

**PDF Healthcare
Working Group Meeting
Meeting Minutes**

October 15, 2007

Call Logistics / Details:

Monday – October 15, 2007

2:00 PM ET 11:00 AM PT

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

Conf ID# 5991077

Meeting Minutes - Monday, October 15, 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

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Meeting Minutes and Agenda:

Steve Waldren made a motion to approve the agenda for the October 15, 2007 meeting; David Kibbe seconded the motion. This meeting's Agenda stands approved.

Tom Sullivan made a motion to approve the meeting minutes of the October 1, 2007 meeting; Deborah Kohn seconded the motion. The last meeting's Minutes (October 1, 2007) stand approved.

New Member Introduction:

John Odden is an advisor to the San Diego County Medical Society Foundation Project.

Kelli Bravo is Director of Life Sciences and Healthcare Solutions Marketing with Adobe Systems.

Notes from the meeting dated **Monday – October 15, 2007:**

OLD BUSINESS

I. PDF Healthcare Best Practices Guide (BPG)

• Status / Updates Ballot Process Update – per Betsy Fanning

- Once the comments have been fully resolved by the ASTM voters, the document will be sent to the AIIM Technical Editor for editing.
- Once the BPG is edited, only the changes to the BPG will be balloted (although the entire document will be distributed to the PDF Healthcare Working Group [representing AIIM's balloting] and ASTM so to understand the document context).
- In addition, a “change” page will be included with the ballots to highlight for the Working Group and ASTM the comments received from the negative balloters and the modifications made by Warfel/Matveief.
- ASTM has a 30 day balloting process and AIIM has a 15 day balloting process. Consequently, ASTM balloting will conclude after AIIM's Committee ballot closes.
- Once the balloting process is complete, the amended document will be forwarded to AIIM's Standards Board for approval.
- Once the Standards Board has approved the amended document, it is the intention that both the BPG and IG will be published / released at the same time.

• Status / Updates – per Anatole Matveief and John Colang

- The document has been revised to incorporate the agreed upon changes based on the conference calls with the ASTM voters.
- The revised document has been sent to the HL7 contact for review and acceptance of the changes made to the document. The working group is waiting to hear if the changes have been accepted and the negative ballot withdrawn.
- Marshall and Kuhn, two other ASTM voters are reviewing the comments and changes.
- A patent issue raised by the voting process is being resolved. Adobe is working on resolving this issue.

• Questions / Answers / Comments

- The working group discussed if the link between PDF Healthcare and the CCR will be affected by the changes being incorporated to satisfy the negative ballots. General consensus is that the link is not affected. Also discussed is the level of support for PDF Healthcare vs. CCR.

II. Subcommittee Reports

• Marketing Subcommittee – per Warfel

- The latest press release was distributed to the Marketing Subcommittee and the full PDF Healthcare committee.
- Company quotes are needed and should be submitted directly to Fanning. A deadline for quotes will be established when the ballot for the document is issued.
- All Subcommittee heads are encouraged to submit quotes for a “Quote Document”.
- The FAQs and Marketing Presentation will be updated once the Press Release is approved and released.
- AIIM will send the FAQs to the marketing subcommittee for review and edit as necessary.
- AIIM will update the company names in the press release based upon the participation the companies have had over the last several months.
- When the press release is distributed, the URL will be distributed to the committee so that links from other web sites can be made to the release.

- Likewise, the overview presentation will be reviewed and modified as appropriate.

III. Health Vault

- David Kibbe discussed the capabilities of HealthVault a product offering from Microsoft which provides search, document storage and access to a central repository.
- Currently, HealthVault does not accept XML documents (it does accept Word and PDF documents). XML files being accepted is expected by mid-November.
- It is noted that the demonstration model would be easier to use due to discussions Dr. Kibbe has had with Microsoft and Health Vault.
- The committee discussed if others like Adobe Systems, Google, etc. might have some similar product offerings in the near future.

IV. New Member Recruitment

- Deborah Kohn recommended that the committee may be at the appropriate time to consider inviting new members for the committee and the sub-committee.
- Each sub-committee should begin identifying tasks that they want to accomplish upon the publishing of the Best Practices Guide and Implementation Guide.

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V. 2008 Objectives

- Rick Benoit recommended that all sub-committees discuss plans for accomplishments they will make in the next 3-6 months.
- It is noted that the 2008 planning will be a topic and action item for all members over the next few meetings.

VI. Open Source Offerings

- Similar report as was provided at the October 1 meeting. The Technical committee is exploring the

concept of establishing a shareware, open source environment to promote PDF and CCR as well as other uses of the technology.

- Steve Waldren and John Colang will meet between meetings to further discuss this concept.
- It was noted that an appropriate approach to this issue may be to establish a site and infrastructure and then to open it up to users to post or share items.
- A need to drive toward a standard for where data is located on health forms was noted. It was also stated that this type of standard would be difficult to develop. It may be better to standardize where medical data is stored or captured.
- The CDC's former promotion of DEED, an effort to standardize data for Emergency Room Physicians was discussed. It was noted that John Halamke, ER Doctor, Head of HITSP and CEO of Harvard Medical School could assist in these efforts. (Adobe noted that they have a video on this topic on their web site.)

Next Meeting Date / Time –

- Monday, **October 29, 2007** at 2:00 pm ET; 11:00 am PT
- Suggested AGENDA item:
 - 2008 Objectives Planning

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