**AHIMA Standards Task Force (TF)**

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

Time: Monday, May 2, 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/Standards_TF_Call_05/02/16>

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

**Tentative Agenda**

Facilitator, Harry Rhodes

12:00-12:05 Welcome and Reminders

a. Sign-up/ Completing Conflict of Interest Form *Link****:*** <https://secure.ahima.org/COI/ConflictOfInterest.aspx>

b. AHIMA-HIMSS Webinar on IG Standards, May 2nd 12:00 ET

12:05-12:25 AHIMA IG Business Requirement Specifications

a. Update from IHE Meeting

b. Public comment process – June 15-July 31

*Materials for Discussion:*

AHIMA IG Business Requirement Specifications - 04/27/2016

AHIMA Standards Public Comment Handbook

12:25-1:50 Review Standards Task Force Feedback on AHIMA Checklist/Use Case Specification

a. Patient Registration Use Case

*Materials for Discussion:*

AHIMA Checklist and Use Cases Specifications - 04/18/2016

1:50-1:55 Next Steps

1:55-2:00 Q&A

**Meeting Summary**

Alane Combs

Beth Horn

Carlyn Choate

DeShawna Hill-Burns

Gila Pyke

Harry Rhodes

Sandra Huyck

Katherine Lusk

Linda Bailey-Woods

Lori Tolley

Marcia Matthias

Marty Prahl

Sandra Nunn

Susan Lucci

Traci Waugh

Valerie Wilson

**AHIMA-HIMSS Webinar on IG Standards, May 2nd 12:00 ET**

Wonderful job by the faculty, and the event was very smooth.  We had **212** attendees today!

Here is the link to the event recording ([May 2nd HSP Roundtable recording](https://himss.webex.com/himss/lsr.php?RCID=6984bef8e7f5488f9d0c153ff248411d)) which will also be placed on the [Health Story Project Roundtable Archives](http://www.himss.org/resourcelibrary/TopicList.aspx?MetaDataID=4152) page.

**AHIMA Update from IHE ITI Meeting**

AHIMA asks IHE ITI Technical for guidance on how to proceed in their activities.

The intent of the approved project is to link the work done with Affinity Domain WP.

AHIMA has identified a set of Business Requirements, and the intent will be to point out in the Affinity Domain White Paper that those requirements should be taken in considerations during the institution of a document sharing infrastructure. The set of Business Requirements builds a Framework as a set of actions that organizations need to fulfill (to cover residual responsibility beyond standardized technologies). Residual issues should be reported to management, the important thing is to highline which is the personnel that can fulfill the issue.

**Action Item:** This activity will be accomplished via a new proposal for next ITI cycle (Update of the Affinity Domain White Paper)

**Public comment process – June 15-July 31**

Reviewed draft Conducting Public Comments on AHIMA Standards – a Handbook

Minor edits to wording in opening paragraph.

Review of definitions section:

Edits made to The Target Audience for Public Comment definition.

Discussion and edits to The Public Comment Period definition. Task Force Discussed the wording and the proposed length of the comment period.

Discussion of Why Implementing Public Comment on AHIMA Standards. Need to clarify “govern bodies” Point to which ones we are referencing. TF Recommendation: Only cite ANSI.

Ran out of time on agenda for this topic. Task Force will review and comment on Public Comment Process off line.

**Review Standards Task Force Feedback on AHIMA Checklist/Use Case Specification**

1. **Patient Registration Use Case.**

Discussed Table 1. HIM Checklists and Use Cases for HIT Standards. Task Force recommendation: that we consider Copy and Paste is a concern of Record and Data Quality. And should be considered together.

Mover Patient Registration to top ranking in Use Case table.

Discussion of - Table 1. HIM Checklists and Use Cases: Business and Technical Actors. Task Force recommended changing Insurance Carriers on Business Actors list to to Health Plan or Health Payer.

Task Force reviewed Use Case Name: Patient Registration – Inpatient Admission Scheduled via Call or in Person & Admit

Under Workflow – Patient Admission, Task Force recommended deleting “and provides Advance Directive, AD. This may be too granular. That said it is noted that some processes do include this request. Suggested that the item be included in parenthesis.. Suggestion to investigate MGMA- Medical Group Management Association, HFMA – Health Care Finance Association.. Investigate “Patient Access”. Investigate UHDDS. Investigate Joint Commission registration workflow guidelines.

The Task Force reviewed the remainder of AHIMA Checklist/Use Case Specification. Task Force noted additional work to complete the document. Suggestion was made to form a working group to gather content to complete the document.

Meeting Adjourned at 2:00 PM