



Document Number: HITSP 05 N 01

Date: September 16, 2005

HEALTHCARE INFORMATION TECHNOLOGY  
STANDARDS PANEL (HITSP)

DRAFT AGENDA

September 27-28, 2005

Ronald Regan Building and International Trade Center  
1300 Pennsylvania Avenue, NW, Washington, DC

Dress Code: Business Attire

**DAY ONE** Meeting: 9:00 am – 4:30 pm  
Reception 5:00 – 6:00 pm

**1.0 Opening of Meeting, Introduction of Chair and Approval of Draft Agenda** Ms. Frances Schrotter  
9:00 am – 9:15 am American National Standards Institute

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**2.0 Key Note Address** TBD  
9:15 am – 9:30 am

**3.0 Overview of the ONCHIT 1 Program** Ms. Frances Schrotter  
9:30 – 10:00 am

Ms. Schrotter will provide a brief overview of the ONCHIT 1 Program including an identification of the specific deliverables and timeframes for delivery to the Project Officer.

**4.0 Overview of the Healthcare Information Technology Standards Panel (HITSP)** Chair  
10:00 – 10:15 am

The Chair will provide the participants with an overview of the purpose and responsibilities of the Panel.

**BREAK**  
10:15 – 10:30 am

**5.0 Review of the HITSP Charter** Chair  
10:30 – 11:30 am

The Chair will present the Charter governing the conduct of business of the Panel, its Board and Committees. Any questions or comments received in advance of the meeting will be addressed as well as any issues that may be raised during the course of the presentation.

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**6.0**      **Vote on the HITSP Charter**      Chair  
11:30 – 11:45 am

A formal and public vote will be taken and recorded to approve the Charter of the HITSP.

**ACTION:**      The Panel will be asked to ratify the Charter as distributed.

**LUNCH** (Box lunches will be provided)  
11:45 am - 1:00 pm

**7.0**      **Use Case Overview**      Ms. Joyce Sensmeier  
1:00 pm – 1:20 pm

Ms. Sensemeier will present an overview of the Use Case Committee process.

Healthcare Information  
and Management  
Systems Society

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**8.0**      **Presentation of Use Cases One Through Four**      Use Case  
1:20 pm – 3:20 pm      Committee Chairs

Each Chair will be allotted 30 minutes to present on one of four Use Cases and respond to questions.

**DOCUMENTS:** HITSP 05 N 05; N 06; N 07; N 08

**BREAK**  
3:20 pm – 3:50 pm

**9.0**      **Use Case Discussion/Ratification**      Chair  
3:50 pm – 4:30 pm

The Chair will lead a discussion of the four Use Cases presented with the goal of seeking ratification of a minimum of three Use Cases for presentation to the Project Officer.

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**RECEPTION**      5:00 pm – 6:00 pm

The American National Standards Institute (ANSI) invites all meeting attendees to attend a social reception following Day One of the HITSP meeting

**DAY TWO** 8:30 am – 12:30 pm

**10.0 Presentation on the Board election process**

Chair

8:30 am – 9:00 am

The Chair will provide a detailed description of the Board election process and will respond to questions.

**11.0 Election of the Board**

9:00 am – 9:30 am

In accordance with the approved Charter, an election will be conducted for Board members. SDO representatives will be asked to select 8 Board members to represent the SDO members of the Panel and the Non-SDO representatives will be asked to select a minimum of 8 Board members to represent the Non-SDO members of the Panel

**DOCUMENT:** HITSP 05 N 09 (plus attachments)

**ACTION:** The Panel will vote to approve the slate of Board candidates

- *SDO representatives will vote for SDO candidates*
- *Non-SDO representatives will vote for Non-SDO representatives)*

**12.0 Ratification of the Panel Chair**

Ms. Frances Schrotter

9:30 am – 9:45 am

In accordance with the Charter for the HITSP, the Panel will be asked to ratify the Chair of the Panel. The following motion will be presented for approval:

**ACTION:** The Panel will entertain a motion to approve a Chair for the period September 28, 2005 – September 28, 2007

**13.0 Introduction of the Elected Board**

Chair

9:45 am – 10:15 am

The elected Board members will be introduced to the Panel.

**BREAK**

10:15 am – 10:35 am

- 14.0 Review of ONCHIT 1 Year One Schedule** Ms. Fran Schrotter  
10:35 am -11:15 am
- Ms. Schrotter will present a schedule of activities related to Year One of ONCHIT 1. This will include seeking approval of meeting dates for future Panel meetings.
- 15.0 Planning for next Panel meeting and 1<sup>st</sup> meeting of the Board** Chair  
11:15 am – 12:15 pm
- The Chair will outline the agenda topics for the next meeting of the Panel and will discuss plans for the first meeting of the Board.
- 16.0 Parking Lot Items** (as needed)  
12:15 pm – 12:30 pm
- 17.0 Adjournment** Chair  
12:30 pm