Deborah Kohn, requested that the notation regarding inviting new members be amended to include "...for the Working Group and the sub-committees as well as purging those members from the Working Group and the sub-committees who have not participated in either for some time." A change to the item about Dr. Halamka, will be made to include "MD" after Dr. Halamka's name and that he is "CIO" of Harvard Medical School. Also, it was noted that Mr. McCallie and Mr. Zuckerman's names were misspelled in the listing and should be corrected. John Colang made a motion to approve the meeting minutes of the October 15, 2007 meeting as amended; Tom Sullivan seconded the motion. The last meeting's Minutes (October 15, 2007) stand approved as amended.

New Member Introduction:

Jeff Egan is with Christus Health.

Notes from the meeting dated **Monday – October 29, 2007**:

OLD BUSINESS

I. PDF Healthcare Best Practices Guide (BPG)

- **Status / Updates – per Anatole Matveief, Ed Chase and John Colang**
 - The final call with Una Smith took place. All the issues were addressed and the changes made to the document.
 - The revised document will be distributed this week to the ASTM negative voters for review to ensure that the changes meet their requirements.
 - The committee discussed the proper sequence of sending the document to the editor prior to or simultaneous to the review by the negative balloters. It was agreed that the document would not go to the editor until after the review by the negative balloters.
 - Adobe completed the patent policy statement which has been incorporated into the draft document.
 - It was agreed to allow the reviewers to have 5 business days to review the document after which if no further comments are received, the document will be sent to the AIIM editor for review and finalization.
 - The comments from Una Smith were editorial in nature or focused on use of the files and the language around efficient PDF which was modified to be smaller file sizes, etc.
 - The section on vector graphics was modified for clarification as was the section on fonts.
 - The use cases for restricted printing were modified to be more general.
 - It was noted that Una Smith stated she reserved the right to vote negative again after reviewing the modified document.

II. Subcommittee Reports

- Marketing Subcommittee – per Benoit
 - The FAQ and PDF Healthcare explanatory Powerpoint presentation were distributed to the Marketing subcommittee.
 - Comments and recommended modifications have been sent to Betsy for incorporation in the drafts. Additional comments and recommended changes are welcome.
 - Quotes are still needed for the press release and can be sent to Betsy.

III. Health Vault

- Dr. David Kibbe was invited to meet with representatives of Carnegie Mellon's Software Engineering Institute (SEI). The discussions focused on the CCR and related standards efforts. The researchers and scientists at SEI expressed interest in helping to nurture and deploy the standards to the technology as soon as possible. Further, they recommended that the normal standards development process may not be the best process to move forward as it is typically quite long since consensus must be reached. They recommended that for something like this that a more rapid and agile process would be necessary.
- Dr. Kibbe reminded the committee of the November 13 training for CCR which will have representatives from Silicon Valley in attendance and would be a good time to talk about PDF Healthcare if we were to a point that we could do so. Representatives from HealthVault will be in attendance.
- Dr. Kibbe received assurances from Microsoft that the next version of HealthVault will permit the uploading of XML. The next release is due mid-November.
- It was recommended that the question regarding support for PDF and particular PDF in Healthcare be asked of the ASTM committee when they meet in November.

IV. 2008 Objective Planning

- Rick Benoit reminded the committee of the need to be thinking of the tasks the committee and subcommittees want to complete in 2008. This will be the topic for future meetings.

Next Meeting Date / Time –

- Monday, **November 12, 2007** at 2:00 pm ET; 11:00 am PT
- Suggested AGENDA item:
 - 2008 Objectives Planning
 - Institute of Medicine's Survey/ Report re: HITSP (Kibbe)

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