**AHIMA Standards Task Force (TF)**

Information Governance (IG) Standards Project: HIT Standards for HIM Practices

Time: Monday, March 21, 2016

1:00 EST, 12:00 CST, 11:00 MST, 10:00 PST

Call-in information

[Join WebEx meeting](https://ahima.webex.com/ahima/j.php?MTID=m9078924aee04e011e9bb04dad77be333) Meeting number: 926 075 291

1-650-479-3208 Call-in toll number (US/Canada)

Call Materials: <http://wiki.ihe.net/index.php?title=Standards_TF_Call_03/21/16>

2016 Project Wiki: <http://wiki.ihe.net/index.php?title=HIT_Standards_for_HIM_Practices-2016>

**Agenda**

12:00-12:05 Welcome and Reminders – Harry Rhodes

1. Completion of AHIMA Conflict of Interest (COI)

*Materials for Discussion:*

<https://secure.ahima.org/COI/ConflictOfInterest.aspx>

12:05-1:45 Business Requirements Review – Anna Orlova

1. Retention
2. Disposition

*Materials for Discussion:*

Business Requirements Specification

1:45-1:55 Next Steps – Anna Orlova

1. Project Schedule

*Materials for Discussion:*

Project Timeline and Call Schedule

1:55-2:00 Q&A

**Meeting Summary**:

***Attendees:***

Alane Combs

Amber Martinez

Anna Orlova

Aviva Halpert – Excused

Robert Horn

Beth Horn

Bill Reisbick

Carlyn Choate - Excused

Christine Taylor

Darice Grzybowski

Deane Stillar

Donna Young

Elisa Gorton

Gila Pyke

Harry Rhodes

Katherine Lusk’

Lori Tolley

Jennifer Manahan

Marcia Matthias

Michael Nusbaum

Mick Talley - Excused

Neysa Noreen

Sandra Nunn

Robert Giannini

Susan Clark

Susan Lucci

Valerie Wilson

12:05-1:45 Business Requirements Review – Anna Orlova

1. Retention
2. Disposition

*Materials for Discussion:*

Business Requirements Specification

Review Business Requirements for Retention and Disposition.

**Action Item:** We will use the Standards Knowledge Management Tool to define all glossary terms.

**Action Item:** All Glossary terms to be defined will be highlighted with Blue Highlight.

We began review of Business Requirements that align across Business Requirement groups.

**Action Item:** All Business Requirements determined by Task Force review to align between Business Requirements groups will be highlighted with Yellow Highlight.

All glossary terms and aligned business requirements will be reviewed and updated as needed between meetings of the AHIMA Standards Task Force. Defined glossary terms and alignments assisted will be reviewed by the Task Force.

Meeting adjourned at 2:00 PM