

**PDF Healthcare Core Team Meeting
Meeting Minutes**

February 19, 2008

Call Logistics:

Tuesday February 19, 2008
2:00 PM EST 11:00 AM PST
Phone Conference - 1-888-7428686 1-303-9282603
Conf ID# 5991077

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Field Code Changed

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| Alan Zuckerman | aez@georgetown.edu | X |

Agenda

Introductions – All

Agenda Approval - All

Meeting Minutes Approval - All

Old Business:

- > Ballot and Publication Status - Betsy Fanning
- > Press Release Status - Betsy Fanning
- > Marketing Presentation and FAQ Status - Betsy Fanning
- > TEPR Discussion - All
- > ASTM E31 Update - David Kibbe

New Business:

- > Leavitt Visit to Northern Illinois Physicians for Connectivity - Rick Benoit.David Kibbe
- > 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 February 19, 2008 meeting of the PDF Healthcare working group was approved as presented. (Sullivan/Eberle) The working group approved the meeting minutes from the February 4, 2008 meeting as presented. (Sullivan/Eberle)

Balloting Status and Update

The Best Practice Guide AIIM Standards Board ballot closed with approval to proceed to publication. ASTM's publications department is reviewing the draft prior to posting it. They noted a few URL links that were not correct. These links have been fixed and a revised document sent to ASTM. The published document will be posted on the AIIM and ASTM web sites and will be sold for \$49. AIIM offers a discount to its members who purchase standards, technical reports or Best Practices. In appreciation of the efforts of the working group in drafting the Best Practice, active participating members will receive a complimentary copy of the Best Practice for their files.

Press Release Status

The press release has been finalized. AIIM and ASTM will release the press release as requested by the working group on Monday, February 25. AIIM will work to having the press release in the HIMSS press room on Monday as well.

Marketing Presentation and FAQ

The Marketing Presentation was modified with the recommendations from the working group. As soon as the ASTM URL is received, it will be added to the overview and the file posted on the AIIM web site in PowerPoint format as well as PDF. The requested changes have been made to a base document of the FAQs. Ebony is making the changes on the web. It is AIIM's goal to have the marketing presentation, FAQ, press release, Implementation Guide web page with tools and the BPG all ready at the same time and by Monday, February 25.

ASTM E31 Update

Status report was tabled until the next meeting.

TEPR

PDF Healthcare has an hour on the TEPR program agenda. The working group discussed what would be presented during that time period. The following items were identified:

- 2008 Objectives and Goals
- Use Cases – General
- Use Cases – Northern Illinois Physicians and Minute Clinic
- Questions and Answers

Rick Benoit will draft an outline and circulate it to the working group for review. The presentation will be based on the Marketing Presentation.

New Business

It was noted that Secretary Leavitt will visit Northern Illinois Physicians on March 4. There are two patients that will speak on the benefit of the HER and use of PDF Healthcare. Pre-briefing materials will be sent to Secretary Leavitt.

Next Meeting:

The next meeting for the PDF Healthcare core team will be on March 3, 2008 at 2 p.m. Eastern.

Those attending HIMSS should meet at the Peabody Bar at approximately 6:30 p.m. on Tuesday, February 26 for an informal gathering.

Rick Benoit adjourned the meeting at approximately 2:30 p.m. Eastern time.

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Summary and Next Steps:

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

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| Betsy Fanning will circulate the | Betsy Fanning | Done |
|----------------------------------|---------------|------|

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|---|---------------|---------------------------------------|
| IG to the committee for final approval and will hang the supplemental kit and IG Kit on the AIIM site for us to use until we publish | | |
| 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 |